

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

February 12, 2018 3:30 – 5:00

Central Office

Agenda

- I. Call to Order
 - DK – Payment Manifest
 - DK-R Payment Manifest Procedure
 - JICJ – Technology Devices
 - JICJ-R – Technology Devices Procedure
 - Comparative Information from other districts:
 - SAU 50 – Greenland School District
 - Lewiston Maine
 - SAU 16 – Exeter, Stratham...
 - Portsmouth School District – JICL
- II. Questions/Discussion/Updates
 - Update on Addendum to the Non-Discrimination Policy as reviewed by Superintendent Committee on January 24, 2018

Next Meeting: March 14, 2018

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DK Category: Recommended
Draft to Policy Committee: April 19 & May 17, 2017 School Board First Read: May 17, 2017 School Board Second Read/Adoption: June 7, 2017 Reviewed Policy Committee: January 10, 2018 – No Change	Page 1 of 1

PAYMENT MANIFEST

All manifests, supported by original invoices, must be approved and signed by the Manifest Review Committee of the Oyster River Cooperative School Board.

The District's Treasurer will sign all checks that will be mailed from the central office.

Cross Reference: DK-R – Manifest Procedure

Legal Reference:

RSA 197:23-a, Treasurer's Duties

OYSTER RIVER COOPERATIVE SCHOOL BOARD Policy Committee April 19 & May 17, 2017 School Board First Read: May 17, 2017 School Board Second Read/Adoption: June 7, 2017 Policy Committee: January 10, 2018 & Feb. 12, 2018	Policy Code: DK-R
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Payment Manifest Procedure

CENTRAL OFFICE

1. Checks are prepared according to back up documentation and will not be dispersed until School Board approval is given, [unless an exception is made by the Superintendent](#).
Exception: Payroll and deduction/insurance checks.¹
2. All items received by Wednesday preceding the scheduled School Board meeting are guaranteed to be on that meetings manifest, provided that all applicable and required information (i.e. signature, W9 form, purchase order copy) is available to the Accounts Payable Clerk at that time.
3. On the Tuesday (no later than 4:00 p.m.) preceding the scheduled School Board meeting the Accounts Payable Clerk will have all applicable documentation in regards to the checks listed on the manifest ready for review by the Director of Accounting.
- ~~4. On Wednesday morning of the week of the scheduled School Board Meeting the Accounts Payable Clerk will deliver the manifest and applicable documentation to the Director of Accounting for review.~~
- ~~5.4.~~ Wednesday of the week of the scheduled School Board Meeting, the Accounts Payable Clerk will deliver the folder containing the manifest report, no later than ~~2:00~~ [3:00](#) PM to the Superintendent for his approval and signature. At this time, all applicable back up document will be delivered to the Business Administrator for School Board Review.
- ~~6.5.~~ The Treasurer will pick up the prepared checks, prepare them for mailing and hold until approval of the manifest is granted by the School Board.
Exception: Payroll and deduction/insurance checks.

SCHOOL BOARD ACTION

- ~~1.~~ The School Board Chair will appoint 2 members, on a rotating basis to serve on the Manifest Review Committee which will meet as part of ~~scheduled Board~~ [a posted](#) meeting to review the manifest and approve payment. ~~2.~~ On the ~~Thursday~~ [day](#) following the School Board meeting the Accounts Payable clerk will notify the Treasurer to disperse checks.

Cross Reference – DK – Payment Manifest

¹~~We realize emergencies do arise, but t~~ The release of any check will need to be pre-approved by the Superintendent, Business Administrator, or designee.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICJ
Date of Adoption: August 6, 2008 Previously: JFCK Title/Code Change Adopted School Board May 2, 2012 School Board First Read: June 15, 2016 School Board Second Read/Adoption: July 13, 2016 Review Policy Committee: February 12, 2018	Page 1 of 1 Category: Recommended

TECHNOLOGY DEVICES

The Oyster River School Board recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process or violates Board policies or school rules. The Oyster River Cooperative School District is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop, with input from administrators, any school rules necessary to implement this policy.

Cross Reference: JICJ–R Unauthorized Communication Devices

JICK – Bullying and Cyberbullying – Pupil Safety and Violence Prevention

JICL & R – Student Computer & Internet Use and Procedure

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICJ-R
Date of Adoption: August 6, 2008 Revision to Policy Committee 1/14/10 Second Read & Adoption 4/7/2010 Code and Title Change Adopted School Board: 5/2/12 Previously: JFCK-R Reviewed 07 13 16 Review Policy Committee: February 12, 2018	Page 1 of 1

TECHNOLOGY DEVICES - SCHOOL RULES

1. Students are prohibited from using privately-owned electronic devices, including but not limited to cellular telephones, Blackberries, handheld computers, MP3 players and electronic games during classes and school activities, including study halls, field trips and extracurricular activities.
 - a. During classes and school activities, all such devices must be turned off.
 - b. The only exception to this rule is when a teacher or supervising employee specifically authorizes students to use such a personal electronic device for a specific purpose (such as entering an assignment in a PDA).
 - c. If this rule is violated, the teacher will immediately confiscate the device for the remainder of the school day, and discipline may be imposed as provided below.
2. Students may use electronic devices between class periods, during lunch periods, and while riding school buses. Cellular telephones must be kept on "vibrate" mode to avoid disrupting others.
3. The use of cameras, including camera phones, is strictly prohibited in locker rooms, restrooms and classrooms. In other school locations, students are required to obtain permission before photographing or video taping any individual and before posting on any social networking site or other Internet site such as YouTube.
4. Any use of cellular telephones and other electronic devices that violates any Board policy, administrative procedure or school rule is strictly prohibited. This includes, but is not limited to, violations of the Student Code of Conduct, cheating, or accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
5. Such devices may be subject to search if there is reasonable suspicion that a student is violating Board policies, procedures or school rules, or engaging in other misconduct.
6. Students violating these rules will be subject to discipline, which may include:
 - a. Exclusion of the device from school for an extended period;
 - b. Sanctions ranging from detention to expulsion from school depending upon the nature of the offense and the student's disciplinary record.

Cross References: JICJ- Technology Devices
 JFC - Student Code of Conduct,
 JBC – Pupil Safety & Violence (Bullying)
 IJNDB - Student Computer & Internet Use

PERSONAL DEVICE USAGE POLICY

The school board is committed to aiding students and staff in creating a 21st century learning environment. Recognizing that technology has become an integral part of our learning process, our goal is to provide our students access to a range of devices for educational purposes. Students will have access to our school equipment and are not required to bring technology devices.

Students who bring their own technology devices to school for educational purposes must adhere to specific guidelines. Any network users will be required to read and sign a copy of the "School District Responsible Use Contract/ Policy". In addition, the student and parent/guardian must also sign the *Bring Your Own Device – Student and Parent User Agreement* which outlines the responsibilities of the student and the school.

Because technology is constantly changing, the school board reserves the right to review and revise the Student User Agreement form at any time. Network users will be notified of any changes which affect their being able to use a personal computing device.

Legal Reference:

New Jersey v. TLO, 469 U.S. 325 (1985)

Adopted 2015

Reviewed 2017



**Bring Your Own Device (BYOD)
Student/Parent User Agreement**

The _____ School District will allow students to use personal technology devices for educational purposes. (The school district provides devices and infrastructure universally for all students)

Device Types:

The word "device" includes but is not limited to a privately owned wireless and/or portable electronic piece of equipment such as a laptop, netbook, tablet/slate, iPod Touch, iPad, e-reader, Kindle, cell or smart phone.

Any student who wishes to use a personally owned electronic device within the _____ School District must read and sign this agreement and submit it to the building principal. The student's parent/guardian must also sign this agreement.

Students wishing to participate must adhere to the following guidelines:

1. All users will use the “_____ Guest” or designated school wireless network to access the internet. _____ does not guarantee connectivity or the quality of the connection with personal devices. Use of 3G, 4G or similar wireless connections is not allowed.
2. Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
3. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
4. The student may not use the devices to record, transmit or post photos or video of a person or persons, nor can any images or video recorded be transmitted or posted at any time without the express permission of a teacher.
5. The student complies with the request of an adult in charge regarding the use of device.



6. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school. Charging devices will not be permitted at school.
7. The student will only use their device to access internet sites relevant to the classroom curriculum or for instructional purposes.

Lost, Stolen, and/or Damaged device

1. The student takes full responsibility for his or her device. The school is not responsible for the security of the device including stolen, lost, damaged devices including lost or corrupted data on those devices.
2. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
3. The school district will not be responsible for any possible charges to the user's account that might be incurred.

Legal Reference:

New Jersey v. TLO, 469 U.S. 325 (1985)

Adopted 2015

Reviewed 2017



Bring Your Own Device (BYOD)
Student User Agreement

As a student I understand and will abide by the Personal Device Usage Policy (JICLA) and guidelines. I further understand that any violation of the policy and user agreement may result in the loss of my network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the policy and user agreement. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

Student's Signature

Date

Please print Student's Name

Student's Grade

Parent's Signature

Date

Please print Parent's Name

NOTE: Students must also read and sign the 'Responsible Use Contract'



Greenland Central School

Residency Policy

No person shall attend school or send a pupil to the school, in any district of which s/he is not a legal resident, without the consent of the district or of the school board. Refer to Greenland School Board Policy JFA.

Sexual Harassment

The Greenland School Board has adopted a clearly defined policy regarding sexual harassment. Anyone who suspects an incident of sexual harassment or violence within the school community should refer to school board policy GBAA and/or contact the Assistant Superintendent or Superintendent who oversee all such reports.

Safety and Violence Prevention (Bullying)

As of March 11, 2010 HB 1523 amends RSA 193-F:2-7 (the Pupil Safety and Violence Prevention Statute). Under the provisions of this House Bill and Greenland School Board Policy JICK, the School Board is committed to providing all pupils with a safe school environment in which all members of the school community are treated with respect.

Bullying may be a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which physically harms a pupil or damages the pupil's property, causes emotional distress, interferes with a pupil's educational opportunities, creates a hostile educational environment or substantially disrupts the orderly operation of school.

Bullying shall include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors or beliefs.

If an investigation of any such incident concludes that a pupil engaged in bullying conduct prohibited by Policy JICK, that pupil shall be subject to appropriate disciplinary action, which may include, but not be limited to suspension and expulsion. Any such disciplinary action shall be taken in accordance with applicable School Board policy and legal requirements to include the right to appeal to the Greenland School Board and/or NH State Board of Education. (The full text, and reporting information of policy JICK can be found on the GCS website)

Computer, Email and Internet Communications

The school district has established a computer security policy with regard to access and disclosure of electronic data composed, stored, sent or received by employees or students using the school district's computer system. This policy is designed to protect the safety and security of the school district's computer systems including email and Internet use. In essence the policy states that computer hardware, software, and email systems are owned by the school district and that all messages and data composed, stored, sent or received using this system are also property of the school district. All computer systems are to be used for authorized school business only and that the school district reserves the right to read, review, audit, intercept, access or disclose any and all information on employees' or students' computer systems. Employees or students should refer to School Board policy EHAA for the complete text and details of this policy.

- 2) Require appropriate behavior from students and encourage positive social and educational development of the child;
- 3) Involve parents, the guidance counselor, and/or the principal when appropriate.

b. **Cafeteria Behavior Plan**

Our cafeteria rules are designed to promote a safe, polite and orderly setting. Cafeteria expectations are posted in the cafeteria and are reviewed annually.

School Wide Standards

To further ensure a school environment that is safe and conducive to learning, the following rules have been established. **Detailed expectations for school wide settings such as the playground, cafeteria and hallways that are specific to our various age groups (K-3, 4-6, 7 & 8), are reviewed with students throughout the year and are posted in classrooms and in a matrix below.**

1. Students are to enter, leave and move through the building in an orderly and quiet manner. Students are to walk on the right hand side of the hall.
2. No throwing of objects anywhere at school (i.e., rocks, sand, pencils, coins, snowballs, etc.)
3. Eating or drinking is restricted to the cafeteria unless otherwise permitted by an adult. Gum chewing and glass containers are prohibited at school. Candy, soda, caffeinated/ energy beverages have little or no nutritional value and therefore **are not** to be brought to school by students.
4. Laser lights, electronic games, or other expensive (non-educational) items and excessive cash must not be brought to school.

Please Note: If students choose to carry items, such as cell phones or personal audio devices for use during their bus ride, or at their parents direction to make important phone calls after a sports activity, they do so **at their own risk** and at their bus driver's and coach's discretion.

Any such items **heard or observed** in the possession of students during the school day (any time between departing the bus upon a.m. arrival or p.m. boarding of the bus), are subject to confiscation and will be returned to parents only. They must be turned off and out of sight, and not used in any way, or at any time, during the school day.

Electronic devices will **not be allowed on field trips** with the exception of a few particularly lengthy ones such as New York City and Nature's Classroom. In the case of these

exceptions, the school's Responsible Use Policy will be enforced and a reminder to students will be issued.

Any phone calls made by students during the school day are to be made utilizing the school phone system and with the permission of a supervising adult. **Phone texting** is likewise not allowed at school.

Please Note: The school district and personnel **will not be responsible for, nor will they take time** to investigate any situations or reports of loss, damage, theft, etc. pertaining cell phones, audio devices or any of the items noted above in number 4.

GCS Rules			
<ul style="list-style-type: none"> • Be Safe: Stay in assigned area and keep hands and feet to yourself. • Be Respectful: Use positive language; be kind and polite to others. • Be Responsible: Take care of our school and make good choices. • Be Prepared: Arrive on time and ready to work. • Be Calm: Walk through the building appropriately. 			
	How that looks in the hall...	How that looks in the cafe'...	How that looks outside...
K-3	<ul style="list-style-type: none"> • Walking quietly • Stay to the right side of the hall • Let younger students go first • Keep your hands to yourself • Smile and greet other students & staff 	<ul style="list-style-type: none"> • Enter and eat quietly • Stay at your table – No changing seats • No more than 8 to a table • Say please and thank you • No throwing food or other objects • Clean up after yourself • Leave the cafe with adult permission only • Lights out = silent and listen 	<ul style="list-style-type: none"> • Stay in the assigned area in sight of an adult • Leave the playground with adult permission only • Dress appropriately for the weather • Play safe: no pushing, tackling, etc. • Use equipment correctly • No throwing rocks, sticks, or snow. • Enter and exit the building quietly
4-6	<ul style="list-style-type: none"> • Walking quietly • Stay to the right side of the hall • Let younger students go first • Keep your hands to yourself • Smile and greet other students & staff 	<ul style="list-style-type: none"> • Enter and eat quietly • Stay at your table – No changing seats • No more than 8 to a table • Say please and thank you • No throwing food or other objects • Clean up after yourself • Leave the cafe with adult permission only • Lights out = silent and listen • Arrive prepared (i.e. lunch, outerwear, money) 	<ul style="list-style-type: none"> • Stay in the assigned area* in sight of an adult: ask permission to go to the nurse or bathroom. • Play safe: no pushing, tackling, etc. • Use equipment correctly • No throwing rocks, sticks, or snow. • Enter the building quietly after wiping your feet. *Assigned area – stay on black top/grass away from buildings, bulkhead, and doorways and not beyond exercise equipment. - 2 students on hammock and 1 pushing
7-8	<ul style="list-style-type: none"> • Walking quietly • Stay to the right side of the hall when going to other areas in the building • Let younger students go first • Keep your hands to yourself • Smile and greet other students & staff • Be authorized and go directly to destination when leaving assigned area 	<ul style="list-style-type: none"> • Enter and eat quietly • Stay at your table – No changing seats • No more than 8 to a table • Say please and thank you • No throwing food or other objects • Clean up after yourself • Leave the cafe with adult permission only • Lights out = silent and listen 	<ul style="list-style-type: none"> • Stay in the assigned area in sight of an adult: ask permission to go to the nurse or bathroom. • Play safe: no pushing, tackling, etc. • Use equipment correctly • No throwing rocks, sticks, or snow. • Enter the building quietly after wiping your feet.

All of the following are suspendable offenses, and the student's parents may be called immediately to remove their child from school.

- ◆ Fighting
- ◆ Intentionally causing the unwarranted evacuation of the building.
- ◆ In the possession of, or under the influence of a controlled drug, tobacco or alcoholic substance.
- ◆ Igniting, possessing, or transferring an explosive or incendiary device such as a fire cracker, smoke bomb, or other dangerous object (including lighter, matches, etc.).
- ◆ Willfully causing serious damage to school property.
- ◆ Being disrespectful to, or directing abusive language toward a member of the staff. (or in many cases another student)
- ◆ Threatening, intimidating, harassing (*including sexual harassment, bullying and hazing) or assaulting another student or a member of the staff.**

**STUDENT USE OF CELLULAR TELEPHONES AND
OTHER ELECTRONIC DEVICES**

The School Committee recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process or violates School Committee policies or school rules. Lewiston Public Schools are not responsible for damage, loss, or theft of such devices. The Superintendent is authorized to develop, with input from administrators, any school rules necessary to implement this policy.

Cross Reference: IJNDB – Student Computer and Internet Use
IJNDB – Student Computer and Internet Use Rules
JIC – System-Wide Student Code of Conduct

Adopted: August 28, 2006
Reviewed: September 24, 2012

Responsible Computer, Network, and Internet Use

Overview:

The Portsmouth School Department provides its students and staff access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our campus. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access is the responsibility of students, teachers, staff, and the public to exercise appropriate personal responsibility in their use of these resources. The School Department policies are intended to promote the most effective, safe, productive, and instructionally-sound uses of networked information and communication tools. The School Department also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The School Department maintains a system of Internet content filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA).

Digital Citizen:

The Portsmouth School Department uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- Respects One's Self. Users will select online names that are appropriate and will consider the information and images that are posted online.
- Respects Others. Users will refrain from using technologies to bully, tease, or harass other people.
- Protects One's Self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respects Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protects Intellectual Property. Users will request to use the software and media others produce.

Expectations:

Responsible use of the School Department's technology resources is expected to be ethical, respectful, academically honest, and supportive of the School Department's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to insure that users are using the system in accordance with School Department policy. Users should not expect that files stored on servers or disks will be private. Users also should understand that school servers regularly record Internet activity in log files that are available to the public under RSA 91-A: Access to Public Records and Meetings.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

- Use of electronic devices should be consistent with the School Department's educational objectives, mission, and curriculum.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to, copyrighted material, licensed material, and threatening or obscene material.
- Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.
- Software and/or services may not be installed or downloaded on School Department devices without prior approval of the Superintendent or designee.
- Use of computing resources for commercial activities, product advertisement, or religious or political lobbying is prohibited.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
- Files stored on School Department-managed networks are the property of the School Department and, as such, may be inspected at any time and should not be considered private.
- Materials published for electronic publication must be for educational purposes. School administrators, teachers, and staff may monitor these materials to ensure compliance with content standards.

Policy Violations:

The School Department reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension, or dismissal from school, and/or legal action. The School Department may cooperate with law enforcement officers in investigations related to illegal activities conducted through its network. Law Reference: RSA 194:3-d, 47U.S.C. Section 254, Children's Internet Protection Act.

Legal References:

RSA 194:3-d, School District Computer Networks

Pub. L. No. 106-554, Children's Internet Protection Act (www.ifea.net/cipa.html)

Personal Wireless Devices

SAU16 offers wireless Internet access for personally owned devices in many school buildings. This is intended to allow anyone with a wireless device to access the Internet within the school building. This access will operate with the same Internet filter that school devices currently use. Custom filter rules will be applied such that access will be similar in scope to that afforded students on the "regular" school network.

SAU16 reserves the right to limit or deny access to sites and communication protocols considered by SAU16 to be malicious or inappropriate in accordance with The Children's Internet Protection Act (CIPA), The Children's Online Privacy Protection Act (Coppa), and The Family Educational Rights and Privacy Act (FERPA). Access may be denied or terminated if Internet use is in violation of SAU16 policies or guidelines. School Internet access will be prioritized for educational purposes. Access for personal reasons is secondary. The guest network will be isolated from the internal network with no access to printers, file servers or other local network resources.

Any access to the wireless network will imply that the user agrees to the terms and conditions listed below.

Filtered Internet service is provided for use by
SAU16 staff members, students, and guests.

1. SAU16 will not be held liable for any damage that may occur as a result of connecting to the SAU16 Wireless Networks or any electrical power source. SAU16 will not be obligated to supply electrical power access where such access does not already exist.
2. SAU16 will not be held responsible for any physical damage to or loss or theft of any personally-owned device.
3. The SAU16-Wireless Networks will provide filtered Internet access and related web-based services only. Users who attempt to bypass the web filter are subject to a loss of connectivity.
4. SAU16 reserves the right to inspect, at any time, any personally-owned device while connected to the SAU16-Wireless Networks. Any other inspection of any personally-owned devices is subject to applicable school search procedures.
5. Student use of personally-owned devices in the classroom setting will be at the discretion of the classroom teacher.
6. Persons connecting computers to the SAU16-Wireless Networks agree to maintain current anti-virus software enabled on their computers.

**WIRELESS INTERNET ACCESS FOR
NON-DISTRICT OWNED DEVICES**

7. Illegal, destructive, harmful, or any other inappropriate activities including, but not limited to, computer hacking, cyber-bullying, accessing or attempting to access offensive/obscene materials, downloading software or pirated media, or engaging in illegal activities are strictly prohibited. Users found to have engaged in any such activity will be subject to disciplinary action as deemed appropriate by agents of SAU16.

8. By accessing these networks users acknowledge that such access may be interrupted or prone to error. Personal devices may be exposed to risks such as hackers, worms, Trojans or viruses. SAU16 does not provide technical support for personal devices. Unauthorized third parties may access personal devices or files or otherwise monitor private use of these wireless networks.

Law Reference:

Appendix Reference:

Date Adopted: November 12, 2014

Last Review/Revision Date: