

**MILFORD SCHOOL BOARD  
AGENDA  
Monday, September 20, 2010  
7:00 PM Milford High School – Lecture Hall Room # 182**

1. Call to Order
2. Board Member Comments
3. Public Comments
4. Reports and Presentations
  - a. Superintendent's Report
  - b. Update on Jacques Memorial Building Project
5. New Business
  - a. Proposed Budget: Discussion of Potential Non-Budget Warrant Articles
  - b. Adoption of Budget Process Guidelines
  - c. Policy Proposals
    1. Policy # 2316 School Bus Driver Requirements (1<sup>ST</sup> Reading) **EXHIBIT**
    2. Policy # 1012 Community Resources and Involvement (1<sup>st</sup> Reading) **EXHIBIT**
6. Old Business
  - a. Policy Proposals
    1. Policy # 3525 Physical/Health Education Participation (2<sup>nd</sup> Reading) **EXHIBIT**
    2. Policy # 2315 Student Transportation Management (2<sup>nd</sup> Reading) **EXHIBIT**
    3. Policy # 5012 Behavior Management (2<sup>nd</sup> Reading) **EXHIBIT**
7. Housekeeping Items
  - a. Approval of Minutes 09/07/10
  - b. Approval of Manifests  
Vouchers # 7,1035,1036,1037,1038,1039,1040,1041.
  - c. Approval of Treasurer's Report - Fiscal Year Ending June 30, 2010
8. Public Comment
9. Non Public Session RSA 91-A :3II (c)
  - a. Personnel
10. Adjournment

## MILFORD POLICY PROPOSAL OVERVIEW – September 20, 2010

POLICY TITLE	PROPOSED CODE	CURRENT CODE	PROPOSAL STATUS	REASON FOR CHANGE / SUBSTANCE OF CHANGE	NHSBA POLICY REFERENCE
School Bus Driver Requirements	2316	N/A	1 <sup>st</sup> Reading	New	EEAEA
Community Resources and Involvement	1012	N/A	1 <sup>st</sup> Reading	New	IJO, KA
Physical/Health Education Participation	3525	3525	2 <sup>nd</sup> Reading	Revision	IHAM
Student Transportation Management	2315	2315	2 <sup>nd</sup> Reading	Revision	EEA,EEAE,E EAEC,JICC
Behavior Management	5012	N/A	2 <sup>nd</sup> Reading	New	JLDBA

In order to ensure the safety of students while being transported on school vehicles, the Board requires the following of school bus drivers transporting Milford students. These requirements shall be included within any District contractual agreement with school bus vendors.

### **1. Medical Examinations**

In accordance with RSA 200:37, before employing any person as a school bus operator, directly or through a vendor, the District shall require that such person submit a certificate signed by a licensed physician setting forth the physician's findings as a result of the examination to determine the physical condition of drivers in accordance with the requirements of 49 C.F.R. Part 391.41-391.49. Such certificate shall be submitted to the District prior to the commencement of such employment. The District shall require physical examinations of operators and submission of certificates every two years, and, for drivers age 70 and over, an annual examination along with submission of certificates..

### **2. School Bus Driver Certificates**

No person shall be employed as a school bus operator, directly or through a vendor, unless the person has received a School Bus Operator's Certificate from the NH Department of Motor Vehicles as required by RSA 263:29.

### **3. Criminal Background Investigation**

Before employing any person as a school bus operator, directly or through a vendor, the District shall require a criminal background investigation as set forth in RSA 189:13-a.

### **4. Mandatory Drug and Alcohol Testing**

In compliance with the United States Department of Transportation's Title 49 Code of Federal Regulations, Part 391, all Commercial Driver License (CDL) holders and personnel performing safety-sensitive inspections related to the transportation of students will be required to submit to drug and alcohol testing. Testing procedures and facilities used for the tests shall conform to the requirements of 49 C.F.R Part 40. The term CDL Holder refers to someone who is required, as part of their job duties, to hold a Commercial Driver's License. The term safety-sensitive function refers to all tasks associated with the operation and maintenance of commercial vehicles. For

purposes of this policy, a commercial vehicle is any vehicle capable of carrying 16 or more passengers, including the driver.

If the District employs bus drivers directly, the District will ensure compliance. If the District contracts with a vendor for student transportation, the vendor shall provide an annual written assurance of compliance to the District.

Drug and alcohol testing includes pre-employment, random, reasonable suspicion, and post-accident testing as defined by Department of Labor regulations. Any person having a confirmed positive test for drugs or a confirmed alcohol concentration of 0.02 or greater will be terminated from employment.

## **5. Other**

Drivers shall comply with all other regulations as described in Milford School District policy and handbooks. The District reserves the right to remove any driver at any time if the District determines it to be in the best interests of the District.

### References:

RSA 200:37, Medical Examination of Bus Drivers  
RSA 263:29, School Bus Driver's Certificate  
RSA 189:13-a, Background Investigations  
49 C.F.R, 40.1-40.13 (2001), Transportation Workplace Drug Testing  
49 C.F.R, Part 391 (1995), Qualifications of Drivers

**1012**

**Community Resources and Involvement**

**1012**

**The School Board encourages the use of community resources to assist in furthering the educational programs of its schools. The Board expects that schools will encourage parent involvement at all age levels through parent educational activities and programs, frequent communication of both school and individual student performance and progress, and support for civic and business partnerships and collaboration. Schools shall work with community resources effectively to assist in advancing student knowledge and skills for success in preparing children for school, while in school, and transitioning to employment or further education.**

**Reference:**

**NH Code of Administrative Rules, Section Ed 306.04(k)**

3525

~~PHYSICAL EDUCATION~~  
**PHYSICAL / HEALTH EDUCATION PARTICIPATION**

3525

The School Board shall provide a comprehensive Physical Education **and Health Education** program for students. It is expected that all students will participate in Physical Education **and Health Education** classes that are required by the District. Such classes shall reflect the standards in accordance with the New Hampshire School Administrative Rules.

Students may be excused from participation **in Physical Education classes** upon receipt of a notice from a ~~duly~~ licensed physician. Temporary excuses from physical education participation, ~~upon written request from the parent~~, may be granted by the principal/designee on a daily basis. **The Principal may require a written request from the parents/guardians.**

**Parents/guardians who do not want their child to participate in particular Physical Education or Health Education classes for religious reasons are allowed to have their child opt out of such instruction upon written request to the principal. Alternate assignments will be provided to the student.**

Adopted 02/1973

Revised 06/1975, 09/2001, 01/2008

**1. Contracted Services**

Student transportation to and from school is provided through contracted services in accordance with bid specifications. The Superintendent/designee is responsible for the preparation of the specifications for contracted transportation services and to have the services put out to bid. All contracted buses shall be **maintained and inspected as required by the laws and rules of the State of New Hampshire.**

**2. Scheduling and Routing**

The scheduling and routing of the contracted buses is the responsibility of the Business Administrator ~~or his~~ /designee. Each year, prior to the opening of school, he/she shall meet with the contractor to determine the routes and time schedules, taking into consideration primarily the safety and well-being of the students. They will also coordinate for scheduling of buses with the opening and closing of all schools to obtain maximum efficiency in the use of the buses. **Pupils attending private schools, up to and including the twelfth grade, shall be entitled to the same transportation privileges within the District as are provided for pupils in public schools.** The final determination of schedules and routes shall be vested in the School Board through the Superintendent/designee.

**The Milford School District provides student transportation in accordance with the laws and rules of the State of New Hampshire. Kindergarten students are provided transportation to school for the morning program and from school for the afternoon program; mid-day transportation is the responsibility of the parent(s)/legal guardian(s). Students in grades R through 5 are provided transportation to and from school. Students in grades 6 through 12 who live at least one and one half (1 ½ ) mile from school are provided transportation to and from school.**

~~The Milford School District shall furnish transportation to all pupils in grade 1 through grade 8 who live more than two (2) miles from the school to which they are assigned. The local school board may furnish transportation to kindergarten pupils, pupils in grades above the eighth or to any pupils residing less than two (2) miles from the school to which they are assigned, when it finds that this is appropriate, and shall furnish it when so directed by the commissioner of education. Ref: RSA 189:6~~

~~Pupils entitled to transportation in accordance with RSA 189:6 may be required to walk a distance not to exceed one mile to a school bus stop established by the local school board. Pupils residing in areas which are inaccessible by a local school district's established mode of transportation may be required to walk a distance not to exceed 1 1/2 miles to a school bus stop, provided that the vehicle, route and schedule have been approved by the commissioner of education. School districts shall assure that pupils shall not be subject to unsafe conditions while walking the required distance to a school bus stop and that the school bus stop is established in a safe location. Ref: RSA 189:8~~

**3. Safety**

~~All contracted buses shall be **maintained and inspected as required by the laws and rules of the State of New Hampshire** by the New Hampshire Motor Vehicle Department, as well as other required inspections. All bus drivers are required to have an annual physical examination at the expense of the contractor. The contractor is~~

~~required to report to the Office of the Superintendent/designee the results of all inspections and physical examinations, as well as all requirements set forth in the specifications.~~

#### **4. 3. Use of Bus Video/Audio Recorders**

**Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.**

**Notification of such recordings is hereby established in this policy. The superintendent/designee will ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring.**

**The Superintendent is charged with establishing administrative procedures to address the length of time the recording is retained, ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings.**

**All recordings shall be retained for a period not to exceed ten (10) days, unless the Superintendent determines that the recording is relevant to a disciplinary proceeding.**

**Recordings may be reviewed only by the following persons and only after expressly authorized by the Superintendent/designee.**

- **Superintendent/designee**
- **Business Administrator**
- **Building Administrator**
- **Law Enforcement Officers**
- **Transportation Contractor Official**
- **Parents**

**Parents of a student against who a recording is being used as part of a disciplinary proceeding will be permitted to listen to the recording.**

#### **4. Transporting Ill Students**

~~It is the responsibility of the parent to provide transportation for children sent home because of illness. In case of no instances when a parent or legal guardian is not available to provide transportation for an ill child, a duly authorized person or persons duly authorized by the parent or legal guardian, may transport the child. provided arrangement have been made with parents or designated responsible person or persons to care for the child upon arrival.~~

~~Any person transporting students must show evidence of insurance coverage. This coverage shall include liability limits of \$100/300,000, \$50,000 property damage and \$1,000 medical payments. Provided further, any person transporting students must hold a valid operator's license and the vehicle used must meet state inspection standards.~~

~~School District personnel authorized to transport pupils must be informed of their primary liability in the event of a lawsuit.~~



~~Principal's approval is required on the form that will be signed by personnel authorized to transport students. Authorized personnel include the Principal, Assistant Principal, School Nurse, Guidance Counselor and Truant Officer.~~

## **5. Emergency Transportation**

**When an immediate response is needed, particularly when time is of the essence, transportation will be at the discretion of the Building Principal/designee.**

If a student requires transportation by ambulance, the cost of the ambulance service will be charged to the parents.

~~If a staff member requires transportation by ambulance, the cost of the ambulance service will be charged to the staff member.~~

~~When an immediate response is needed, where time is of the essence transportation will be at the discretion of the Building Principal or his/her designee.~~

## **~~6. Transportation Reimbursement~~**

~~Authorized personnel transporting ill children, called upon for transporting in an emergency situation, or conducting official school district business shall be reimbursed monthly at the established rate provided by the Internal Revenue Service.~~

## **~~7. Bus Video/Audio Camera Monitors~~**

~~The Milford School Board authorizes the installation of video/audio cameras to assist in providing a safe and secure environment for all who ride the school buses. The Board authorizes the Superintendent to develop and maintain guidelines and procedures for the viewing and storage of video recordings.~~

## **7.6. Use of Private Vehicles to Transport Students**

**Any use of private vehicles to transport students to or from school, field trips, athletic events, or other school functions, must have prior written authorization by the Superintendent/designee. The Board specifically forbids any employee to transport students, except the teacher's own children, for school purposes without prior written authorization by the Superintendent/designee. Individuals providing unauthorized student transportation do so at their own expense and liability.**

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

**Employees or private citizens providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must have a valid driver's license, and the vehicle used must have a current New Hampshire inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.**

**Except in cases of emergency, students being transported by employees or private citizens shall, prior to being transported, be required to obtain the prior written permission of a parent or legal guardian. Permission slips will be kept on file at the Principal's office at each school.**

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

**Procedures:**

**1. ~~Custody~~**

- ~~a. Recordings shall be kept in a secure location by the Bus Company's Local Division Manager for a period of ten (10) working days from the day of recording. He or she may not delegate this responsibility to any bus driver.~~
- ~~b. After the ten (10) day period and if no request has been made to view a recording it may be routinely reused in the cameras.~~

**2. ~~Confidentiality~~**

~~All video recording is to be considered confidential and is to be viewed only on an "as needed" basis. Those people authorized to view the recordings are:~~

~~The bus company's local division manager, the Superintendent or designee, school administration in charge of transportation at each building level, students and parents of students who are directly involved in a particular incident, bus drivers who are directly involved in a particular incident, and law enforcement officers.~~

**Legal Reference:**

**RSA 189:6, 189:8, 189:9, 570-A:2, 200:37, 263:29**

Adopted 8/98, 2/73

Revised 10/73, 8/76, 5/77, 3/89, 3/95, 11/06.

**BEHAVIOR MANAGEMENT**

**Disciplinary action will focus both on consequences and on improving inappropriate behavior. The Superintendent shall set forth procedures for the management of student behavior designed to maintain an environment conducive to learning. Student conduct that disrupts instruction or impacts the rights of others may be cause for disciplinary action, including suspension.**

No teacher, administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control. ~~except in self-defense or in urgent circumstances.~~ Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.

Physical restraint is authorized when needed to protect the safety of the individual student and/or other students and employees. Documentation of any incident requiring such restraint will be provided to the Principal.

Legal Reference:

*RSA 627:6, II, Physical Force by Persons With Special Responsibilities*

Adopted: 12/2008