

## SECTION E: SUPPORT SERVICES

Section E contains policies, regulations, and exhibits on non-instructional services and programs, particularly those on business management such as safety, building and grounds management, office services, transportation, and food services.

<u>Code</u>	<u>Category</u>	<u>Title</u>
EB	P	Safety Program
EBBB	R	Accident Reports
EBBC	P	First Aid and Emergency Care (Student Accidents and Accident Reports) – taken from J
EBCA	R	Emergency Plans
EBCA-R		Emergency Plans (Checklist for Developing a School Emergency Plan)
EBCB	R	Fire Drills
EBCB-R		Fire Exit Drills in Educational Occupancies
EBCC	R	Bomb Threats (review with Police Chief)
EBCD	R	Emergency Closings
EBCE	R	School Closings and Cancellations
EC	O	Buildings and Grounds Management
ECA	R	Building and Grounds Security
ECAC	O	Vandalism
EDC	O	Authorized Use of School-Owned Materials and Equipment
EDC-R		Authorized Use of School Owned materials and Equipment
EEA	P	Student Transportation (Also EEAEC & JICC)
EEA-R		Student Transportation Services (See also JICC-R)
EEAE	P	School Bus Safety Program
EEAEA-R		Prescription Medications
EEAEC	R	Student Conduct on Buses (Also EEA & JICC)
EEAF	O	Special Use of Buses
EEAG	R	Use of Private Vehicles to Transport Students

### Categories

- O = Optional      These policies should be reviewed to determine whether they meet a particular local need. Most are informational in nature.
- P = Priority        The subject matter of these policies is required by state and/or federal law.
- R = Recommended    While these policies are not required by law, they are highly recommended for effective and efficient school board operation.

## SECTION E: SUPPORT SERVICES

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<u>Code</u>	<u>Category</u>	<u>Title</u>
EF		Food Service Management Policy
EFC	O	Free and Reduced Lunch Program
EFE	R	Vending Machines
EGA		Intranet/Internet Acceptable Use
EGA-R		E-Mail Retention
		Computer Security E-Mail
EGAD	R	Copyright Compliance
EGAD-R		Copyright Compliance
EH	P	Data Management
EHAA	P	Computer Security, E-Mail and Internet Communication
EHB	R	Data/Records Retention
EHB-R		Local Records Retention Schedule
EI	R	Risk Management
EIB	R	Liability Insurance
EID	R	Insurance

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## SAFETY PROGRAM

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

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

Each Principal shall be responsible for the supervision and implementation of safety for his/her school. General areas of emphasis shall include, but not be limited to: in-service training; accident recordkeeping; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students, employees.

The principal shall be responsible for developing student safety procedures to be used on School busses, school grounds (including playgrounds), during authorized school activities (such as field trips), and within school building(s) (including classrooms and laboratories). The building's emergency plan shall be on file in the Superintendent's office.

Statutory Reference:

RSA 281-A:64, III

RSA 200:40

ED. 306.10 (a) (2) (d)

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Adopted by WSB 11/2005

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## **ACCIDENT REPORTS**

In case of accident, the teacher/nurse to whom the student is assigned must fill out an accident form the day of any accident involving the student.

The report must be given to the Principal, in writing within 24 hours after the accident. Any accident requiring the attention of a physician must be reported to the Superintendent within 24 hours after the accident, for notification to the insurance carrier, and analysis for loss control.

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FIRST AID AND EMERGENCY MEDICAL CARE  
(STUDENT ACCIDENTS AND ACCIDENT REPORTS)

School personnel have responsibilities in connection with accidents occurring in school which may be classified as follows:

1. Administering first aid.
2. Summoning medical assistance.
3. Notifying administration.
4. Notifying parents.
5. Filing accident reports.

Teachers must use reasonable judgment in handling accident cases. Extreme caution should be exercised not to minimize any accident.

All Teachers should make a concerted effort to increase their understanding of proper steps to be taken in the event of an accident. Teachers should also have knowledge of the physical condition of Students so that they may be prepared to meet any emergency, which may arise.

The School nurse, and specially trained staff members shall stand ready to assist in treatment of accident victims.

Regardless of the seriousness of the accident, the staff member in charge or the school nurse must submit an accident report so that the administrators are informed and a basis is established for the proper processing of insurance claims.

The District makes it possible for parents to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

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EMERGENCY INFORMATION FORM

Student's Name Last \_\_\_\_\_ First \_\_\_\_\_

Please Print

Address \_\_\_\_\_

Telephone: \_\_\_\_\_

Where can parents be reached if not at home? \_\_\_\_\_

Mother: Address \_\_\_\_\_ Tel. \_\_\_\_\_

Father: Address \_\_\_\_\_ Tel. \_\_\_\_\_

List two neighbors or nearby relatives who will assume temporary care of your child if you cannot be reached.

1. Name \_\_\_\_\_

Address \_\_\_\_\_ Tel. \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_ Tel. \_\_\_\_\_

In case of accident or serious illness, I request the school to contact me. If the school is unable to reach me, I hereby authorize the school to call the physician indicated below and to follow his instructions. If it is impossible to contact this physician, the school may make whatever arrangements seem necessary.

Local Physician's Name \_\_\_\_\_

Address \_\_\_\_\_

Office Telephone \_\_\_\_\_ Home Telephone \_\_\_\_\_

Signature

Date

Reference Policy: JLCE

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EMERGENCY PLANS

The Superintendent shall (a) make recommendations for needed policy statements to the Board; (b) designate an additional staff member to act as school emergency coordinator and as chairman of the school emergency plan review board; and (c) coordinate a school disaster plan with the local police and fire departments.

\* Plan will be updated during the 2005-06 school year.

See Appendix: EBCA-R

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## EMERGENCY PLANS

## CHECKLIST FOR DEVELOPING A SCHOOL EMERGENCY PLAN

The following checklist is designed primarily to help school Administrators reveal gaps as they develop their school disaster plans.

	<u>Yes</u>
1. Obtain a resolution from the School Board.	_____
2. Appoint a school district disaster coordinator.	_____
3. Contact advisory personnel regarding development of plan.	_____
4. Correlate plan progress with local emergency operations plan.	_____
5. Compile information for plan into a written document.	_____
6. Review plan with local officials (civil defense, police, others).	_____
7. Obtain legal advice concerning the status of school.	_____
8. Present plan to School Board for approval.	_____
9. Notify parents of plan.	_____
10. Conduct drills as outlined in school disaster plans.	
a. Drills on building evacuation.	_____
b. Drills on moving personnel to shelter area.	_____
11. Evaluate drills for efficiency.	_____
12. Evaluate warning system when used in drills.	_____
13. Train teachers in disaster preparedness classes.	_____
14. Integrate emergency training into curriculum.	_____

Reference Policy: EBCA

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## FIRE DRILLS

The Principal(s) will schedule fire drills each month during the school year. The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside.

See appendix - EBCB-R - Fire Exit Drills In Educational Occupancies

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FIRE EXIT DRILLS  
IN EDUCATIONAL  
OCCUPANCIES

See Policy EBCB

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## FIRE EXIT DRILLS IN EDUCATIONAL OCCUPANCIES

State of New Hampshire Department of Safety  
Richard M. Flynn, Commissioner

Division of Fire Safety  
Office of the State Fire Marshall

Donald P. Bliss, State Fire Marshall  
10 Hazen Drive, Concord, NH 03305 (603) 271-3294, Fax (603) 271-1091

Information Bulletin 99-2

August, 1999

## FIRE EXIT DRILLS IN EDUCATIONAL OCCUPANCIES

The 1997 edition of the NFPA 101 Life Safety Code has been adopted as part of the New Hampshire State Fire Code (Section Saf-C 8008.03), effective July 2, 1999.

Section 11-7 of the Life Safety Code establishes the requirements for the fire exit drills in educational occupancies. Section 11-7,1.2.1 has been amended in New Hampshire to encourage schools and communities to plan and practice for events such as hurricanes, floods, tornadoes, and earthquakes.

Two of the required monthly fire drills may be replaced with two “natural hazard drills”, provided that:

- \* an emergency response plan has been placed on file with the fire chief and the NH Office of Emergency Management; and
- \* the fire chief has approved the elimination of the two fire drills.

The following is the amended text of the fire drill requirement for educational occupancies (the NH amendment is italicized in bold print):

11-7,1,2.1 At least one fire drill shall be conducted every month the facility is in session.

Exception No. 1: In climates where the weather is severe, the monthly fire Exit drills shall be permitted to be deferred provided that the required number of fire exit drills is achieved and at least four (4) are conducted before the drills are deferred.

FIRE EXIT DRILLS IN EDUCATIONAL OCCUPANCIES  
(continued)

Exception No 2: With the approval of the local fire official, no more than two (2) of the required fire drills may be eliminated and replaced by drills that test emergency response to natural hazards such as earthquakes, hurricanes, and floods. No required fire drills shall be replaced by natural hazard drills unless an emergency response plan is submitted to the local fire official and the New Hampshire Office of Emergency Management.

11-7,1,2.2 One additional fire exit drill shall be required within thirty (30) days of operation.

11-7,1.3 Drills shall be executed at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires. If a drill is called while pupils are going up and down the stairways, such as during the time classes are changing, the pupils shall be instructed to form in file and immediately proceed to the nearest available exit in an orderly manner.

11-7,1.4 Every fire exit drill shall be an exercise in school management for principal and teachers with the chief purpose of every drill being the complete control of the class so that the teacher can form its ranks quickly and silently, and can halt, turn, or direct the class as desired. Great emphasis shall be put upon the execution of each drill in a brisk, quiet, and orderly manner. Running shall be prohibited. If there are pupils incapable of holding their places in a line moving at a reasonable speed, provisions shall be made to have them taken care of by the more capable pupils, who will keep them from moving independently of the regular line of march.

11-7,1.5 Monitors shall be appointed from among the more mature pupils to assist in the proper execution of all drills. They shall be instructed to hold doors open in the line of march or to close doors where necessary to prevent spread of fire or smoke in accordance with 5-2.1.8. There shall be at least two (2) substituted for each appointment as to provide for proper performance in case of the absence of the regular monitors. The searching of toilet or other rooms shall be the duty of the teachers or other members of the staff. If the teachers are to search, this should be done after they have joined their classes to the preceding lines.

11-7,1.6 As all drills simulate an actual fire condition, pupils shall not be allowed to obtain clothing after the alarm is sounded, even when in homerooms, due to the confusion that would result in forming the lines and the danger of tripping over dragging apparel.

11-7, 1.7 Each class or group shall proceed to the predetermined point outside the building and remain there while a check is made to see that all are accounted for, leaving only when a recall signal is given to return to the building or when dismissed. Such points shall be sufficiently far away from the building and from each other as to avoid danger from any fire in the building, interference with fire department operations, or confusion among different classes or groups.

11-7, 1.8 Fire exit drills in schools shall not include any fire extinguishing operations.

For assistance in developing a natural hazard response plan for the schools in your community, please contact Mr. Gregg Chaplin at the NH Office of Emergency Management, 107 Pleasant St. Concord, NH 03301, 603-271-2231.

For further information concerning fire exit drills in schools and other occupancies, Please feel free to contact this office at 603-271-2394. Helpful information can also be found in the NFPA 101 Life Safety Code ® Handbook, 1999 edition.

TDD Access: Relay NH 1-800-735-2964  
ARSON HOT LINE 1-800-400-3526

New appendix, November, 1999

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## BOMB THREATS

In the event of a call or notice that a bomb has been placed in a school or any other District building or establishment, the following procedures are required:

1. Immediate evacuation of the school or buildings.
2. If a thorough search has been conducted and nothing found, the Principal of the school or building or his/her designee should be notified by the senior member of the local protective department that re-entry will be permitted.
3. Investigation of the incident should be made by the local police department, assisted by the State Police, if requested.

Any decision concerning the dismissal of school pupils and subsequent action after the above procedures have been followed is the prerogative of the Superintendent.

Persons calling in "Bomb Scares" and/or false fire alarms will be subject to conviction by the courts and suspension from school pending School Board action.

1. Immediately after a call is received, the Principal shall be notified. The person receiving the call makes a detailed record of the call.
2. The Principal will record the time of the call.
3. After investigation, the decision regarding appropriate will be made by the Principal, after consultation with the Superintendent.
4. The building should be evacuated in each case as determined by the above-mentioned authorities. Fire drill procedures will be followed. Students will get their coats and other belongings when circumstances permit.
5. The overall safety of all students will be the underlying basis for all decisions.

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\*Pending review with Police Chief

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## EMERGENCY CLOSINGS

The Superintendent is empowered to close the schools or to dismiss students early in the event of hazardous weather or other emergencies, which threaten the health or safety of students and personnel.

Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closing, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with Board policy in reporting for work.

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**SCHOOL CLOSINGS AND CANCELLATIONS**

The Superintendent is empowered to close the Schools or to dismiss them early in the event of hazardous weather or other emergencies, which threaten the health or safety of students and personnel. Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closing, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with Board policy in reporting for work.

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## BUILDINGS AND GROUNDS MANAGEMENT

The Superintendent will have the general responsibility for the care, custody and safekeeping of all school property, establishing such procedures and employing such means as may be necessary to discharge this responsibility.

At the building level, the Principal will be responsible for overseeing the school plant and for the proper care of school property by the staff and students.

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## BUILDINGS AND GROUNDS SECURITY

The Board requires and encourages close cooperation with local police and fire departments, and with insurance company inspectors.

Records and funds shall be kept in a safe place and under lock and key when required.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons.

School buildings shall be closed and locked after the last school activity has concluded in the afternoon except in those instances when there is continuous activity into the evening, in which case securing of the building shall be accomplished at the conclusion of such activity.

A building being used by an authorized school or community group in the evening or on non-school days, shall be opened for such activity and secured again after its conclusion.

No unauthorized person or group shall be granted access to a secured building by any employee. Authorization may be granted only by the Board, by the Superintendent and his/her staff, and by the Principal of the school.

Detailed security regulations are available at the central office.

The building principal is responsible for enforcing this policy.

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## VANDALISM

Every citizen of the District, students, and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the District and the name(s) of the person or persons believed to be responsible. Each employee of the District shall report to the Principal of the school every incident of vandalism known to him or her, and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to file a formal request to the court for restitution for property damaged as part of any criminal action brought by the police.

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**AUTHORIZED USE OF SCHOOL-OWNED MATERIALS & EQUIPMENT**

No school equipment may be used for other than school, school-related, civic, or educational purposes.

The Board shall permit school equipment to be loaned to staff members when such use is related to their employment and to students when the equipment is to be used in connection with their studies or extracurricular activities. A written agreement should be used, which specifies the borrower's responsibility to return the equipment in the condition in which it was received, and his/her financial responsibility for any loss or damage, which will meet the requirements of all applicable insurance.

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School Administrative Unit 28  
19 Haverhill Road • PO Box 510  
Windham, NH 03087  
603-425-1976

Pelham School District

Windham School District

Authorized Use of School Owned Materials and Equipment

Name: \_\_\_\_\_

School / Building: \_\_\_\_\_

Information on Items borrowed:

Description:	Serial Number

I am responsible for the items described above while they are in my possession and all items are to be returned to the respective school in the same condition as received. I have checked my homeowners or apartment insurance policy to protect against any losses, fire, theft, and vandalism while the items detailed above are in my possession. I understand that if a problem arises, I will report the problem to my Principal (or his designee). I understand that I am personally responsible for the replacement cost of these items should they be lost or damaged.

By signing this document, I agree to abide by this policy for the Pelham or Windham School District.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

The above listed materials / equipment is to be returned to the school no later than:

Date: \_\_\_\_\_

.....  
(For Office Use Only)

Materials / Equipment Received by: \_\_\_\_\_

Administrator's (or designee's) Signature

Date: \_\_\_\_\_

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## STUDENT TRANSPORTATION

The District shall provide transportation for pupils to schools in the District consistent with provisions of RSA 189:6, 189:9 provided they live one mile or more from the school. The following policies shall apply.

**General Operating Policy**

- A. Bus routes shall be established by the transportation company. Routes will be developed annually and posted.
- B. Private school transportation will be integrated where possible and when required by law.
- C. Bus stops shall be established under the direction of the transportation company. Drivers may not load or unload pupils at other than authorized bus stops.

**Student Conduct on School Buses**

The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's Principal in writing. Video cameras may be used on buses to support the bus driver's reports of unacceptable conduct. The school Administrator will have the authority delegated by the Superintendent to suspend the riding privileges of students who are disciplinary problems on the bus by failing to conform to the rules and regulations promulgated by the Board. Parents of children whose pattern of behavior and conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. Suspensions to continue beyond twenty (20) days must be approved by the Board (RSA 189:9a).

**Resolution of Conflicts**

A parent who wishes to request a change or exemption from any of the Student Transportation policies shall direct that request first to the SAU Transportation Coordinator. If the parent is not satisfied by the ruling of the SAU Transportation Coordinator, he or she may appeal the ruling within five days to the School Business Administrator. If the parent is again not satisfied by the ruling, he or she may appeal to the Superintendent within the next five-day period. The school board must approve any suspension beyond 20 school days.

**Statutory References:**

RSA 189:6 See Appendix: JICC-R & EEA-R

RSA 189:9 Revised: November, 1999

RSA 189:9a Revised: November, 1999

RSA 200:40

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## STUDENT TRANSPORTATION SERVICES

## REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES

1. The driver is in full charge of the bus and the students. Students shall obey the driver promptly.
2. Students shall occupy the seat designated for them by the driver.
3. Students shall be on time at the point of pickup. The bus cannot wait for those who are not on time. If a student misses the bus, it is the parent's responsibility to transport the student to school.
4. Students living outside the walking limits to school are granted the privilege of riding the school buses to and from school.
5. In an effort to make the school day on the bus both enjoyable and safe, it will be necessary for bus students and parents to cooperate with the bus driver and the school in adhering to the rules and regulations given below.
  - a. While waiting for the bus to arrive at the bus stop, please stand 6 (six) feet from the road edge.
  - b. Approach the bus only after it has come to a complete stop and the red lights are flashing.
  - c. Walk onto the bus with care and sit down. There shall be no more than 2 - 3 persons to a seat, depending on the size of the student.
  - d. Feet shall be on the floor and out of the aisle.
  - e. Hands and arms shall be kept out of the aisle and inside the windows.
  - f. Musical instrument cases must be placed in the area designated by the bus driver.
  - g. Standing in aisles or jumping on seat areas is prohibited at all times.
  - h. Students are to remain seated until the bus reaches school, your home or other designated area and the bus comes to a complete stop.

Student Transportation Services  
(continued)

- i. Physical abuse and/or use of abusive language to others or bus drivers will not be tolerated.
- j. Talking should be limited to those in your seat. Please refrain from loud talking, whistling, shouting or singing. Remember - unnecessary noise is distracting to the driver, and his/her concern is your safety.
- k. Once the bus is stopped, please depart in an orderly and polite manner.

### THE ROLE OF STUDENTS AND PARENTS IN TRANSPORTATION

The following guidelines suggest the role for students and parents as they relate to pupil transportation:

1. Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of your child jeopardizes the safe operations of the school bus or the safety of the children riding this bus.
2. Parents are responsible for the safety of their children from the time they leave home in the morning until the time they board the school bus; and at the end of the school day from the time the school bus departs the loading/unloading area and the children reach home. Once the child enters the school bus, the authority lies with the bus driver and the school Administrator.
3. Students should leave home early enough so that they arrive at the designated school bus stop point five (5) minutes before the scheduled arrival time of the school bus.
4. Parents should be aware of their responsibility not only for their child's behavior while on the school bus, but also their responsibility for damage caused by their child(ren) to the property of others, including the school bus. When a child walks to and from the bus stop, and while he/she waits at the school bus stop, and when he/she walks home from the school bus stop at the end of the school day, he must show consideration and respect for the property of those citizens whose homes and places of business are located along these routes.
5. Parents, together with the child, should develop a route to and from the school bus stop, or school, which minimizes the exposure of the child to vehicular traffic. Shortcuts through isolated fields and woods or across streams or railroad tracks can often be dangerous. Entering of abandoned houses or deserted buildings by children on their way to or from school should not be condoned. Injuries incurred as a result of deviation from the normal route of travel may not be covered by school insurance companies. The route should be direct and uninterrupted.

Student Transportation Services  
(continued)

6. Parents should walk with younger children to and from the school bus stop, using this opportunity to teach the child(ren) proper pedestrian practice. If the parents cannot accompany their child(ren), arrangements should be made, if possible, for older children (brother, sister, or neighbor) to escort the younger children to and from the school bus stop or school.
7. Parents should develop in their child(ren) an awareness of the molestation (personal harassment) problem. Encourage children not to accept candy, soft drinks, money, toys or rides from strangers or to associate with anyone they do not know. If your child is confronted with these problems on his way to or from school, he should tell you or his teacher, as soon as possible. This is a situation that should be referred to the police.
8. Parents should realize that weather determines how a child is to be dressed. Encourage your child to wear the type clothing that will not only keep him/her warm and enable him/her to see where he/she is going, but also permit him/her to be seen. If the child (ren) cannot be seen by the drivers of vehicles, they are in danger. For example, white clothing is difficult to see in snow, but makes one clearly visible at night. If the weather is inclement, the child should be dressed for the occasion and leave a few minutes earlier than his/her normal starting time in order to reach the school bus stop or school safely and on time.
9. In inclement weather announcements regarding the closing of schools or school or delayed opening begin at approximately 6:00 a.m. During severe weather conditions, pertinent information concerning the transportation program will be announced on the radio.
10. The application of common sense is the best method of determining the role of the parents regarding the safety of children traveling to and from school, either as a passenger on a school bus or as a pedestrian.

### OPERATION OF THE SCHOOL BUS SYSTEM

A. Bus routes/stops shall be established by the Transportation Coordinator in conjunction with school and the SAU administration. Routes will be over the most direct roads practicable for bus travel to serve those entitled to transportation service. Where an alternate route may be selected without sacrifice to efficiency or economy, preference will be given to that route serving the larger number of pupils more directly. Routes will be designed to employ as nearly as practicable the full carrying capacity of each bus trip. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.

Student Transportation Services  
(continued)

B. Bus schedules shall be established by the Transportation Coordinator and the transportation provider. The purpose of bus scheduling shall be to achieve maximum service with a minimum fleet of buses consistent with rendering reasonably equal service to all patrons. The measure of service rendered shall be the total time between leaving a bus stop in the morning and returning thereto in the afternoon on a regular bus trip. To the greatest extent possible, routes will minimize and balance the time students spend on buses.

C. Bus stops shall be established by the Transportation Coordinator and school administration under the direction of the Business Administrator. The operator may not permit drivers to load or unload pupils at other than authorized bus stops. Priority in distance to stops will be given to younger children to the greatest extent possible.

D. Authorized bus stops shall be located at convenient intervals in places where pupils can be loaded or unloaded, cross highways and wait the arrival of buses with the utmost safety permitted based upon highway conditions, terrain, and visibility. The number of bus stops on each trip shall be limited, consistent with the policy, so as to enable buses to maintain a reasonable timetable and schedule.

E. The process of establishing routes/stops is as follows:

1. Bus coordinator obtains student enrollment list - early July.
2. Coordinator and drivers meet, evaluate past year's routes and stops, find houses of new students, and draft a route/stop proposal.
3. Proposal is reviewed with Superintendent and/or Principal.
4. Routes and stops are published in local newspapers.
5. Late regulations and other factors may necessitate alteration of newly established and publicized routes and stops.
6. The Coordinator reviews routes/stops and requests with the Principal

F. Students entitled to transportation service will be assigned to a school bus and will be expected to adhere to the assignment. Parent requests for changes in a child's regular bus assignment should be sent to the bus coordinator. Bus assignment changes will be made based on the following criteria:

Student Transportation Services  
(continued)

1. Request must be written by parent or guardian.
2. Space must be available.
3. Change in a student's regular bus assignment may be approved for the year, the half year or the quarter. Changes for shorter periods will not be honored by the coordinator.
4. Emergency situations or one-day changes may be authorized on a case-by-case basis by the Principal. Any such one-time change must be requested in writing and in advance by the parent/guardian. The Principal will coordinate the change directly.

G. Conflict Resolution Process

1. Conflict, requests, and questions are presented to the Coordinator for review.
2. If the Coordinator perceives a safety concern or if there is agreement that a change or addition to the route/stop is justified, the Coordinator will immediately make the change on a temporary basis.
3. If the Coordinator does not approve the request, and the petitioner wishes to appeal this decision to the Business Administrator for board review.

Statutory References:

RSA 189:9

RSA 189:6-8

See Policies: EEA, EEACC & JICC

See Appendix: JICC-R

Revised: November, 1999

Revised: July, 1998

## SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least two times a year (Oct.-May) to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected on a regular schedule to see that they meet applicable safety regulations.
4. All drivers will be screened before employment for physical condition, proper license, and experience. The prior driving record of each driver will be checked for drug and alcohol or other convictions and a criminal records check must also be completed.

The School District or independent contractor will comply with all state and federal laws and regulations pertaining to the operation of school buses and will make these requirements known to bus drivers. It will also cooperate with local safety officials in formulating and accomplishing its school bus safety program.

Statutory Reference:

RSA 189:6a

RSA 200:40

See Appendix: JICC-R & EEA-R

Revised: November, 1999

Revised: July, 1998

Revised 6/27/05

Adopted by WSB 11/2005

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**PRESCRIPTION DRUG USE**

Drivers shall inform their supervisors if at any time they are using a controlled substance that their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

New, November, 1999

Revised 6/27/05

Adopted by WSB 11/2005

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## STUDENT CONDUCT ON SCHOOL BUSES

Students using District transportation must understand that they are under the jurisdiction of the school from the time they arrive at the bus stop, until they exit the bus stop.

Pupils transported in a school bus shall be under the authority of the District and under control of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a pupil to be denied the privilege of transportation in accordance with the regulations of the Board.

The driver of the bus shall be held responsible for the orderly conduct of the pupils transported.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses and these shall be printed in the Parent-Student Handbook.

### **Resolution of Conflicts**

A parent who wishes to request a change or exemption from any of the Student Transportation policies shall direct that request first to the SAU Transportation Coordinator. If the parent is not satisfied by the ruling of the SAU Transportation Coordinator, he or she may appeal the ruling within five days to the School Business Administrator. If the parent is again not satisfied by the ruling, he or she may appeal to the Superintendent within the next five-day period.

#### Statutory References:

RSA189:6-9a

See appendix: JICC-R & EEA-R

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## SPECIAL USE OF SCHOOL BUSES

School bus services may be used for student field trips and school activity purposes. However, such use must necessarily be limited. School buses must be used, first, for regular school transportation.

The administration will develop and the Board will approve specific regulations relating to the use of buses for field trip purposes. The Superintendent, will be granted authority to approve the use of school buses for specific trips. School Board approval is necessary for all out of state trips.

Revised: November, 1999

Revised: July, 1998

Revised 6/27/05

Adopted by WSB 11/2005

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## USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

Any use of private vehicles for transportation of students to or from school on field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his or her designee. Those providing unauthorized student transportation do so at their own expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have auto liability insurance of not less than \$500,000 Combined Single Limit and provide a Certificate of Insurance naming the District as an Additional Insured. The District will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.

A person under contract to transport one or more children to school, on field trips, to athletic events, or other school functions must have a valid School Bus Driver Certificate from the Department of Safety. This person's vehicle must be approved by the N.H. Department of Safety as meeting all applicable school bus safety standards. (Parents transporting their own children are exempt from this requirement, even if reimbursed by the School District.)

Those providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must have a valid driver's license, and a vehicle, which has a current N.H. inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.

The Board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or his/her designee.

No student shall be sent on school errands using any automobile.

Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the designated administrator.

Revised: November, 1999

Revised 6/27/05

Adopted by WSB 11/2005

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Revised: July, 1998

## FOOD SERVICE MANAGEMENT POLICY

The Windham School Board recognizes the importance of a nutritionally and financially healthy Food Service Program. Multiple studies have shown that well-fed students have more success in the classroom. The Board expects the food service program to meet or exceed all USDA guidelines and offer the students a healthy, safe and economical program. In order to achieve financial independence, the Windham School Board will review meal prices every June. The pricing shall be set to cover all costs of the program while keeping the interests of the community in mind.

*The Windham School Board directs the Food Service Director to have a procedure to communicate with students and parents about the status of the food service account. The Food Service Director will coordinate with the district leadership team to implement the planned procedures for notification of the account status. Every effort will be made to collect over due money to these accounts. In certain situations, an emergency meal will be given to students whose accounts are past due, consistent with the procedure.*

Adopted on May 14, 2008

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## FOOD SERVICE ACCOUNT PROCEDURE

### Charging of Meals

The Food Service program operates a debit card system which allows parents to prepay for lunch, milk and/or snacks. Parents/Guardians are expected to prepay and not allow the account to become past due.

If an elementary student's account becomes \$5.00 past due, the parent/guardian will be notified by the office that the account must be paid in full within 1 week or the child will receive an emergency meal. If a middle school student's account is past due for 2 meals, the child will be offered the emergency meal until the account is paid in full. High school students will not be allowed to charge, but will be offered an emergency meal. The emergency meal will consist of a tuna sandwich, fruit or juice and milk and the account will be charged for the meal. Credit will not be extended to staff.

Food service will make every effort to inform parents as to the status of the child's account. Elementary students will receive bills, if needed, as often as twice a week and a low balance reminder once a week. Middle and high school students will be told of the account status as they purchase their meals and/or snacks.

Parents/Guardians can send payments into the schools through payment envelopes. Parents/Guardians can send any amount of money to be put on their child's account. The food service program will make available to parents online access and online payment options as the technology becomes available.

Adopted on May 14, 2008

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## FREE AND REDUCED-PRICE LUNCH POLICY

In accordance with federal regulations, the District shall make available to all children of low economic means and children of moderate income families experiencing financial difficulties free or reduced-priced lunches through the School Lunch Program in the local school.

Parents who believe their children are eligible may contact the building principal and a determination will be made relative to their eligibility. Parents may appeal a negative determination to the Superintendent.

Reference:

42.U.S.C. 1758

Revised: November, 1999

Revised: July, 1998

Revised 6/27/05

Adopted by WSB 11/2005

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## VENDING MACHINES

The installation and use of vending machines in the schools will be for the convenience of the staff and students in the schools

The service and sale of all food and beverages to students during school hours will be under the control of the school food service department, and/or the school Principal, and the revenue from such sales will be deposited and accrued to the food service revenue budget and/or Principal's account.

Vending machines may also be operated by the school in employee 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 student use. The profits derived from such operations will accrue to the school's student activities fund or its internal accounts fund.

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

Revised: November, 1999

Revised: July, 1998

Revised 6/27/05

Adopted by WSB 11/2005

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### Intranet/Internet Acceptable Use

Internet access is now available to students and school personnel in the Windham School District. We are very pleased to bring this access to the Windham School District and believe the Internet offers vast, diverse, and unique resources to both students and teachers. To gain access to this district-wide network (Intranet) and the Internet, all users must sign the attached form. All users under the age of 18 must obtain parental permission. Please read this document carefully and discuss it with your child before signing.

The Windham School's district-wide network (Intranet) will provide the gateway connecting students and school personnel to the Internet, the electronic highway connecting thousands of computers around the world. Students and school personnel will have access to universities, colleges, other schools, businesses, government agencies and to e-mail communication with people all over the world.

The Windham School District is committed to using the Internet as a global source of information within its educational programs. Our goal is to provide Internet service to promote educational excellence through communication, resource sharing, innovation, and research. It is our intention to provide an Internet environment that is safe and appropriate for the maturity level and needs of student users. Internet access by students will be supervised by district personnel and the degree of access to the Internet will be dependent upon the age of students. Students may be permitted access to the District's computer network without direct supervision by District staff, provided, the students agree to act and demonstrate that they will act in a responsible manner.

The District's Intranet and Internet services are provided for students and staff to conduct research, gather information and communicate with others for academic purposes. The network and Internet service may not be utilized for recreational purposes, personal, commercial or other non-academic purposes. The District's computer network and Internet service shall not constitute a public forum. Students and staff have no right of privacy with regard to their use of the District's Intranet.

The Internet is a fluid environment where content is continually changing, and where the authenticity and validity of information at times can be questionable. Some material on the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. The Windham School District will monitor the on-line activities of users and operate a technology protection measure (filtering/blocking device) on all computers with Internet access, as required by law. While our intent is to make Internet access available to further educational goals and objectives, it is impossible to filter all Internet access, and students may find ways to access controversial materials. The Windham School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. It is the responsibility of the individual to use the Intranet/Internet in a legal, ethical, responsible, and considerate manner.

**Intranet/Internet Acceptable Use**

(continued)

For these reasons it is necessary to establish guidelines that are reflective of the district's educational objectives for all Intranet/Internet users. Therefore all acceptable use of the Intranet/Internet must be in support of communication, research and education consistent with the purposes of the Windham School District and must not violate school policies and standards of behavior.

**User Responsibilities:**

It is the responsibility of the user to familiarize himself/herself with, and abide by, the rules of this Acceptable Use Policy and make appropriate use of the available resources. While it is not the intention of district personnel to be intrusive, users are advised that authorized school district personnel will be monitoring system activity and content of e-mail messages and files.

User responsibilities include, but are not limited to:

- Users are not to reveal their last name, personal home address, home phone number, or phone numbers and addresses of any other individuals. Your name (first name only) on any e-mail must use the school address only.
- Students must notify a parent/guardian and teacher or system administrator immediately if any individual is trying to make contact for illicit or suspicious activities.
- Users must not interfere with the normal and proper operation of the Intranet/Internet.
- The use of the Intranet/Internet requires that students abide by accepted rules of network etiquette. These include but are not limited to:
  - Be polite, ethical and courteous
  - Use appropriate language
  - Respect the privacy of others
  - Respect access rights of others
- Student produced material may be posted only after administrative review and parental permission and, at that point, will be considered fair use and available to the public.

**Unacceptable Uses**

The use of the Intranet/Internet is a privilege, not a right, and unacceptable uses may result in restriction/revocation of those access privileges and discipline as outlined below. Unacceptable uses may include, but are not limited to:

- sending, receiving or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- violating copyright law
- using another user's password or account
- damaging or altering computers, computer systems or computer networks
- gaining access or attempting to modify others' folders, work or files
- using the network for non-educational, financial or commercial purposes
- misrepresenting oneself
- using the school's Intranet/Internet connection for any illegal or restricted activity
- intentional development or use of invasive software such as "viruses," "worms," and other detrimental activities

**Intranet/Internet Acceptable Use**

(continued)

- intentionally wasting limited resources
- gaining unauthorized access to restricted resources or organizations
- using e-mail to reveal personal information
- students' using e-mail for non-educational purposes
- use of the Intranet/Internet for the purpose of purchasing products or services
- unauthorized services or mail lists (i.e. LISTSERVS, Newsgroups, Chat Rooms etc.)
- encryption of communications or files to avoid system security review

**Disciplinary actions**

Depending on the severity of the offense, violation of this Acceptable Use Policy will result in one or more of the following disciplinary actions:

- verbal and written warning
- restriction or revocation of access privileges
- removal from a class activity
- removal from a course
- student detention, suspension or expulsion
- being reported to the appropriate legal authorities for possible criminal prosecution
- financial restitution for inappropriate use

The Windham School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Windham School District will not be responsible for any damages you suffer. This include loss of data resulting from delays, non-deliveries, mid-deliveries, or service interruptions caused by it's own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Windham School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**References and Acknowledgements**

This Acceptable Use Policy has been written with the assistance of the following:

- NHEMA/NHSTE (New Hampshire Educational Media Association/New Hampshire Society for Technology in Education) Internet Policy Toolkit
- Portsmouth, N.H. School Department Acceptable Use Policy
- Auburn, ME. School Department Acceptable Use Policy/Regulations
- Bellingham, WA. School District Acceptable Use Policy
- Manchester, N.H. School Department Acceptable Use Policy
- With permission from Classroom Connect. Copyright 1996. Wentworth Worldwide Media, 1866 Colonial Village Lane, Lancaster, PA. 17605

Adopted on 1/2008

**Intranet/Internet Acceptable Use**

(continued)

**Windham School District Intranet/Internet Acceptable Use Policy Form**

Please Note: If the student is under the age of 18, both the parent or guardian and student must sign this form.

**Student Authorization:**

I certify that I have read and that I understand the Windham School District Intranet/Internet Acceptable Use Policy. I agree to abide by all the terms and conditions stated in this policy. I understand that if I violate any terms or conditions set in this policy, my Intranet/Internet access privilege may be revoked and that I will be subject to disciplinary action. I also understand that violation of this policy may subject me to criminal and/or civil liability. I agree to report any misuses of the District's computer network or Intranet/Internet services to the District's network administrator. I will use the District's computer network, Intranet/Internet services entirely at my own risk and I hereby release the District, and agree to indemnify the District and hold the District, and its agents, officers and employees harmless, from any claims arising from my use of the District's computer network and Intranet/Internet services.

Student Name: (please print) \_\_\_\_\_

Student Signature: \_\_\_\_\_  
(Required for students in Grade 4 and higher)

Date: \_\_\_\_\_

**Parent/Guardian Authorization:**

As parent /guardian of the above named student, I have read and discussed the Windham School District Intranet /Internet Acceptable Use Policy with my child. I understand that this access is designed for educational purposes. I understand that some materials accessed on the Intranet/Internet may be illegal, defamatory, inaccurate, or potentially offensive, and although the Windham School District has taken precautions to filter these materials, such exposure may still occur. I understand that if my child should commit any violation, his/her access privileges may be revoked and school disciplinary action will be taken. I accept all financial and legal liabilities that may result from my child's unacceptable use of the Intranet/Internet. In addition, I accept full responsibility for the supervision of my child, if and when he/she uses the Internet outside of a school setting. I understand that my child's use of the District's computer network and Intranet/Internet services is entirely at his/her own risk and I hereby release the District, and agree to indemnify and hold the District, its agents, officers and employees, harmless, from any claims arising from or related to my child's use or unacceptable use of the Intranet/Internet. Finally, I hereby give my permission to the Windham School District to allow my child access to the Windham School District's Intranet/Internet computer network.

Parent/Guardian Name (please print) : \_\_\_\_\_

Signature: \_\_\_\_\_  
(Required)

Date: \_\_\_\_\_

**Intranet/Internet Acceptable Use**

(continued)

**School Personnel Form**

I have read the Windham School District Intranet/Internet Acceptable Use Policy and agree to abide by all the terms and conditions stated in this policy. I understand that if I violate any terms or conditions set in this policy, my Intranet/Internet access may be revoked and that I will be subject to disciplinary action according to Windham School District Policy.

I agree to promote this policy regarding the acceptable use and proper network etiquette of Intranet/Internet with students.

Name (please print): _____
Signature: _____
Date: _____

## E-MAIL RETENTION

The School District is obligated to respect and, in many cases, to protect confidential data. There are, however, technical and legal limitations on the District's ability to protect confidentiality. For legal purposes, electronic communication (e-mail) is no different than a paper document. In limited circumstances the District may be legally compelled to disclose information relating to business or personal use of e-mail to community members under the Right-to-Know Law, to governmental authorities or, in the context of litigation, to other third parties. E-mail may also contain information that should be retained in the official records of the School District.

Any e-mail message that would be saved if it had been transmitted in paper form should be printed and retained in school records in accordance with the Local Records Retention Schedule. If a printed e-mail message that should be retained is not otherwise described in the Local Records Retention Schedule, it should be retained for one calendar year. An e-mail recipient's decision on whether to print and retain e-mail should be made within 60 days of receipt of an e-mail message. All e-mail messages should be deleted from the system by the e-mail user (after those messages that should be retained have been printed in hard copy) within 60 days after receipt of an e-mail message.

Staff members with questions regarding the retention of particular e-mail messages should obtain an opinion from their supervisor.

### **I. Examples of e-mail messages that may be deleted without printing a hard copy are:**

- A. Messages that address routine administrative, curricular and co-curricular matters, announcements of meetings, schedules of events, etc.
- B. Messages that take the place of informal discussion and which if they were printed would not be retained in school records.
- C. Messages that transmit generic information and are not specific to a student's educational program.
- D. Messages that address personal matters unrelated to the School District.

### **II. Examples of e-mail messages that should be printed and retained are:**

- A. Messages that address significant aspects of a specific student's educational program including, but not limited to, health, discipline, special education program, interaction with DCYF and communication with parents relating to specific aspects of the student's interaction with the school district.
- B. Messages that address and/or provide information used in making policy decisions, concerning curricular or co-curricular activities, personnel actions or that relate to the business transactions of the School District.
- C. Messages that address activities of significant interest in the community relating to the School District.

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Adopted by WSB 11/2005

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## COPYRIGHT COMPLIANCE

The District recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for unauthorized copying or using audio, visual or printed materials and computer software, unless the copying or using conforms to the “fair use” doctrine.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

While the District encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of District staff to abide by the District’s copying procedures and obey the requirements of the law.

Under no circumstances shall it be necessary for District staff to violate copyright requirements in order to perform their duties properly. The District cannot be responsible for any violations of copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District’s procedures or is permissible under the law should contact the Superintendent. The Superintendent will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required.

Reference:

17 USC 101 to 1010 Federal Copyright Law of 1976.

See appendix EGAD-R

New Policy, November, 1999

Revised 6/27/05

Adopted by WSB 11/2005

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## COPYRIGHT COMPLIANCE

Authorized Reproduction and Use of Copyrighted Material in Print.

In preparing for instruction, a teacher may make or have made a single copy of a Chapter from a book; and article from a newspaper or periodical; a short story; Short essay or short poem; or a chart, graph, diagram, cartoon or picture from a book, periodical or newspaper. A teacher may make multiple copies not exceeding more than one per pupil for classroom use if the copying meets the test of “brevity, spontaneity and cumulative effect” set by the following guidelines. Each copy must include a notice of copyright.

**1. Brevity**

- a. A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer pomes can not exceed 250 words;
- b. Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work; which ever is less may be copied; in any event, the minimum is 500 words. (Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph)
- c. One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. “Special” works cannot be reproduced in full; these included children’s books combining poetry, or prose or poetic prose.

**2. Spontaneity**

Should be at the “instance and inspiration” of the individual teacher.

**3. Cumulative Effect**

Teachers are limited to using copied material for only one course in the school in which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work of periodical column during one class term.

Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

COPYRIGHTED COMPLIANCE  
(continued)

The copyright law prohibits using copies to replace or substitute for anthologies, consumable works, compilations or collective works. “Consumable” works include: workbooks; exercises, standardized tests, test booklets and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers’ reprints or periodicals, nor can they repeatedly copy the same item from term-to-term. Copying cannot be directed by a “higher authority,” and students cannot be charged more than actual cost of photocopying. Teachers may use copyrighted Materials in overhead or opaque projectors for instructional purposes.

Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy of an unpublished work that is in its collection; and a published work in order to replace it because it is damaged, lost or stolen, provided the unused replacement cannot be obtained at a fair price.

A library may make a single copy of a copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one article of periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstances, the entire work may be copied. In any case, the copy shall contain the notice of copyrighted and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

At the request of a teacher, copies may be made for reverse use. The same limits apply as for single or multiple copies designated in “Authorized Reproduction and Use of Copyrighted Material in Print”.

Authorized Reproduction and Use of Copyrighted Music

A teacher may make a single copy of a song, movement, or short section from a printed musical work that is unavailable except in a larger work for purposes of preparing for instruction.

A teacher may make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which constitute a performable unit such as a complete section, movement, or song.

In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available.

See policy - EGAD

New policy November, 1999

DATA MANAGEMENT  
(Public Use of School Records)

The Superintendent is hereby designated the custodian of all records, minutes, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by this District.

1. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination as to whether or not the information requested is public in nature. If public, the Superintendent shall provide the information in a timely manner, which does not disrupt the operation of the schools.
2. In accordance with RSA 91-A:4, if the Superintendent finds the information to be public in nature, he or she shall direct that it be reproduced on the premises. The party requesting the information is to be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon it's becoming available.
3. If the Superintendent finds the information not to be public in nature, he or she shall so inform the requesting party and shall for no reason release such information.
4. If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he or she is hereby authorized to request, on behalf of the Board, an opinion from the Board's attorney as to the nature of the information. Such opinion requests will be made within ten (10) days of the original request for the information. The Superintendent shall notify the person requesting such information that an opinion is to be requested of the attorney and shall notify such person immediately upon receipt of an answer from the attorney.

Statutory Reference:

RSA 91-A:4

Appendix: EHB-R

Revised: November, 1999

Revised: July, 1998

2 of 2

Revised 6/27/05

Adopted by WSB 11/2005

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## COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS POLICY

The District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems including E-mail and Internet use.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and E-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system is and remains the private property of the District. They are not the property of the employee. The District retains ownership and possessory control of the District information network, computer systems and e-mail system and all information sent, received, accessed or stored therein.
2. The computer and E-mail system should be used for school business only. Incidental and occasional personal use of the District's computer systems and e-mail system is permitted, but information and messages stored in these systems will be treated no differently from other school-related information and messages.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
4. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on the School District's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or pass worded.
7. Although the School District provides certain codes to restrict access to computers and e-mail to protect these systems against external parties or entities obtaining unauthorized access, staff should understand that these systems are intended for School district use, and all computer information, e-mail messages are to be considered School records.

COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS POLICY  
(continued)

8. The School District needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, the School district must and does maintain the right and ability to enter into the School district computer system and e-mail system to inspect and review any and all data recorded in these systems. Because the School District reserves the right to obtain access to all e-mail messages left on or transmitted over the School District's computer system and e-mail system, staff should not assume that such messages are private and confidential or that the School District or its designated representatives will not have a need to access and review information. Individuals using the School District's computer equipment should also have no expectation that any information stored on the computer they are using, whether the information is contained on a computer hard drive, computer disk or in any other manner, will be private.
9. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must be disclosed to the computer administrator.
10. Any communications created, sent, or retrieved using E-mail may be read by individuals other than the intended recipient.
11. Notwithstanding the District's right to retrieve and monitor any E-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.
12. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
13. The District has the authority to terminate or limit access to any program at any time.
14. Personal disks cannot be used on the system unless pre-authorized by the computer coordinator.

Statutory Reference:

RSA 194:3-d

Revised: November, 1999

Revised: July, 1998

## DATA/RECORDS RETENTION

The Superintendent shall develop procedures for a records retention system.

### Regulatory References:

ED 306.10 (a) (4)

Appendix - EHB-R

New Policy November, 99

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## LOCAL RECORDS RETENTION SCHEDULE

<u>Type</u>	<u>Local/State Record Recommended</u>	<u>State/Federal Mandated Retention</u>
<u>Business Records</u>		
Accident Reports		
Employee	6 years or term of employment	
Student	6 years after age of majority	
Annual Audit	Permanent	
Annual Report (District)	Permanent	
Application for Federal Grants		5 years
Architectural Plans	Permanent	
Engineering Surveys		
Asbestos Removal		
Bank Deposit Slips	Keep until Audit	
Bond Issue Materials	Permanent	
Child Labor Permits	1 year	
Contracts		1 year
Certified Educator	Permanent	
Collective Bargaining Agreements	Permanent	
Correspondence for Business	4 years	
Deeds	Permanent	
District Meeting Minutes & Warrant		
*Enrollment Reports		
Resident Pupil Membership Forms	14 year	
Fall Reports A-12-A (RSA 189:28)	Permanent	
*Pupil Registers (RSA 189:27-b)	Permanent	
School Opening Reports	3 years	
Statistical Report A-3 (RSA 189:28)	Permanent	
*Federal Projects Documents		5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit.
FICA Reports - monthly	6 years	
Quarterly Form 941	6 years	
Fixed Trip Requests/Confirmation	1 year	
Fixed Assets Schedule	Permanent/as updated	
Form C-2 Unemployment	6 years	
Wage Report (DES 100)		

LOCAL RECORDS RETENTION SCHEDULE  
(continued)

<u>Type</u>	<u>Local/State Record Recommended</u>	<u>State/Federal Mandated Retention</u>
Invoices	Until audit	
MS-22 Budget Form	6 years	
MS-23 Budget Form	6 years	
MS-25 Budget Form	6 years	
Minutes of Board Meetings	Permanent	
Purchase Orders	Until audit	
Request for Payment Vouchers		Until audit
Requisitions		Until audit
*Retirement Reports	1 year	
Monthly		
Student Activities Records/Accounts	Until audit	
Time Cards		
Bus Drivers	5 years	
Custodial	5 years	
Secretarial	5 years	
Substitute Teachers pay slips	5 years	
Travel Reimbursements	Until audit	
Treasurer's Receipts		
Cancelled Checks	6 years	
Treasurer's Report	6 years	
Vocational Education		
AVI Forms	1 year	
Vocational Center Regional Contracts	20 years	
Federal Vocational Forms	6 years	
Vouchers Manifests	Until audit	
*W-2's Yearly	6 years	
*W-4 Withholding Exemption Certificate		6 years
*W-9		6 years
*941-E Quarterly Taxes		6 years
Dues Authorization	Term of Employment	
Evaluations	Term of Employment	
Medical Benefits Application	Term of Employment	
Medical Examinations	Term of Employment	

LOCAL RECORDS RETENTION SCHEDULE  
(continued)

<u>Type</u>	<u>Local/State Record Recommended</u>	<u>State/Federal Mandated Retention</u>
<u>Personnel Records</u>		
Application, including Criminal Records	Term of Employment	
Attendance Records		
Leaves	1 year	
Request for Leaves	1 year	
Class Observation Forms	1 year	
Criminal Record Check	Term of Employment	
*Civil Rights Forms	6 years	
Re-employment Letter of Assurance	1 year	
Retirement application	Term of Employment	
Separation from Employment Form/Letter	6 years	
Staff Development Plan	Term of Employment	
<u>Student Records</u>		
Disciplinary Records	Term of Enrollment	
Early Dismissal	1 year	
Emergency Information Form	1 year	
Health and Physical Records, including Immunization Record	Term of Enrollment	
Medical Reports	Term of Enrollment	
Registration Form	Term of Enrollment	
*Applications for Free Lunch	6 years	
Transcripts		Permanent
Attendance		Permanent
Grades		Permanent
Assessment Results		Permanent
<u>Internal Records</u>		
Child Abuse Reports/Allegations	Permanent	
Criminal Investigation	Permanent	
Criminal Records Check		
Unsuccessful/Unfavorable	1 year	
Personnel Investigations	Permanent	
Sexual harassment	Permanent	

LOCAL RECORDS RETENTION SCHEDULE  
(continued)

<u>Type</u>	<u>Local/State Record Recommended</u>	<u>State/Federal Mandated Retention</u>
<u>Special Education Records</u>		At a minimum, records for special education students should be kept as long as the student is in a program and there is district liability for the education of the student. even court decisions that are retroactive, it might be prudent to retain records for at least six (6) years after the termination or completion of the program.

Reference Policy: EH & EHB  
New policy November, 1999

## RISK MANAGEMENT

The Board recognizes its responsibility for properly managing the resources of the school system. This responsibility includes concern for the safety of students, employees and the public, as well as concern for protecting the system's property from loss. No new policy or procedure will be adopted or approved by the board without first giving careful consideration to the school system's risk exposure.

The Superintendent or, by designation, the Business Administrator, shall be responsible for establishing a risk management and insurance program covering all property and program risks related to the performance of the educational and service missions of the system. This risk management and insurance program shall include means for identifying, eliminating, reducing, retaining or transferring risk. Only when a particular risk cannot be eliminated or feasibly retained by the system shall it be transferred by the purchase of insurance.

The Board realizes that the assumption of some predictable risks is the most economically feasible method of treating certain exposures. When it is in the apparent best interest of the system, the board may budget for and retain limited and predictable risks of financial loss, through the use of contingency funds, deductibles, etc. or participation in pooled risk management programs with other School Districts.

When the purchase of commercial insurance is deemed necessary, such purchase will be made on the basis of service offered by the insurer, the reliability and financial stability of the insurer, and the price of the insurance as competitively determined.

The Board does not recognize any obligation to purchase insurance from a particular agent, broker or insurer representative or from any group of agents, brokers or insurer representatives other than an obligation based on the above stated considerations.

The Board charges the Superintendent with the responsibility for preparing an annual risk management audit report for review by the board. The report shall include a description of the system's current risk management program and a summary of the existing insurance coverage's. Minimum information to be maintained for planning, budgeting, loss control and overall financial management, includes at least the following: 1) policy roster; 2) losses incurred and paid; 3) property valuations; 4) inspection and maintenance records for all property; 5) emergency plans.

The Board authorizes the Superintendent to seek professional risk management advice, if necessary, in order to develop, implement, maintain and audit an effective risk management program for the system.

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## LIABILITY INSURANCE

The School Board shall purchase liability insurance, as part of a comprehensive package or separate policies, as follows, seeking to minimize their exposure through preservation of statutory limitations on liability:

1. Commercial General Liability: protecting the District and its employees against claims for bodily injury or property damage arising out of the ownership, maintenance, or use of the insured premises. In addition, this policy should cover the Board and its agents in cases alleging personal injury: libel, slander, invasion of privacy, false arrest, and wrongful eviction. Limits should conform to RSA 507-B, at \$150,000 per person, \$500,000 per occurrence, with at least a \$1,000,000 annual aggregate.
2. Automobile Liability: covering the District against claims for bodily injury, sickness or disease, or death, as well as claims for property damage arising out of the ownership, use or maintenance of a District-owned vehicle or authorized hired or non-owned vehicle properly used in behalf of the District, including provision for medical payments and uninsured motorists. Limits of liability will be a minimum of \$150,000/\$500,000.
3. Errors and Omissions Liability: providing the Board and its agents with financial protection against any claims alleging wrongful acts arising out of their assigned responsibilities on behalf of the District (minimum of 1,000,000).
4. The School District's attorney shall review all contract forms to be entered into by the Board or its agents with the insurance agent or broker, to identify any contractual liability being assumed by the District, and attempt to reduce or transfer such liabilities. Each contractor will provide evidence of Worker's Compensation coverage, and a Certificate of Insurance showing the liability policy endorsed to name the District as an additional insured.

Any accidents or occurrences, no matter how minor that could indicate liability on the by them to the insurer. Any changes in use or occupancy of buildings shall also be reported. Strict observance of these requirements is necessary to prevent loss of coverage under policy restricting conditions

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## INSURANCE

The Board shall procure and maintain fidelity bonds in reasonable amounts, in order to protect against the loss of money, securities, and checks by actual destruction, disappearance, or wrongful abstraction from within all premises and also while off any premises. Such coverage will include a commercial blanket bond covering employee dishonesty, and may include a comprehensive dishonesty, disappearance and destruction bond, with optional coverage's depending on the exposures at various locations.

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