

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

September 13, 2017 3:30 – 5:00

Central Office

Agenda

- I. Call to Order
- II. Nominate New Chair
  - EFAA – School Meals Program Charging
  - KCDA & R Memorials, Dedications and Recognitions
  - KLG – Relations with Police Authorities
  - CHCA – Approval of Handbooks and Directives
  - EBCA – Emergency Plans
- III. Policy Changes for Review from Requested Feedback
- III. Questions/Discussion

**Next Meeting:** October 11 and November 8

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EFAA
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### School Meals Program Charging

The [Oyster River Cooperative School](#) District provides the opportunity to purchase (breakfast, ~~snacks, and~~) lunch [and other purchases](#) from the school cafeteria. Each meal meets or exceeds the federal nutrition standards.

The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school meals program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school meals program is paid for their student's meals. The District's policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

#### Student Meal Accounts

The District uses a point-of-sale computerized meal payment system which has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student's meal account.

Funds may be deposited into a student meals account by cash, check, or on-line payment. Cash or checks made out to: [Oyster River Child Nutrition or ORCN](#) should be presented to the Cashier at the cafeteria, ~~as p~~Payment is expected no later than when the meal is served. [Principal's Office, the Food Service](#)). A check may also be mailed to the [ORCSD District's Child Nutrition](#) Office [attention Doris Demers, 33 Coe Drive, Durham, NH 03824](#). The District also utilizes the services of [MealMagic.com](#). [Funds can also be deposited into an established student meals account through www.sendmoneytoschools.com as an electronic transaction](#). The use of checks or on-line payments is encouraged, as each provides a record.

[A fee of \\$10.00 will be charged to the parents for each check returned for insufficient funds.](#)

#### Balance Statements

The District will work proactively with parents to maintain a positive balance in their student's meal account. The Child Nutrition Director has established a procedure at each school requiring that a low balance statement be sent to parents whenever the balance in a student's meal account falls to or below a set amount that approximates the amount typically necessary to pay for one week of meals.

The District encourages parents to monitor the student's use of the meal account to ensure that a sufficient balance is available at all times for their student to charge meals.

Each [low-balance](#) notice to parents will include information on how to verify a student meals account balance, how to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meals program, including the name, title, hours when available, phone number, and e-mail address of an appropriate member of the District staff. These notices will be sent via e-mail.

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The District's policy is to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the District will allow students in Grade K-4 to purchase a meal, even if the student's meal account has insufficient funds. This policy applies to all meal offerings generally available at the cafeteria for breakfast and lunch. Middle and high school principals have set funds aside for students that do not have money on their accounts, to borrow for the day.

### **Students Without Cash in Hand or A Positive Account Balance**

When a student does not have money to pay for a meal or has a negative balance in the student meals account, a student requesting a meal shall be provided with a meal from among the choices available to K-4 students. The same will be provided for middle and high school students once they have visited the school office or nurse's office to borrow funds. The only exception will be where the student's parents have provided the District with specific written direction that the student is not partaking in the not be provided with a school lunch-meals program-meal. When parents chose to provide meals sent from home, it is the parents' responsibility to explain to their student the necessity of the student not using the school meals program.

If the student's meal account debt accumulates to \$25.00 or more, the parents will be requested to meet with the principal. When appropriate, the principal in conjunction with the Child Nutrition Director should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist, and the family is not eligible for free or reduced cost meals, the District will work with the parents to identify and engage governmental and private charitable resources which are available to assist the family.

If a student with a negative balance in his or her meal account seeks to purchase a meal with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt. However, a la carte snack purchases are not allowed with a negative account balance.

### **Unresolved Debt**

If parents fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school lunch-meals program, continue to refuse to cooperate with reasonable requests by District staff to address the overdue debt, the Child Nutrition Director, acting in the best interest of the District, will notify the Business Administrator to determine if additional action is needed to pursue collection of the outstanding debt.

The Superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose parents do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meals account in a positive balance. If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meals program from other District funds, the parents' debt for unpaid meal charges shall be owed to the District. Applying the policy set forth above, the Superintendent shall determine if further collection efforts are in the best interest of the District. Any payments collected on debt that has been offset with District funds, shall be credited to the District.



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### **Staff Enforcement of Policy/Training**

A copy of this policy and refresher training shall be provided annually to all child nutrition and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

### **Legal References**

15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA)  
42 U.S.C. 1758(b)(6), Use or disclosure of information  
Civil Rights Act of 1964 & 7 C.F.R. Part 15, Subpart A & B  
2 C.F.R. §200.426  
7 C.F.R §210.09, 210.10, 210.15, 245.5  
RSA 169-C:29-31  
RSA 189:11-a  
RSA 358-C New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act;  
NH Dept. of Education Technical Advisory - Food and Nutrition Programs

### **Cross Reference:**

JLCF – Wellness  
EFA- Availability and Distribution of Healthy Foods  
EFC – Free and Reduced-Price Meals

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: KCDA</u>
<u>Policy Committee Review: June 14, 2017</u>	<u>Page 1 of 1</u>
<u>Policy Committee 2<sup>nd</sup> Review: September 13, 2017</u>	

## MEMORIALS, DEDICATIONS AND RECOGNITIONS

~~Memorializing is not one of the primary purposes or responsibilities of schools.~~ The loss of a student or staff member deeply impacts the school and larger community. Decisions made in the aftermath of a crisis or death can be filled with emotion and should not be made without the full consideration of potential implications. The Oyster River Cooperative School Board has developed this policy to provide a process for memorial decision-making and to provide guidelines surrounding them.

~~This policy acknowledges that memorials after a suicide, or a death resulting from at-risk behavior such as the use of alcohol or other drugs, may put other students at risk or contribute to the emotional crises that occur after such a death. This policy also recognizes the need to respect the families affected by the loss as well as the grieving traditions associated with various cultures and religions. Moreover, this policy recognizes that not every student is impacted by the loss of a student or staff member. These considerations must be taken in to account in the memorial decision-making process.~~

### General Statement of Policy

In recognition that schools are designed primarily to support learning, it is best that Oyster River schools should not serve as venues for memorializing students and staff. Memorial activities expressed at school need to be appropriate in scope and duration and serve the purpose to help the community grieve and heal.

The administration of the school in consultation with the crisis response team will assist students and families in selecting memorial activities that are appropriate for school and assist students and staff in healthy bereavement. It is further recognized that the building administration should have discretion in these situations to make professional judgments in consultation with the crisis response team and the superintendent. All decisions regarding memorials in schools will rest with the building administration with an appeal to the superintendent.

[Cross Reference: KCDA-R – Memorials, Dedications and Recognitions Procedure](#)

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: KCDA-R</u>
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<u>Policy Committee 2<sup>nd</sup> Review: September 13, 2017</u>	

## **MEMORIALS, DEDICATIONS AND RECOGNITIONS PROCEDURE**

Flags: Flying a flag at half-staff can only be ordered by the President or Governor.

Assemblies: Large memorial assemblies should not be convened at school and funerals should not be held on school grounds, ~~especially during the school day.~~ When Spontaneous-spontaneous assemblies of grieving persons occur, they should be managed by allowing reasonable time to assemble in the individual or group's natural school setting (e.g. classroom, common area, etc.), then asking students and staff to continue with their school day and routine, ~~It is important to provide while providing~~ a place for people to process individually or in small groups with professional support.

Moments of Silence: A moment of silence may be used following the death of a student or staff member to honor their memory. School wide moments should be limited to the time immediately following the death. Moments of silence at an event may be used at the discretion of the organizer of the event, but should not be prolonged nor repeated.

Spontaneous Memorials: Spontaneous memorials such as banners, pictures, collections of objects or notes are discouraged. A memory book where students can write personal and lasting remembrances is preferred. This book can then be given to the family. Any temporary memorial that is spontaneously created cannot alter district-owned property. All temporary memorials ~~will~~ should be removed within two weeks of a death or within two days of a funeral recognizing that death.

Yearbooks, Graduations and Award Assemblies: Deceased students may be recognized as individuals in yearbooks or at graduation events as any other student or graduate would be. If a special memorial is desired, it is encouraged to recognize all the students who have died on one memorial page in a publication or by a single symbol at an event such as a vase of flowers or a plant, or by a general moment of silence for all students who have died. Soliciting input from the school crisis response team and the involved families in planning these tributes is encouraged.

Individual Speech: This policy does recognize individual right to speech and the right of individuals to display symbols memorializing people. However, the policy does allow administrators to regulate time, place and manner of expression to best meet the overall needs of all students, staff, parents and community. The administrator must balance the right to speech with the possible disruption to the educational environment when making decisions on individual memorials.

### Permanent Memorials:

~~All P~~permanent ~~memorials~~ Memorials must be approved by the ~~school board after being proposed by the~~ superintendent. Persons wishing to establish permanent memorials should consult with the superintendent about their proposal. ~~Considerations on Factors pertaining to~~ erecting permanent memorials, based on best practices, should be considered and include but are not limited to:

1. Re-traumatization - Erecting memorials may have the potential for re-traumatizing both students and staff who knew the victim, as well as families and possibly the surrounding community depending on the scope of the event.
2. Design - When designing a memorial, it is important to consider how students and staff will perceive the death of the individual(s) in the future.



3. Maintenance resources - Permanent school memorials ~~such as gardens, monuments, benches, plaques, a reading area, a sundial, special trees, walkways, walls, and engraved tiles or bricks will all~~ may require long-term ongoing maintenance.

4. Others' input – Members of the school crisis response team, ~~other staff, students, families, and community members~~ should be on the planning committee so that all may have input on the acceptance of and ultimate design of any potential memorial.

Living Memorials: A living memorial is a non-tangible memorial designed to be sustained over time such as named endowments, scholarships or sponsorship of events. Such donations must be approved by the ~~school board after being proposed by the~~ superintendent. ~~Designated donations such as to a library or co-curricular program in the name of a deceased person, but not having an enduring naming right, will be accepted under policy KCD.~~

~~Physical Memorials: Gifts of plaques, furniture fixtures and other items intended to memorialize a member of the school community can only be accepted by a vote of the school board as proposed by the superintendent. In general, physical memorials should fit into a larger facility plan for a building or outdoor area, and be designed to blend with the environment. Memorials must not create a distraction or detrimental environment for students, staff or visitors. They shall reflect community standards and be in scale, size and proportion to their surroundings. The installation of memorials shall not alter the original intent, purpose of the character of the proposed location. Any inscription or dedication on the memorial must be on a removable plaque.~~

~~Such memorial items accepted by a vote of the school board will be maintained by the board for a period of 15 years or until the end of the serviceable use of such items, whichever comes first. Disposal of memorial plaques will only be done after a reasonable attempt to return such plaques to the family or sponsor.~~

Existing Memorials: Existing living or physical memorials established prior to the adoption of this policy will remain intact as originally accepted. Existing memorials are generally the sole responsibility of the entity providing the memorial; district staff or finances may only be used to maintain current memorials as part of the regular maintenance process and to ensure safe conditions. The district reserves the right to remove a memorial if it is not or cannot be maintained or is contrary to the overall educational needs of students.

Any memorial item may be moved, relocated, replaced or removed at the discretion of the school board. The ~~board~~ superintendent shall make reasonable efforts to notify the original donor or representatives of such considerations.

#### Alternative to Permanent Memorials

As best practices discourage the establishment of permanent memorials in schools, temporary and timely memorial activities ~~have been suggested as~~ are suitable encouraged alternatives. Memorial activities provide an opportunity for people to express emotions and to be supported by the school community. Activities symbolize that every student and staff member is important, and help to unite and strengthen those impacted by the death(s). The activities provide a forum for a collective grief and bring people together to reduce feelings of isolation and vulnerability and illustrate the universality of grief. Memorial activities can serve a larger purpose as well – to promote positive action toward a cause, such as safety, mental health services, or health and wellness.

Planning a variety of activities offers people options for ~~remembering the victims.~~ remembrance. Options for memorial activities include but are not limited to: holding a day of community service or creating a school-based community service program in honor of the deceased; putting together a team to participate in an awareness or fundraising event sponsored by a national health awareness organization; sponsoring awareness events specific to the nature of the loss; purchasing books related to the loss for the school library; and volunteering for a related cause.

Prohibited Memorial Activities

Selling and or fundraising for memorial items during the school day is prohibited. District accounts including student activity accounts cannot be used to support, finance, or fundraise for memorialization. Proceeds from district events cannot be donated to agencies for memorialization. However, fundraising at district events can be done for organizations in the name of deceased persons, limited to a single event. Utilizing formal all-school events including (e.g. Graduation, Prom or other thematic events or weeks) to memorialize deceased students or staff is prohibited. Commemorative items or events can be sponsored by community-based agencies and promoted outside of the school day.

~~There will be no formal recognition of anniversary dates. District staff will not provide memorial monitoring for any site not on school grounds and generally available to the public such as a crash site.~~

Cross Reference: KCDA – Memorials, Dedications and Recognitions



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## RELATIONS WITH POLICE AUTHORITIES

It is the policy of the Oyster River Cooperative school district to cooperate with law enforcement agencies to the extent necessary to protect the health, safety and welfare of students, staff and visitors to the school.

The district may utilize a school resource officer and may collaborate with local law enforcement agencies to engage the use of school resource officer. In such situations, the superintendent is authorized to develop and implement a memorandum of understanding with local law enforcement relative to the use of school resource officer.

***NHSBA Note, September 2016:*** Amendments to this Sample Policy are necessary due to the passage of HB 527, which amends RSA 186:11. These legislative amendments require school boards adopt a policy and enter into a memorandum of understanding with local law enforcement agencies if the school district will be using a school resource officer who also serves as a law enforcement officer with a local law enforcement agency. The policy and memorandum of understanding are required by law if your district proceeds in this manner.

**Cross Reference: Memorandum of Understanding**

**Legal References:**

RSA 186:11, XXXVII, School Resource Officers

RSA 193-D:4, Written Report Required, Memorandum of Understanding

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CHCA
Draft to Policy Committee: June 11, 2013 School Board First Read: June 19, 2013 School Board Second Read/Adoption: July 17, 2013 <u>Policy Committee: September 13, 2017</u>	Page 1 of 1 Category: Recommended

### APPROVAL OF HANDBOOKS AND DIRECTIVES

The Oyster River Cooperative School principal(s) and directors, as applicable, are responsible for the development of student handbooks per administrative handbooks.

The contents of all handbooks must conform with District-wide policies, regulations as well as State and Federal Laws. The Board, ~~must annually approve and adopt in the summer of the upcoming school year,~~ through the superintendent, will be updated annually with a summary of any changes made on all handbooks prior to publication and distribution.

~~Cross Reference: CHCH-R – Approval of Handbooks and Directives (when written)~~



<b>OYSTER RIVER COOPERATIVE SCHOOL BOARD</b>	<b>Policy Code: EBCA</b>
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## EMERGENCY PLANS

The [Oyster River Cooperative School District](#) Superintendent is responsible for ensuring the District's Emergency Response Plan conforms with the requirements of RSA 189:64 and addresses hazards including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities. The emergency response plans will be based on and conform to the Incident Command System and the National Incident Management System.

The School Board directs the Superintendent to develop site-specific emergency response plans for each school building, to have each plan reviewed annually prior to September 1, and to submit the emergency response plans or if the annual review does not change the plan, notice that the review has been completed to the Department of Education no later than September 1<sup>st</sup> each year.

The Superintendent is authorized to provide a current building schematic floor plan in digital format to the Division of Homeland Security and Emergency Management of the Department of Safety.

The Superintendent is responsible for ensuring that at least two times per year, the District conducts emergency response drills. The Superintendent will establish a relationship with local and state emergency and law enforcement authorities. The Superintendent or his/her designee will serve as a coordinator/liaison with these authorities.

### **Legal References:**

RSA 189:64, Emergency Response Plans