

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING
Friday, October 24th, 2025
Wilton-Lyndeborough Cooperative Library
6:00 p.m.

Videoconferencing: meet.google.com/wzd-sbra-rkt

Audio: [+1 314-474-3295](tel:+13144743295) PIN: 260 742 339#

- I. CALL TO ORDER**
- II. REVIEW MEETING MINUTES**
 - a. 03/26/2025**
- III. OLD BUSINESS**
 - a. DID - Fixed Assets (Inventories)**
 - b. TITLE IX (legal update)**
 - c. JJJ & JJIC: (legal/legislative update)**
 - d. IHBCA - Pregnant Students (legal update)**
 - e. EBCH-R - Chemical Safety and Chemical Hygiene Administrative Procedure**
 - f. DFGA-R- Crowdfunding Form**
 - g. FF - Naming New Facilities**
- IV. NEW BUSINESS**
 - a. Legislative Update**
 - b. DGA- Authorized Signatures**
 - c. DK- Payment Procedures**
 - d. EEAA - Video and Audio Surveillance on School Property**
 - e. ILD - Educational Questionnaires, Surveys, and Research**
- V. PUBLIC COMMENT**
- VI. SETTING NEXT MEETING DATE AND AGENDA**
- VII. ADJOURNMENT**

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING
Wednesday, March 26th, 2025
Wilton-Lyndeborough Cooperative Library
6:30 p.m.

I. CALL TO ORDER at 6:31pm Jon Lavoie, Brianne Lavallee, Erin Collins and Cynthia Foss present; Peter Weaver online

II. ELECTIONS Cynthia Foss nominated Brianne Lavallee to be Chair of the policy committee. Brianne Lavallee accepted the nomination; the committee voted unanimously to support the nomination. Brianne Lavallee nominated Jon Lavoie to be Vice-Chair of the Policy Committee. Jon Lavoie accepted the nomination; the committee voted unanimously to support the nomination.

III. REVIEW MEETING MINUTES

a. 02/12/2025

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to accept the meeting minutes as written Voting: 3 ayes, Erin Collins abstained, motion carried.

IV. OLD BUSINESS

a. EBCH-R Chemical Safety and Chemical Hygiene Administrative Procedure Peter provided an update for the committee, it is an extensive plan so it will take time to create; currently the sciences teachers have been provided the information and they will be working with Tom to update the plan, hoping to have it completed by next committee meeting.

b. GBCD-R- Background Investigation and Criminal History Record checks-Internal Controls : Peter completed created a new procedural document GBCD-R in order to provide guidance on complying with FBI and Department of Safety regulations relative to protection of criminal history records. The policy was largely based on information in the FBI's CJIS Security Policy and the New Hampshire Department of Safety's CHRI Proper Access, Use and Dissemination Procedures. This is a required Procedure.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt the new policy GBCD-R to the Board Voting: 4 ayes, motion carried.

c. IHBA-R - Programs for Pupils with Disabilities Peter created this new policy to meet the requirement that districts post a procedure for parental reference, with a notice of rights relative to Section 504, The Rehabilitation Act of 1973. Changes made to page 2 of the draft under "Duel Eligibility" last sentence we updated it to read "Student Support Services Department" Discussion was had regarding the need to include information on page 3 to insert the contact information for the Student Support Services office and update the "Note" to remove reference to policy AC-E since we currently do not have this policy and all the anti-discrimination policies are currently under review. We can update with a related policy following review of those policies.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt the new policy IHBA-R including the updates discussed above to the Board Voting: 4 ayes, motion carried.

d. IHBA - Evaluation Requirements for Students with Disabilities Peter created this policy in collaboration with the Director of Student Support Services in response to our required policy audit. The policy includes options for the method(s) and model(s) for the district to use in order to determine if a child has a specific learning disability under both federal and state law/rules.

Discussion was had regarding the option on page two to include both types of determinations for eligibility or one; the opinion of the committee was to include both, Peter Weaver verified with Ned Pratt that both models are appropriate for our district to include.

A MOTION was made by Brianne Lavallee and SECONDED by Erin Collins to send the recommendation to adopt the new policy IHBA with the changes discussed above to the Board Voting: 4 ayes, motion carried.

e. **JLF - Reporting Child Abuse and Neglect** Jon completed the updates to this policy, our last update had been in 2011, changes are indicated in red in response to revisions recommended by DCYF and the Granite State Children's Alliance. Jon recommended pairing the sample from NHSBA down to reduce redundancies. Updates also reflect **new** sample reporting form JLF-F completed by Peter.

A MOTION was made by Brianne Lavallee and SECONDED by Erin Collins to send the recommendation to adopt the updated policy JLF to the Board Voting: 4 ayes, motion carried.

i. **JLF-R Reporting Form** Peter updated the formatting to be specific to our district, this is a new form.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt the new policy JLF-R to the Board Voting: 4 ayes, motion carried.

f. **DAFB - Equivalence in Instructional Staff and Materials** Diane provided an update that she did not edit the policy given that it may not apply to us. Discussion was had regarding the need for this policy since we do not have a separate Title I school, definition of Title I school reviewed: A "Title I school" is a school that receives federal funding under Title I of the Elementary and Secondary Education Act (ESEA) to support students from low-income families and address achievement gaps. Peter verified that we are not required to have this policy given the size of our district.

g. **EBBC/JLCE - Emergency Care and First Aid** No real update needed, the reference to JLCE-R will need to be removed since we withdrew that form. Discussion was had that since the content of the policy is not changed and the Board already voted to withdraw JLCE-R then we can have Kristina remove the reference without going through the board

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to have Kristina update the online policy Voting: 4 ayes, motion carried.

h. **2024 Spring policy update review**

i. **ADB - Drug Free Workplace & Drug Free Schools** very minor changes were made, formatting changes; added the word "in writing" to comply with federal requirements.

A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to adopt the revised policy ADB to the Board Voting: 4 ayes, motion carried.

ii. **ADC - Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes, and Eliquids in and on School Property** Brianne reviewed the updates she made; added specific language to now D.2 from RSA 126-K:8, I(a) relative to prohibition against providing tobacco products, etc. to persons under 21; added specific reference to district buildings to remove a perceived ambiguity; separated Section D into subsections for clarity; and added paragraphs in both Sections B & C linking to D.2. Added the definition of employee; added the term

111 "covered person" in order to clarify that the requirements of the policy,
112 as well as under RSA 189:13-a, extends far beyond applicants for
113 "employment". As used in this sample, it includes all of the positions
114 included in the statute (e.g., applicants, designated volunteers,
115 representatives of contractors, student teachers, short term substitutes,
116 coaches, etc.) Discussion was had regarding the repetitive
117 statements/paragraphs committee decided to leave them in place since the
118 address students vs. employees.
119

120 A MOTION was made by Brianne Lavallee and SECONDED by Erin Collins to send the recommendation to
121 adopt the revised policy ADC to the Board Voting: 4 ayes, motion carried.
122

- 123 iii. **BGAA - Policy Development, Adoption, and Review:** Policy created by
124 Brianne to streamline our current process and combine our current
125 policies BG, BGA, BGB, BGC and BGE. We would need to withdraw
126 BG, BGA, BGB, BGC and BGE. We need to double check related policies
127 BDE, BDF, and BGD to cross reference. There were also some updates
128 indicating that it is the policy committee that will have the responsibility
129 for developing and maintaining a schedule for review of existing policies,
130 and making recommendations to the board regarding the same; (b)
131 revisions to the note in paragraph E.3 to reflect the 30 minute public
132 comment requirement for board meetings under RSA 189:74; (c)
133 insertion of new Section F permitting the Policy Committee to make
134 non-substantive corrections and revisions to policies with a procedure to
135 report to the Board; and (d) clarifying a process for suspending a policy
136 or waiving the policy approval/rescission/amendment process; (e) other
137 minor changes.
138

139 A MOTION was made by Brianne Lavallee and SECONDED by Cynthia Foss to send the recommendation to
140 adopt the new policy BGAA to the Board for adoption and to also recommend the withdrawal of BG, BGA,
141 BGB, BGC and BGE. Voting: 4 ayes, motion carried.
142

- 143 iv. **JI - Students Rights and Responsibilities** policy reviewed no change
144 needed
145

146 A MOTION was made by Jon Lavoie and SECONDED by Erin Collins to add a review date to the policy
147 Voting: 4 ayes, motion carried.
148

- 149 v. **JICD - Student Discipline and Due Process** Brianne presented the
150 changes to section and paragraph references, and removal of former
151 footnote 4, all regarding Dept. of Education rule Ed 317 to reflect 2023
152 amendments to Ed 317; corrected revision note for September 2021, as the
153 original entry mis-stated the applicable statute; discussion was had
154 regarding the new sentences added referencing appeals. Peter
155 recommended we keep the sentence in sections B.1. and B.2. but remove the
156 sentence from B.3. committee in agreement with the proposed change.
157 Discussion was had regarding page 3, third paragraph language in red, and
158 the logistics of having to have the school board convene between meeting to
159 "appoint another person" committee in discussion with Peter decided to
160 replace that language with "the school board authorizes the Superintendent
161 to appoint another School Administrator to oversee the decision ..."
162

163 A MOTION was made by Brianne Lavallee and SECONDED by Erin Collins to send the recommendation to
164 adopt the revised policy JICD to the Board Voting: 4 ayes, motion carried.

- vi. **JKAA- Use of Restraints and Seclusion** policy reviewed no change needed add a review date.

A MOTION was made by Jon Lavoie and SECONDED by Erin Collins to add a review date to the policy
Voting: 4 ayes, motion carried.

- vii. **JRA- Student Records and Access (FERPA)** Our last update had been in 2015, the draft policy is the newest NHSBA policy and has significant formatting changes, changes to section letters and numbers. Added the FERPA definition of "parent" (i.e., who has access to student records as a parent), which required relettering of what had been Sections E through I. We revised definitions in Section H.1 associated with the "school officials with a legitimate educational interest" exception to prior consent requirement. This update to JRA includes several important modifications to reflect a state requirement that Districts respond to parent requests for access to their student's records within **fourteen (14)** days, and several other content changes to better reflect the requirements of FERPA and applicable regulations. We have also added "post-high school plans" to the list of items included as directory information.

A MOTION was made by Cynthia Foss and SECONDED by Erin Collins to send the new version of JRA to the Board for adoption Voting: 4 ayes, motion carried.

- i. **DID - Fixed Assets (Inventories)** The review of this policy was triggered by updates to our DAF policy, we had not updated this policy since 2010; Kristie has been sent the draft and we are awaiting her feedback.
- j. **TITLE IX update** Kristie and Peter have training Tuesday April 15th and Wednesday April 16th; materials powerpoint written guidance and procedures will be included. Bri to send questions
- k. **JJJ & JJIC** : legal update guidance from the state is still pending, we will have Peter and Kristie include an inquiry about this while attending the above training.

IV. NEW BUSINESS

- a. **FF -Naming Facilities:** Draft policy update provided by Cynthia, discussion was had regarding pairing it down to be more simplified, committee in agreement with that recommendation, draft to be edited and brought back at our next meeting.
- b. **IHBCA - Pregnant Students:** We had not updated this since 2010, our additional policy regarding pregnant students has been combined with this draft one, additionally although the provisions that had been contained in the 2024 Title IX regulations concerning accommodation of pregnant students are no longer specifically included in the regulations, this policy remains a recommended practice to facilitate compliance with both federal and state nondiscrimination laws. Primary changes include Title IX protections prohibiting sex-based harassment or discrimination for pregnant students and those with pregnancy related medical conditions and to refer to policy ACAC for grievance procedures which we do not have, we will continue to work on completing a final draft in conjunction with completing the Title IX policies.
- c. **IHBI - Alternative Learning Plan:** This is a required policy that has not been updated since 2010; no real significant changes other than to legal references, discussion was had that we can just add a review date.

A MOTION was made by Jon Lavoie and SECONDED by Erin Collins to add a review date to the policy and update the legal references Voting: 4 ayes, motion carried.

V. PUBLIC COMMENT

VI. SETTING NEXT MEETING DATE AND AGENDA; *Discussion was had that we can add **BEDG - Meeting Minutes** Peter had received feedback from our lawyer that we may want to add language. **Title IX** will be the bulk of our next meeting since this will be a big project.*
a. Thursday May 22nd 6:30pm will be the next meeting.

VII. ADJOURNMENT

A MOTION was made by Cynthia Foss and SECONDED by Brianne Lavalley to adjourn Voting: 3 ayes, motion carried.
Meeting Adjourned at 8:13pm

²³⁶ The Wilton-Lyndeborough Cooperative School District does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identity or marital status in its administration of educational programs, activities or employment practice.

DID - INVENTORY and MANAGEMENT of ASSETS

Category: Recommended

Related Policies: DAF

NOTE: Any property purchased in whole or in part with Federal funds must be managed in accordance with Board policy DAF, with specific fidelity to DAF-6 .

The District's capital assets include, but are not necessarily limited to, land, land improvements, buildings, building improvements, and infrastructure, as well as vehicles and certain machinery, equipment, software, works of art, and other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond one fiscal year. Capital assets also include certain improvements, modifications, replacements, or renovations to capital assets that materially increase their value or useful life. The School Board's expectation for the District's capital asset management and accounting process is to ensure that the District's procedures are sufficiently formalized and implemented to allow for adequate financial reporting, as assessed by the District's auditors.

The Business Administrator, in consultation with the District's financial auditors, shall be responsible for establishing a written schedule of capitalization thresholds applicable to particular capital asset classes. The schedule shall be structured to capture at least 80% of the value of the District's total assets. The capitalization threshold established for single items within any of the asset classes shall not be less than [insert dollar amount],^[1] [delete endnote] except that:^[2] [delete endnote]

1. Computing devices, computer peripherals, and any instructional technology capital assets with an individual item value in excess of [insert dollar amount] shall be capitalized.
2. When qualifying as capital assets, the following shall be capitalized in groups without regard to the acquisition cost of individual items within a group:
 - a. Furniture;
 - b. Textbooks;
 - c. Library books/library media acquisitions
 - d. {other?}.

Capital assets having an acquisition cost (or other relevant valuation) above the capitalization threshold of the applicable asset class shall be valued, inventoried, depreciated for financial accounting purposes when appropriate, and regularly tracked over time through the point of retirement, sale, or other disposition.

District procedures related to capital asset management shall also account for the appropriate identification, recording, and tracking of capital assets that are acquired using (1) federal funds, (2) capital borrowing, or (3) referendum funds that are subject to specific restrictions on use.

Nothing in this policy prevents the District from otherwise inventorying (recording, counting, and tracking) supplies, equipment, and other items that are not capitalized for financial reporting purposes. Further, the District shall appropriately inventory any such non-capitalized items if required by law or by the terms of any grant or contract.

^[1] [Delete en.] The dollar amounts inserted below as capitalization thresholds, as well as the thresholds for specific asset classes that are identified in the local schedule referenced in this policy, should be established with input from the district's auditor. There are practical reasons associated with federal funds management requirements for not selecting an amount that is less than \$5,000. However, the district's auditor may identify and recommend a different amount based on size of district, current practices or other district-specific considerations.

DID - INVENTORY and MANAGEMENT of ASSETS

^[2] **[Delete en.]** In consultation with the district’s auditor, list any mandatory exceptions **categories. as determined by the Board** to the minimum capitalization threshold established in the preceding paragraph. The sample items found in the following list are examples of possible special cases that might be considered, but the items do not represent actual auditor recommendations. **Your district may choose not to include any "exception"**

District Policy History:
First reading:
Second reading/adopted:
District revision history:

Legal References:

Legal	Description
GASB 54	<u>Governmental Standards Board Statement 54 (GASB 54) Link effective as of 2024.4.4</u>

Federal Regulations	Description
2 CFR Part 200	<u>2 CFR Part 200</u>

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

IHBCA - ACCOMMODATION OF PREGNANCY AND RELATED MEDICAL CONDITIONS: STUDENTS

Category: *Reccomended*

Related Policies: *ACN, ACAC, JLF*

ADOPTION/REVISION NOTES –

Text between the highlighted lines “~ ~ ~ ~”, and highlights in this sample should be removed prior to adoption.

- a. *General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.*
- b. *Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.*
- c. *{**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- d. *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

NHSBA History: Revised - February 10, 2025, July 2024, April 2016, November 1999, July 1998.

NHSBA Notes: February 10, 2025, Only changes are to these revision notes, which were revised to reflect the vacatur of the 2024 Title IX regulations, which resulted in the reinstatement of the 2020 Title IX regulations (described more fully in the introduction found in the NHSBA 2025 Special Title IX Policy Update Summary). Although the provisions that had been contained in the 2024 Title IX regulations concerning accommodation of pregnant students are no longer specifically included in the regulations, this policy remains a recommended practice to facilitate compliance with both federal and state nondiscrimination laws. **July 2024**, repealed and replaced in full. Primary changes include Title IX protections prohibiting sex-based harassment or discrimination for pregnant students and those with pregnancy related medical conditions and to refer to policy **{**}** ACAC for grievance procedure. **April 2016**, Significant additions are made to this policy in response to member requests for guidance relative to school district responsibilities with respect to pregnant students. NHSBA reminds its members that matters involving student pregnancy are significantly complex. NHSBA advises its members to contact local legal counsel in the event such a situation arises.

A. Policy Purpose.

This policy is intended to enable students who are pregnant or who have related medical conditions receive the accommodations to which they are entitled under Title IX of the Education Amendments of 1972 (Title IX) and state law NH RSA 193:38.

The District does not treat students differently concerning current, potential, or past parental, family, or marital status on the basis of sex. The District does not discriminate against any student based on the student’s current, potential, or past pregnancy or related conditions.

B. Definitions.

IHBCA - ACCOMMODATION OF PREGNANCY AND RELATED MEDICAL CONDITIONS: STUDENTS

1. Pregnancy. "Pregnancy" refers to the pregnancy of the specific student in question and include, but are not limited to, current pregnancy; past pregnancy; termination of pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment, and the use of contraception); labor; and childbirth (including vaginal and cesarean delivery).
2. Related Medical Conditions. "Related medical conditions" are medical conditions relating to pregnancy. This includes prenatal/antenatal, and postpartum medical conditions, recovery from pregnancy as defined above, as well as lactation and related conditions. See Policy {**}ACN for lactation accommodations.

C. District and Employee Responsibilities Upon Notification of Student Pregnancy or Related Condition.

When a student, or a person who has a legal right to act on behalf of the student, informs any District employee of the student's pregnancy or related medical conditions, the employee shall promptly provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's educational programs and activities.

Pursuant to Board policy {**}ACAC and Title IX, any staff member who learns that a student is pregnant or is informed of such by the pregnant student will immediately inform the Title IX Coordinator.

Consistent with RSA 186:11, IX-e, no employee of the District, including the Title IX Coordinator, may withhold from a parent/guardian information regarding a student's pregnancy unless such employee reasonably believes, and a reasonably prudent person would believe, that such disclosure would result in abuse, abandonment, or neglect. If information indicating abuse, abandonment or neglect exists, the employee is mandated to report such information as described in policy {**}JLF and RSA 169-C:29 and 30.

D. Specific Actions to Prevent Discrimination and Ensure Equal Access.

When the student, or a person who has a legal right to act on behalf of the student, informs the Title IX Coordinator of the pregnancy or related condition, the Title IX Coordinator shall act to prevent sex discrimination and ensure equal access to the District's educational programs and activities. The Title IX Coordinator must inform the person of the District's obligations and provide adequate notice of nondiscrimination.

Based on the student's individualized needs and in consultation with the student, the District will make reasonable modifications to policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the District's educational programs and activities. The Title IX Coordinator will help the student access these rights.

The student may accept or decline each reasonable modification offered by the District. If the student accepts an offered reasonable modification, the District must implement it.

Examples of reasonable modifications may include, but are not limited to, the following:

1. breaks to attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom;

IHBCA - ACCOMMODATION OF PREGNANCY AND RELATED MEDICAL CONDITIONS: STUDENTS

2. intermittent absences to attend medical appointments;
3. access to extended learning opportunities, such as online or homebound education;
4. changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations;
5. allowing a student to sit or stand, or carry or keep water nearby;
6. counseling;
7. changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access;
8. other changes to policies, practices, or procedures; or
9. breaks during class to express breast milk or breastfeed in an appropriate lactation space (i.e., a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and which may be used by a student for expressing breast milk or breastfeeding as needed). See Policy {**}ACN regarding lactation.

E. Voluntary Leaves of Absence.

The student may voluntarily take a leave of absence from school for, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. If the student qualifies for a longer period of leave under another District leave policy, the student is permitted to take voluntary leave under that policy instead, if the student so chooses. Upon return to school, the student will be reinstated to the academic status and, as practicable, the extracurricular status that the student held when the voluntary leave began.

F. Supporting Documentation.

The District will treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions. The District may not require supporting documentation for activities that are generally available to students without documentation.

The District will only require supporting documentation when it is necessary and reasonable for determining reasonable modifications to make or whether to take additional specific actions. Supporting documentation is not necessary and reasonable when the student's need is obvious, such as when a student who is pregnant needs a bigger desk, water nearby, or restroom breaks, or when a postpartum student has lactation needs.

The District may not require a student who is pregnant or has related conditions to provide certification that the student is physically able to participate in class, programs, or extracurricular activity unless such certification is required of all students participating in the class, program, or extracurricular activity.

G. Complaints or Reports.

IHBCA - ACCOMMODATION OF PREGNANCY AND RELATED MEDICAL CONDITIONS: STUDENTS

Complaints or reports regarding violations of this policy should be made in the first instance according to the procedures found in policy {**}ACAC

District Policy History:

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

District revision history:

Legal References:

NH Statutes

	Description
RSA 169-C	<u>Child Protection Act</u>
RSA 186:11, IX-e	<u>Notice to Parents/Guardian Required</u>
RSA 186:11, XXXIII	<u>Discrimination</u>
RSA 193:38	<u>Discrimination in Public Schools</u>
RSA 354-A:1	<u>(Human Rights) Title and Purposes of Chapter</u>
RSA 354-A:27	<u>Opportunity for Public Education without Discrimination a Civil Right</u>

Federal Statutes

	Description
20 U.S.C 1681, et seq	<u>Title IX of the Education Amendments of 1972</u>
29 U.S.C. 794	<u>Rehabilitation Act of 1973 (Section 504)</u>

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

FF - NAMING FACILITIES

Category: Optional

A. PURPOSE AND GENERAL POLICY

The purpose of this policy is to establish a process and guidelines for the naming of Wilton Lyndeborough Cooperative School District school buildings or facilities, and dedication of areas of buildings or facilities.

The naming of a building or facility, or the designation of an area of a building or facility, is an extraordinary and rare event falling within the authority of the School Board as the District's governing body. The Board should not consider such actions lightly nor base them on recent notable events.

For purposes of this policy, "buildings and(or) facilities" shall mean and include every school, school district building, athletic field, playground, or other real estate owned or leased by the District, or otherwise under the jurisdiction of the School Board.

"Area of buildings or facilities" refers to identifiable spaces/core areas within a building or facility, including but not limited to such spaces as media centers, gymnasiums, auditoriums, hallways, wings, etc.

The Board retains the authority in its sole discretion to name, rename or change, in whole or in part, the name of any building or facility, or the designated name of any area of a building or facility. Such naming, renaming, or changing may be considered at any time the Board so chooses, including, without limitation, naming proposals recommended prior to construction, when construction is in progress, or after being acquired, by the district.

B. GENERAL GUIDELINES FOR NAMING OF BUILDINGS OR FACILITIES OR FOR DEDICATION OF SPACES.

1. The naming of school buildings or facilities or dedication of building/facility spaces is the ultimate responsibility of the School Board. Individuals or groups may submit a written naming or dedication proposal to the Superintendent. Naming or dedication proposals should include any information relating to the guidelines below, along with any other information the person/group making the proposal deems appropriate to enable the Board to make an informed decision.
2. The Superintendent will place the proposal on a Board meeting agenda, with his/her recommendation as to how to proceed.
3. If the Board determines that further study is required, or if the naming/dedication is at the Board's own initiative, the Board may establish a committee or may delegate to the Superintendent the responsibility of evaluating the proposal, or for

FF - NAMING FACILITIES

determining a process for naming a specific building or facility, or dedicating an area of a building or facility.

4. Whether included in an original proposal or not, the Board will consider required fiscal or personnel resources that might be associated with the naming/renaming or dedication.
5. Before making any final decision regarding naming/renaming or dedication, the Board shall solicit input from the students and staff of the particular building or facility as well as from the public at large.
6. The final decision to name/rename a building or facility, or to dedicate/re-dedicate any building or facility area shall be made by the Board by way of formal resolution, which may simply be an approval of a written proposal or recommendation.

C. GUIDELINES FOR NAMING OF BUILDINGS AND FACILITIES

The School Board recognizes that the official names of district buildings and facilities are vital to the district's public image and must stand the test of time. Accordingly, when selecting names for facilities, the Board will emphasize effective public communication and the honor and integrity that the name will reflect upon the building or facility.

A name for building or facility shall be that of:

1. The community, location, road or street where the public school building is located;
2. A significant and distinguishable landmark or geographical feature which will identify the school's location;
3. An educational practice, concept or aspiration;
4. A deceased person who made significant contributions to the nation, the State of New Hampshire, the Towns of Wilton and/or Lyndeborough, taking into account the following criteria:
 - a. Outstanding and exceptional support of and service to or on behalf of public school students or schools;
 - b. Outstanding citizenship and character;
 - c. General service to the community;

FF - NAMING FACILITIES

- d. Superior ethical standards; and/or
 - e. Philanthropic or financial contributions made by the person to the school district.
5. The person shall have been deceased a minimum of ___ years.
6. The mascot of a District school.

D. GUIDELINES FOR DEDICATION OF A BUILDING OR FACILITY AREA

Dedication of spaces or areas in a building or facility may be made using the same criteria for naming of buildings or facilities but may also recognize the outstanding service of a living school district employee, school district official, volunteer or community leader provided a minimum of ___ years has elapsed from the date of completion of service of the person to be honored.

District Policy History:

First reading:
Second reading/adopted:
District revision history:

Legal References:

XXX

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

DGA - AUTHORIZED SIGNATURES

Checks drawn on the general fund or any special fund (with the exception of the activity fund) will require the signature of the Wilton-Lyndeborough Cooperative School District Treasurer, who is authorized to sign only after approval of manifests by the Wilton-Lyndeborough Cooperative School Board. Checks drawn on an activity fund will require two signatures, the principal, assistant principal and/or superintendent designee.

The checks used by the District will be pre-numbered.

Legal Reference:

RSA 197:23-a, Treasurer's Duties

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

Reviewed: August 12, 2014, August 26, 2014

Revised: August 26, 2014

DK - PAYMENT PROCEDURES

All manifests, supported by original invoices, must be approved and signed by two designated Wilton-Lyndeborough Cooperative School Board members.

The Wilton-Lyndeborough Cooperative School District's Treasurer will sign all checks that will be mailed from the central office.

The school board authorizes the Superintendent and Business Administrator to release treasurer-approved, contractually-obligated employee checks and/or payments to vendors and agencies which, if delayed would incur penalty, prior to the approval of the entire manifest.

Legal Reference:

RSA 197:23-a, Treasurer's Duties

First Reading: May 25, 2011

Second Reading: June 29, 2011

Final Adoption: June 29, 2011

EEAA - VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY

The Wilton-Lyndeborough Cooperative School Board authorizes the use of video and/or audio devices on Wilton-Lyndeborough Cooperative School District property to ensure the health, welfare, and safety of all students, staff and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view.

Signs will be posted on school buildings to notify students, staff and visitors that video cameras may be in use. Parents and students will also be notified through the student handbook. Students will be responsible for any violations of school rules caught on tape by cameras.

The district will retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording.

Videos containing evidence of a violation of student conduct rules and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or applicable law. Any release or viewing of the video will be in accordance with the law.

Video tapes may be reviewed by District personnel for discipline and evaluation purposes. If disciplinary action is taken as a result of the video tape, the parent/guardian of the student may request to view the tape with the Principal or Superintendent.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district will comply with all applicable laws related to record maintenance and retention.

Note

NHSBA previously categorized this policy as Mandatory/Required by Law, Category P. Upon further research, it is not required by law. However, NHSBA strongly recommends that if your school board has authorized or is going to authorize the use of video and/or audio surveillance or recordings on school grounds, you have in place a policy before doing so.

Legal References:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)
34 C.F.R. 99, Family Educational Rights and Privacy Act Regulations

Appendix: JICC-R & EEA-R

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

ILD - EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

Protection of Pupil Rights Amendment

Pursuant to the Protection of Pupil Rights Amendment, no student will be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

School District Approval

No surveys will be administered without the prior approval of the Superintendent or his/her designee. Any survey created by a third party or funded, in whole or in part, by the U.S. Department of Education, that includes any of the eight categories listed above, will be available for inspection by parents/guardians before the survey is administered to students.

Parents/guardians will have the right to deny permission for their child to participate in taking the survey. The school will not penalize students whose parents/guardians exercise this option. The school will take reasonable precautions to protect student privacy during their participation of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Parental Notification

Parents will be notified when the school intends on issuing an educational survey. Notice will be given as early as possible before the survey is administered. Included in the notice will be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents or guardians wishing to inspect a survey, analysis, or evaluation will be able to do so in the administrative office. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

School District Use of Data

Administrators, teachers, other staff members and the school board may use surveys for many

purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent and the approval of the school board as to content and purpose. The results of such approved surveys must be shared with the school board.

Surveys Requesting Sexual Information

In any case in which a questionnaire or survey requesting sexual information of students is to be administered, the Superintendent will notify parents concerning the administration of such questionnaire or survey in writing prior to its administration. Such notice will inform parents of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the survey, and whether and how any findings or results will be disclosed. Parents will have the right to review the questionnaire or survey and to exempt their child from participating in the survey. School personnel administering any such questionnaire or survey will not disclose personally identifiable information. No questionnaire or survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation.

Miscellaneous Provisions

This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- College or post-secondary education recruitment, or military recruitment;
- Book clubs, magazines, and programs providing access to low-cost literary products;
- Curriculum and instructional materials used by schools;
- Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
- The sale of products or services to raise funds for school-related or education-related activities; and
- Student recognition programs.

Legal References:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment

Appendix ILD-R

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010