

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

December 9, 2015      3:30 – 5:00

Central Office

Agenda

- I. Call to Order
- II. Policy Changes for Review from Requested Feedback
  - Booster Club Update – Sue
  - Policy JLCF – Wellness Policy – page 10 update
  - Policy JFAB – Admission of Tuition and Non-Resident Students – Clarification
  - Policy IKA – Grading System – Maria
  - Policy EEAA & R – Video & Audio Surveillance on School Property – Legal Clarification
  - Policy ILD&R – Educational Questionnaires, Surveys & Research – Legal Clarification
  - Policy ILDA – Non-Educational Questionnaires, Surveys & Research – Legal Clarification
- III. Questions/Discussion

**Next Meeting:** To Be Determined

<b>OYSTER RIVER COOPERATIVE SCHOOL BOARD</b>	<b>Policy Code: JLCF</b>
School Board 2nd Read/Adoption: 05/02/12, 06/03/15 Policy Committee: December 9, 2015 (Page 10 only)	<b>Page 10 of 12</b>

*Free- and Reduced-Priced Meals:* Eligibility and distribution of free- and reduced-priced meals will be handled by the Child Nutrition Director and designated food service personnel. The availability of free and reduced lunch will be made known to all families through the use of school newsletters, beginning of the year packets and the website. Help will be offered for completing the application should it be needed. Application materials are available on the ORCSD website, at each school main office, from the school nurse, and can be mailed upon request. Confidentiality and the sensitivity of these matters will always be taken into consideration. Forms will be processed in a timely manner and schools will assure that all students have access to food at school in accordance with the Child Nutrition and WIC Reauthorization Act of [2004](#) & [2010](#).

*Qualifications of School Food Service Staff:* Nutrition professionals will administer the school meal programs under the direction of a Child Nutrition Director. This director will oversee the operation of school meals, maintain proper resources that meet state and federal regulations and maintain state health requirements for each school in the district. A qualified Child Nutrition Director will have a minimum of a bachelor's degree with nutrition-related coursework; the registered dietitian credential is preferred.

As part of the school district's responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in schools. Staff development programs will include appropriate sanitation courses and/or training programs for child nutrition directors, school nutrition managers, cafeteria workers, and volunteers according to their levels of responsibility.

## **Component #4: School Environment**

*The ORCSD shall educate students, employees to the important benefits of a healthy lifestyle. The district shall offer nutrition education to the community.*

### **Rewards**

Food and beverages are ~~prohibited~~ not allowed as rewards. ~~School staff will not use foods or beverages that do not meet the nutrition standards as rewards for academic performance or good behavior.~~ Food or beverages (including food served through school meals) will not be withheld as a punishment.

### **Fundraising Activities**

School-sponsored fundraising activities (direct ORCSD affiliation) should avoid using food items that do not meet nutrition and portion size standards. Schools will encourage fundraising activities that promote physical activity. The school district will make available a list of ideas for [non-food related fundraising activities](#).

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JFAB
<a href="#">Review Policy Committee: July 8, 2015</a> <a href="#">Back to Policy for Review: August 5, 2015</a> <a href="#">School Board First Read: August 19, 2015</a>	<a href="#">Page 1 of 1</a> <a href="#">Category: Priority</a>

## ADMISSION OF TUITION AND NON-RESIDENT STUDENTS

Non-resident students may only attend [Oyster River Cooperative School](#) district schools when their attendance has been approved by the ~~Board~~ superintendent. If the ~~Board~~ superintendent agrees to enroll a non-resident student, the District will either charge tuition to the parent or, alternatively, the superintendent may seek to enter into an a tuition or non-tuition agreement ~~for the payment of tuition~~ with the school district in which the student resides.

~~If a student's parents are divorce and the student lives primarily out-of-district, student may nonetheless attend schools within the District and considered a resident of the District for school attendance purposes provided: (1) the divorce decree allows the student to attend the District; (2) or provided the parents have agreed in writing that the student may attend the District and such-written agreement is provided to the District. — Students in this situation will not be charged tuition.~~

Upon the admission of a non-resident student to the District, the Superintendent or designee will immediately notify the student's school district of residence of the student's name, date of birth, address, and grade assignment of the student. This notification shall also be made at the beginning of each school year for which the student in enrolled.

The Board acknowledges the provisions of RSA 193:3 which state that the district in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C.

The Board's decision on whether to enroll a non-resident student will not be based, in whole or in part, on whether that student is a student with a disability, as define by applicable state or federal law.

Tuition ~~rates will should~~ be charged ~~at a and the~~ rate should be set by the Board and billed quarterly in advance to the district of residence or parent responsible for payment. When a district of residence is responsible for tuition, ~~approval must be that the resident~~ district's school board must first approve.

~~Under normal circumstances, the district will not provide transportation to and from school for non-resident and tuition students at district expense. — However, the district may assist parents in finding and procuring transportation services for their children.~~

In a divorce decree, or parenting plan developed pursuant to RSA 461-A, a child's legal residence for school attendance purposes may be the school district in which either parent resides, provided the parents agree in writing, provide a copy of the divorce decree to the district the child will attend, and each parent furnishes a copy of the agreement to the school district in which the parent resides. Transportation will be provided if the student lives in the District The Superintendent or designee will make all determinations as to whether transportation will be provided in such— other circumstances. The Superintendent or designee's decision will be final.

The provisions of this policy may be modified on a case-by-case basis, as needed, pursuant to separate contracts, agreements and other binding arrangements.

### Legal References:

[RSA 186-C:13, Special Education; Liability for Expenses](#)  
[RSA 193:3, Change of School or Assignment](#)  
[RSA 193:12, Legal Residence Required](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IKA
Reviewed by Policy Committee: 2/4/14    Previously IK School Board First Read: March 5, 2014 School Board Second Read/Adoption: April 2, 2014 Policy Committee Review: May 13, 2015 – No Changes	Page 1 of 1 Recommended

## GRADING SYSTEM

The Oyster River Cooperative School Board deems it important that teachers have as much and as accurate knowledge of each student as possible in order to assess his/her needs, growth, and make instructional plans for him/her. Sharing of information among parent, teacher, and student is essential.

The Superintendent and the building Principals will develop a grading system appropriate to the grade levels of the respective schools. The grading system will be approved by the Board and published in the Parent-Student Handbooks. All grading decisions shall be made at the building level and the decision shall be final.

<a href="#">OYSTER RIVER COOPERATIVE SCHOOL BOARD</a>	<a href="#">Policy Code: EEAA</a>
<a href="#">Policy Committee Review: 9/9/15, 10/14/15, 12/9/15</a> <a href="#">Soule, Leslie, Kidder Version</a>	<a href="#">Page 1 of 1</a> <a href="#">Category: Recommended</a>

### RECORDING IN SCHOOL CLASSROOMS

The Oyster River Cooperative School District values the use of technology in its classrooms and considers technology a crucial component in the education of its student body. The use of audio, visual and photographic recording equipment in classrooms provides for a number of educational benefits, including recording classes when students are absent or unable to take notes, recording classroom presentations, and recording a drama or music class for instructional purposes. The School District permits all classroom recordings which provide an educational benefit subject to the requirements of this policy

The School District, its teachers, or any other staff may not use audio, visual or photographic recording equipment in classrooms without the written consent from the classroom teacher, any adult student, and the parent/guardian of any minor student in the classroom who may be affected by the recording. Consent will be required as a condition for a student's enrollment in courses which feature audio, visual or photographic recording equipment as a core component of the course.

This policy applies only to recording that takes place in the classroom. The recording of ceremonies and extracurricular activities, such as sporting events or theatrical productions, does not require the consent described in this policy. Additionally, the School District must continue to comply with all applicable federal laws (including, but not limited to, the Individuals with Disabilities Education Act, the Americans with Disabilities Act, the Family Education Rights and Privacy Act, and Section 504 of the Rehabilitation Act of 1973) regardless of whether written permission is obtained from all teachers and students who may be affected by a recording. Written consent is not required from all students or teachers in a classroom when a recording is made in accordance with a student's IEP or 504 Plan.

This policy will be reproduced and distributed yearly in each student handbook beginning in the 2016-17 academic year. Consent from teachers, adult students, and the parent/guardian of any minor student will be obtained at the beginning of each school year by distributing and having each teacher, adult student and parent/guardian sign a permission slip, specifically consenting to being recorded in the classroom. For those courses that have started prior to the adoption of this policy, permissions slips will be distributed as soon as is practicable. The Superintendent will be responsible for delegating the distribution and receipt of the permission slips.

[Cross Reference:](#)

[EEAA-R – Annual Permission for Teachers & Annual Permission for Parents](#)

[JRA & R – Student Education Records and Information](#)

Legal References:

RSA 189:68, IV. Student Privacy

<a href="#">OYSTER RIVER COOPERATIVE SCHOOL BOARD</a>	<a href="#">Policy Code: EEAA-R</a>
<a href="#">Policy Committee Review: December 9, 2015</a>	

**ANNUAL PERMISSION FOR  
AUDIO, VISUAL, OR PHOTOGRAPHIC CLASSROOM RECORDINGS**

Student Name \_\_\_\_\_ School Year: \_\_\_\_\_

I am a parent/legal guardian of the student named above. I hereby give permission to the Oyster River Cooperative School District to use audio, visual, and photographic recording equipment in classes that my child attends. I understand that this authorization will remain in effect for the entire school year unless I revoke it in writing.

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

<a href="#">OYSTER RIVER COOPERATIVE SCHOOL BOARD</a>	<a href="#">Policy Code: EEAA-R</a>
<a href="#">Policy Committee Review: December 9, 2015</a>	

**ANNUAL PERMISSION FOR  
AUDIO, VISUAL, OR PHOTOGRAPHIC CLASSROOM RECORDINGS**

Teacher Name \_\_\_\_\_ School Year: \_\_\_\_\_

I hereby give permission to the Oyster River Cooperative School District to use audio, visual, and photographic recording equipment in my classroom. I understand that this authorization will remain in effect for the entire school year unless I revoke it in writing.

\_\_\_\_\_  
Teacher's Name (Please Print)

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ILD
Draft to Policy Committee: October 14, 2015	Page 1 of 2 Category: Recommended

## EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

### Protection of Pupil Rights Amendment ([written consent required](#))

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. ([protected information survey](#)):

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).

### Parents/Guardians will receive notice and an opportunity to opt-out of:

- Any protected information survey, regardless of funding;
- Any non-emergency invasive physical exam or screening required for attendance administered by the school or its agents, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings or any physical exam or screening permitted or required under state law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

### School District Approval

No surveys will be administered without the prior approval of the Superintendent or his/her designee. ([See also "School District use of Data" below](#)).

### All Questionnaires, Surveys available will be for Inspection

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 and must actively consent to participation if the survey is funded in whole or in part by US Department of Education. 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 other than the US Department of Education, organizations or individuals must have the recommendation of the Superintendent and the approval of the school board as to content and purpose and will, if they are a non-educational questionnaire or survey (regardless of whether they are funded in whole or in part by the US Department of Education), also be administered in accordance with Policy ILDA. 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. Prior consent of parent is required if the survey is funded in whole or in part by US Department of Education. 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.

Notice of Policy

This policy will be included in the student handbook for each school in the district.

**Cross Reference:**

ILD-R – Consent and Opt-Out Forms

**Legal References:**

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

**PROTECTION OF PUPIL RIGHTS AMENDMENT – SUPPORTING FORMS**

**Protection of Pupil Rights Amendment - Consent for Specific Activities**

(For activities ~~not~~ funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district’s “Notification of Protection of Pupil Rights Amendment” (PPRA). On \_\_\_\_\_ at \_\_\_\_\_  
Date

\_\_\_\_\_ there will be a survey, analysis, or evaluation, and  
Name of School/Site

your consent is required so that your child(ren) may participate. This activity consists of:  
 Description:

\_\_\_\_\_  
 \_\_\_\_\_

Please sign below in the event that you consent to your child(ren)’s participation and return this form to your Principal/designee by \_\_\_\_\_.  
Five (5) days before activity or as directed

If you would like to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.

As the parent/guardian, I give my consent for my child(ren), as noted below, to participate in the activity designated above.

STUDENT (PRINT NAME)	SCHOOL	GRADE
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date

**Opt-Out For Specific Activities**

(For activities not funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district's "Notification of Protection of Pupil Rights Amendment" (PPRA). On \_\_\_\_\_ at  
*Date*

\_\_\_\_\_ there will be a protected information survey conducted.  
*Name of School/Site*

This activity consists of: \_\_\_\_\_

If you do not want your child(ren) to participate, please sign below and return the form to your Principal/designee by \_\_\_\_\_.  
*Five (5) days before activity or as directed*

OPTIONAL: You may also opt out of the activity by calling or e-mailing your Principal no later than \_\_\_\_\_ at \_\_\_\_\_ or \_\_\_\_\_  
*Five (5) days before activity or as directed* *Phone*  
\_\_\_\_\_  
*e-mail address*

If you do not indicate your decision to opt out by the date set forth above, the student will be permitted to participate in the activity. If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.

As the parent/guardian, I do not want my child(ren), as noted below, to participate in the activity designated above and, by signing and returning this form, indicate my decision to opt them out of the activity.

STUDENT (PRINT NAME)	SCHOOL	GRADE
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
*Parent Signature* *Date*

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: ILDA</u>
<u>Draft to Policy Committee: October 14, 2015</u>	<u>Page 1 of 1</u> <u>Category: Priority</u>

NON-EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

This Oyster River Cooperative School District policy will apply to all non-academic and non-educational surveys and questionnaires implemented, used and conducted by the District. This policy is intended to be separate and distinguishable from Policy ILD - Educational Questionnaires, Surveys and Research (although that policy may also apply to Non-Educational Questionnaires, Surveys as well and therefore should be reviewed before administering a non-academic survey or questionnaire).

Parents/guardians will be notified at least ten (10) days prior to the District administering a non-academic or non-educational survey or survey to students. Parents/guardians will be permitted to review the survey or questionnaire prior to it being administered, if so requested. Parents/guardians may opt-out their child from filling out the survey or questionnaire. To do so a Parent/Guardian's Such-an opt-out notice must be in writing, (an email notice is acceptable)including\_e-mail-notification. Parents who do not opt-out their child(ren) from District administered surveys or questionnaires will be deemed to have consented to the survey or questionnaire.

For purposes of this policy, "non-academic survey or questionnaire" means "surveys, questionnaires, or other documents designed to elicit information about a student's social behavior, family life, religion, politics, sexual orientation, sexual activity, drug use, or any other information not related to a student's academics" or as otherwise may be defined by applicable state law or Department of Education regulation.

Legal References:

RSA 186:11, IX-d, Non-Academic Surveys and Questionnaires