

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

December 13, 2017 3:30 – 5:00

Central Office

Agenda

I. Call to Order

- ADC – Use of Tobacco Products Strictly Prohibited...
- JICH – Drug & Alcohol Use by Students
 - JICH-R Procedure
- IHAMA – Teaching About Alcohol, Drugs, and Tobacco
 - IHAMA-R Procedure
- DJ – Purchasing
 - DJ-R Procedure
- DGD – School District Credit Cards and/or Procurement Cards

II. Policy Changes for Review from Requested Feedback

III. Questions/Discussion

Next Meeting: January 10, 2018

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ADC Category: Required
Review/First Read School Board: December 5, 2012 Second Read/Adoption: December 19, 2012 Policy Committee Review: April 13, 2016 School Board First Read: April 20, 2016 School Board Second Read/Adoption: May 4, 2016 Policy Committee Review: December 13, 2017	Page 1 of 1

**USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED
IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS**

No person shall use any tobacco product in any facility maintained by the Oyster River Cooperative School District, nor on any of the grounds of the District.

"Tobacco products" means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, e-cigarettes, liquid nicotine products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Cross Reference:

- JICH – Student Tobacco, Alcohol and Drug Use
- JICH-R – Student Tobacco, Alcohol and Drug Use - Procedure

Legal References:

- RSA 155:64 – 77, Indoor Smoking Act
- RSA 126 – K:6, Possession and Use of Tobacco Products by Minors
- RSA 126 K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICH
First Reading School Board: 3/18/09 Second Reading & Adoption 5/6/09 Review by Policy Committee: August 6, 2014 First Read School Board: August 20, 2014 Second Read/Adoption: September 3, 2014 Policy Committee Review: December 13, 2017	Page 1 of 2 Category: Priority

DRUG AND ALCOHOL USE BY STUDENTS

The Oyster River School District is committed to maintaining schools that are free of tobacco, alcohol and drug use. In order to promote the highest possible standards of learning, as well as the physical, social and emotional well-being of students, this policy is designed to: aid students in abstaining from the unlawful use of prohibited substances provide for early intervention when use is detected; and provide disciplinary action when necessary. Compliance with this policy is mandatory.

Any school staff member who has reason to suspect that a student has violated this policy is expected to report the incident to the appropriate administrator immediately.

A. Prevention

The Oyster River Cooperative School District ("ORCSD") will provide students with information and activities focused on abstaining from prohibited substances. Such information and activities will address the legal, social and health consequences of these prohibited substances and will provide information about effective techniques for resisting peer pressure to use prohibited substances. ORCSD will work in partnership with students, parents/guardians, local law enforcement officials, and other organizations as appropriate to eliminate these risks for students.

B. Intervention

ORCSD has Licensed Drug and Alcohol Counselors to provide substance abuse assessments and referrals, assist students in addressing their harmful involvement with prohibited substances and in continuing their educational program. Information will be provided, as appropriate, about tobacco, alcohol and drug counseling and treatment programs available to students.

C. Rules and Sanctions

Students will not consume, smoke, possess, furnish, sell, receive, buy, manufacture, administer, dispense or be under the influence of prohibited substances before, during and after school hours; at school in any school building, on school property or within 1,000 feet of any school property; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function (such as a field trip or athletic event) where students are under the jurisdiction of ORCSD; or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools.

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First Reading School Board: 3/18/09 Second Reading & Adoption 5/6/09 Review by Policy Committee: August 6, 2014 First Read School Board: August 20, 2014 Second Read/Adoption: September 3, 2014 Policy Committee Review: December 13, 2017	Page 2 of 2 Category: Priority

The term “prohibited substance” shall include, but not be limited to:

1. Tobacco products mean cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, e-cigarettes, liquid nicotine, products containing tobacco and tobacco in any other form;
2. Alcohol;
3. Controlled drugs or their analogs (as defined in RSA 318-B:1);
4. Controlled substances (as defined the federal Controlled Substances Act, 21 USC § 812);
5. Prescription drugs not prescribed for the student and/or not in compliance with the Board’s policy on student medications (see Policy JLCD);
6. Any substance which can affect or change a student’s mental, physical or behavioral condition, including but not limited to volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation);
7. Steroids or other performance-enhancing substances;
8. Paraphernalia – implements used for production, distribution or consumption of a prohibited substance; or
9. Any look-alike or counterfeit drug or substance that is described as or is purported to be a prohibited substance.

Any violation of the terms of this policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the Board. The School Resource Officer or other appropriate law enforcement authority shall also be notified of violations of this policy.

D. Additional Sanctions and Rules for Students Participating in Extra-Curricular and Co-Curricular Activities

Students participating in extra-curricular and co-curricular activities carry a responsibility to themselves, their fellow students, coaches/advisors, parents and school to set the highest possible example of conduct, sportsmanship and training, which includes avoiding any involvement with prohibited substances.

Legal References: 21 USC § 812 (Controlled Substances Act); 21CFR Part 1300.11-15
 20 USC § 7101 et seq. (Safe Drug-Free Schools and Communities Act)
 42 USC § 290dd-2; 42 CFR 2.1 et seq.
 RSA 126k:2, 126k:6, 126k:7,175:1; 318-B:1; 318-C;193:13; 193-B; 193-D;
 571-C:2

Cross References:

- JICH-R – Student Tobacco, Alcohol and Drug Use Administrative Procedure
- JLCD – Administering Medication to Students

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First Reading School Board 3/18/09 Second Reading & Adopted 5/6/09 – Updated: 09/03/14	Page 1 of 2

Drug and Alcohol Use by Students - ADMINISTRATIVE PROCEDURE

- I. Voluntary Referrals and the Licensed Drug and Alcohol Counselors
 - A. Any school staff member who has a concern or is approached by a student about a substance abuse problem shall refer the student to a Licensed Drug and Alcohol Counselor.
 - B. Parents/guardians or students who have a concern about a student's possible substance abuse problem are encouraged to notify a Licensed Drug and Alcohol Counselor of their concern. However, students may not use such referrals to avoid disciplinary action after a violation of Board policies.
 - C. A student concerned about his or her own substance abuse may seek the assistance of a Licensed Drug and Alcohol Counselor. Self-referral will not result in any disciplinary action absent a known violation of Board policies.
 - D. The Licensed Drug and Alcohol Counselor will meet with the student and his/her parents/guardians (if appropriate), perform a substance abuse assessment and develop an action plan to meet the student's particular needs.
 - E. Confidentiality of student information concerning substance abuse issues shall be maintained in accordance with federal and state laws.

II. Discipline

Violations of the Student Tobacco, Alcohol and Drug Use Policy (JICH) will result in disciplinary action as described in this procedure. The School Resource Officer or other appropriate law enforcement authority shall also be notified of all violations.

The following progressive intervention and disciplinary procedures are intended as guidelines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for any violation of the Board's tobacco, alcohol and drug policies. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, behavior accompanying the violation, prior disciplinary record, level of cooperation and/or compliance with any action plan developed with the Licensed Drug and Alcohol Counselor.

The following sections are accumulative over a student's school career.

A. Consuming, Possessing, Receiving or Being Under the Influence of a Prohibited Substance (Except Tobacco)

1. First Offense

The administrator will:

- a. Confiscate the prohibited substance and verify the offense;
- b. Meet with the student;
- c. Notify and meet with parents/guardians;
- d. Notify the Superintendent and School Resource Officer; and
- e. Suspend the student from school for three to five days.

The student must participate in a substance abuse assessment with the the Licensed Drug and Alcohol Counselor.

2. Second Offense

The administrator will:

- a. Confiscate the prohibited substance and verify the offense;
- b. Meet with the student, parents/guardians and the Licensed Drug and Alcohol Counselor to develop a follow-up plan;
- c. Notify the Superintendent and School Resource Officer; and
- d. Suspend the student from school for five to seven days.

If the student fails to comply with the follow-up plan developed with the Licensed Drug and Alcohol Counselor, this may result in further disciplinary action.

3. Third Offense

The administrator will:

- a. Confiscate the prohibited substance and verify the offense;
- b. Meet with the student, parents/guardians and the Licensed Drug and Alcohol Counselor to develop a follow-up plan;
- c. Notify the Superintendent and School Resource Officer; and
- d. Suspend the student from school for ten days and recommend expulsion.

B. Furnishing, Selling, Buying, Manufacturing, Administering or Dispensing Prohibited Substances (Except Tobacco)

1. First Offense

The administrator will:

- a. Confiscate the prohibited substance and verify the offense;
- b. Meet with the student and his/her parents/guardians;
- c. Notify the Superintendent and School Resource Officer; and
- d. Suspend the student from school for 10 days and recommend expulsion.

C. All Tobacco Violations

The administrator will:

- a. Confiscate the prohibited substance and verify the offense;
- b. Meet with the student;
- c. Notify and meet with parents/guardians;
- d. Notify the Superintendent and School Resource Officer;

The disciplinary range for violations includes detention, in-house or out-of-school suspension. Repeated violations may result in a recommendation for expulsion.

The student may also be required to participate in a substance abuse assessment with the Licensed Drug and Alcohol Counselor.

D. Procedures at School Functions

If a violation of this policy occurs at a school function, staff will take the following steps:

1. If there is a medical emergency, follow standard school procedures
2. Remove the student from the function and/or return the student to school. Do not leave the student unsupervised.
3. Call the parents/guardians (or emergency contact) to pick up the student.
4. Notify the building administrator (and Superintendent if appropriate).
5. Notify the School Resource Officer.

The administrator will follow the disciplinary procedure outlined in this policy.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHAMA
Date of Adoption: August 17, 1988 Previously: IGAG Code Change Adoption School Board: May 2, 2012 Policy Committee: November 19, 2014 & January 7, 2015 & February 11, 2015 & March 11, 2015 & April 8, 2015 School Board First Read: April 15, 2015 School Board Second Read/Adoption: May 6, 2015 Policy Committee Review: December 13, 2017	Page 1 of 1 Category: Recommended

TEACHING ABOUT ALCOHOL, DRUGS, TOBACCO, AND OTHER ABUSED SUBSTANCES

Drug abuse includes any physical or mental state resulting from the use of a drug for any purpose other than its medically prescribed use, and that this mental and/or physical effect precludes realization of the educational potential of the individual. The objectives of the drug education curriculum are rooted in the Oyster River Cooperative School Board's belief that prevention requires education and that the most important aspect of the policies and guidelines of the district should be the education of each student to the consequences of drug use and abused substances. The superintendent shall be responsible to establish and periodically review the district's guidelines for staff members.

TEACHING ABOUT ALCOHOL, DRUGS, TOBACCO,
AND OTHER ABUSED SUBSTANCES – PROCEDURE

Objectives of drug education curriculum can include but are not limited to the following:

1. To create an awareness of the total drug problem – prevention, education, treatment, rehabilitation, and law enforcement on local, State, national, and international levels.
2. To inform the students of the effects on the body of narcotics, sedatives, hallucinogens, and stimulants.
3. To relate the use of drugs and alcohol to physical, mental, social and emotional practices.
4. To encourage the individual to adopt an appropriate attitude toward pain, stress, and discomfort.
5. To develop the student's ability to make intelligent choices based on facts and to develop the courage to stand by one's own convictions.
6. To understand the need for seeking professional advice in dealing with problems related to physical and mental health.
7. To understand the personal, social, and economic problems causing the misuse of drugs and alcohol.
8. To develop an interest in preventing illegal use of drugs in the community.

Cross Reference: Policy IHAMA – Teaching About Alcohol, Drugs, Tobacco and Other Abuse Substances
Youth Risk Behavior Survey (YRBS)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DJ Category: Recommended
School Board First Read: June 5, 2013 School Board Second Read/Adoption: June 19, 2013 Policy Committee Review: December 13, 2017	Page 1 of 1

PURCHASING

The Oyster River Cooperative School District's acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the Superintendent, and through whose office all purchasing transactions are conducted.

The Board assigns the Superintendent the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the District.

Except as noted in DJ-R, purchases over \$25,000 require formal prior approval on the Board.

The Superintendent and Business Administrator will be responsible for the final approval of all purchases. The Business Administrator shall be responsible for all phases of purchasing in accordance with Board Policy; for requisitions, current order purchasing, writing of specifications for bids, deliveries, storage, and other tasks related to the purchases, acceptance and distribution of supplies.

Legal Reference:

RSA 194-C:4 II (a), Superintendent Services
NH Code of Administrative Rules Section 303.01 (b), Substantive Duties of School Boards

Cross Reference:

DJ-R - Purchasing Requirements Procedure
DJ-R1 - Manifest Procedure
CHD - Administration in Policy

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DJ-R Previously DJE
School Board First Read – June 5, 2013 School Board Second Read/Adoption: June 19, 2013 Updated: July 9, 2014 Policy Committee Review: December 13, 2017	Page 1 of 3 Category: Recommended

PURCHASING REQUIREMENTS - Procedure

The Oyster River Cooperative School Board expects all purchases made by the District to be consistent with sound business practices and any applicable laws. The Board’s intent is that taxpayers receive a fair value for purchases made by the District; that a consistent process is used to make purchases throughout the District; and that purchases are made within the District’s budgetary limitations. The Superintendent shall be responsible for developing and implementing administrative procedures for purchasing consistent with this policy.

A. Purchasing Authority and Limits

All employees authorized to make purchases on behalf of the District are expected to use reasonable care to obtain quality products and services at competitive prices and are required to comply with this policy and any applicable administrative procedures, initiatives, adopted district plans. All purchases will be requested through the centralized Requisitions Module. An approval process will take place electronically through the Requisitions Module as follows:

1. The Principal/Department Head
2. The Business Administrator will be required to approve all requisitions prior to generating a purchase order.
3. The Superintendent will be required to approve all requisitions over \$5,000.
4. Purchases of \$5,000 or less may be initiated by Principals, Department Heads, the Business Administrator and the Superintendent in accordance with authorized budget allocations.
5. Purchases between \$5,000 and \$10,000 must be made or authorized by the Superintendent or Business Administrator and be in accordance with authorized budget allocations.
6. Except as described in item 7 below, the Board will be notified that purchases of equipment, supplies, materials or services over \$10,000 will be formally bid out when feasible, with at least three competitive bids.” The School Board will vote to approve purchases over \$25,000 – a project may not be split up to avoid reaching the \$25,000 threshold.
7. The following exceptions to the formal bid requirement for purchases over \$10,000 may be made:
 - a. Purchases made through cooperative purchasing programs with other school districts or governmental entities and authorized by the Superintendent. The Superintendent shall inform the Board regarding participation in such programs but such decisions does not require Board approval. Examples of cooperative purchasing programs include: SES, NEPTA, TCPN, US Commodities, not to be considered an exhaustive list.

Exceptions listed below require the Superintendent to request prior approval:

1. There is only one known source of purchase, and no comparable substitute product or service;
2. A specific brand or type of equipment or material is necessary for operation of a machine or device; by warranty or contract for a machine or device; or to achieve standardization of equipment or material within a building or District-wide;

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8. The Superintendent will establish a procedure to periodically review the appropriateness and feasibility of any sole source and sole brand exceptions granted in accordance with Paragraph 5.b.1 above.
9. Professional services such as architectural, accounting, consulting and legal services may be procured on an invited interview basis or RFP basis at the discretion of the Board and Superintendent.
10. In case of an emergency seriously affecting District operations or safety, the Superintendent may make needed purchases to restore operations. In any such case, the Superintendent shall provide to the Board, no later than the next business meeting, a report documenting the nature of the emergency and itemizing the actions and expenses needed to restore operations.

B. Notice for Formal Bids

The methods of notification that the District uses to solicit responses to bids shall be reasonably designed to attract qualified vendors. At a minimum, all bid notices will be posted in the District Central Office, on the District web site and advertised in a newspaper. Notices may also be sent to any vendors who have made a request to the Business Administrator.

C. Bid Procedures

1. The notification shall specify the deadline for submitting responses to bids; the time and place of bid opening; and any other instructions to bidders. Bid alternates shall be permitted at the discretion of the Superintendent. The notice shall reserve the right of the District to reject any or all bids; to waive technical or immaterial nonconformities in bids if in the best interest of the District; and to exercise judgment in evaluating bids.
2. Written Responses. Bid responses shall be in writing, sealed and mailed or filed with the Superintendent or Business Administrator. No bids shall be accepted after the deadline in the bid notice.
3. Public opening. Formal bid responses shall not be opened until the appointed time and shall be opened in public by the Superintendent or Business Administrator.
4. Reading. If any citizens who are not Board members or employees of the District, or if any representatives of the press are present, bid responses shall, at the opening, either be made available for examination by them or shall be read aloud in a manner to be heard plainly by those in attendance.

D. Notice to Vendors

This policy is intended solely as an internal guide to purchasing by the District. It does not afford any vendor any property or contractual rights against the District; nor does it constitute a promise by the District that any vendor can rely upon. No vendor shall have any enforceable rights against the District based upon this policy or alleged violations of this policy or any related procedures. No vendor shall have any rights against the District until such time as a written contract between the vendor and the District is executed by the vendor and an authorized District representative.

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E. Reimbursement Requests

This form request is a single sheet where the individual lists either mileage or other travel related expenses. The form should be typed or legibly written so if viewed by the auditors, it can be read easily. The request must also be signed by the principal or department head and include the original receipts.

F. Credit Card and Procurement Card Procedure

The district will maintain bank credit cards in the SAU Office for approved use by the superintendent. These cards will be used for travel and approved purchases that cannot reasonably be made by purchase order. Cash advances are not authorized.

Legal Reference: NH RSA 195:5-6
NH Code of Administrative Rules 303.01(b)

Reference: Board Policy DJ – Purchasing
Board Policy DJ-R1 – Manifest Protocol/Procedure
Board Policy DGD – School District Credit and Procurement Cards
Board Policy BBFA – Conflict of Interest/Nepotism

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DGD
First Read School Board: May 15, 2013 Second Read/Adoption School Board: June 5, 2013 Policy Committee Review: December 13, 2017	Page 1 of 1 Category: Optional

SCHOOL DISTRICT CREDIT CARDS AND/OR PROCUREMENT CARDS

The Oyster River Cooperative Superintendent or his/her designee is authorized to procure a credit card, procurement or other cards in the School District's name. Any District credit card will be under the sole supervision of the Superintendent or the Business Administrator.

Use of a District credit card shall be used only for School District purchases. Purchase shall be for items authorized by the adopted school district budget. Use of the District credit card for personal or private purchases is strictly prohibited.

All charges must be verified with receipts.

All received and approved credit card purchases will be included in manifest of invoices.