

## 2200 – GENERAL SCHOOL ADMINISTRATION

<b>School Superintendent</b>	<b>2205</b>	Revised 8/2013
<b>Powers and Duties of the Principal</b>	<b>2240</b>	Revised 8/2001
<b>Safety Program</b>	<b>2245</b>	Adopted 5/2011
<b>Tenure and Separation</b>	<b>2250</b>	Revised 8/2000
<b>Non-School Employment</b>	<b>2260</b>	Adopted 3/1989
<b>Conferences and Visitations</b>	<b>2270</b>	Adopted 3/1989
<b>Legal</b>	<b>2275</b>	Adopted 3/1989
<b>Family and Medical Leave</b>	<b>2281</b>	Revised 6/1995
<b>Other Leaves</b>	<b>2282</b>	Revised 6/1994
<b>Wellness Policy</b>	<b>2285</b>	Revised 11/2014
<b>Daily Physical Activity</b>	<b>2286</b>	Revised 6/2010
<b>Use of Automated Telephone Messaging</b>	<b>2290</b>	Revised 6/2010
<b>Acceptable Computer, Network, and Internet Use Policy</b>	<b>2295</b>	Revised 5/2016
<b>Copyright Compliance Policy</b>	<b>2296</b>	Adopted 2/2011
<b>Employee Use of Social Media</b>	<b>2297</b>	Adopted 8/2013
<b>Video and Audio Recording in School Classrooms</b>	<b>2298</b>	Revised 12/2016
<b>Recycling</b>	<b>2299</b>	Adopted 6/2016

1. **Purpose** – The purpose of this policy is to establish the duties of the Superintendent, both as an aid to the carrying out of those duties and as a guideline for use in the evaluation of the Superintendent.
2. **Delegation to Superintendent** – The Superintendent shall serve as the executive officer of the District. The administration of the District in all its aspects shall be delegated by the Board to the Superintendent, who shall be accountable to the Board for actions taken as a result of this delegation.
3. **General Duties** – The general duties of the Superintendent are:
  - Developing and maintaining a system of public schools, staffed by certified educators and qualified professionals and support personnel.
  - Establishing educational objectives within the District and providing, developing, and implementing procedures to achieve those objectives.
  - Planning and administering the activities of the District and all its personnel.
  - Execution of all District policies and directives of the Board.
  - Implementing rules of the State Department of Education and maintaining records and filing reports as required.
  - The nomination, appointment, supervision, evaluation, discipline, and dismissal of employees.
  - Admission of students and their assignment to classes and grades.
  - Development and evaluation of educational plans and programs.
  - The acquisition and distribution of materials and supplies needed for the operation of the schools.
  - Developing and recommending to the Board an annual budget for the support of the educational program and the operation and maintenance of schools within the District.
  - Developing and maintaining accounting systems and financial reporting procedures for all funds.
  - Maintenance of all District facilities, keeping them safe and free from hazards.

4. **Limits to Duties** – The Superintendent shall carry out these duties in accordance with statutory requirements, rules of the State Department of Education, and policies of the Milford School District.
5. **Delegation by Superintendent** – The Superintendent, at his/her discretion, may delegate to other personnel any of the Superintendent's powers or duties. The delegation of any power or duty, however, shall not relieve the Superintendent of responsibility for actions taken under such delegation.
6. **Policy Absence** – If it becomes necessary for the Superintendent to resolve problems not covered by existing policies, the Superintendent shall make the decision which he/she feels will be in the best interest of the District. Such decisions, however, should not be considered to take the place of District policy and if the Superintendent feels a new policy is needed to address such issues, he or she shall bring the need for new policy to the Board's attention at its next regular business meeting.

Ref: RSA 194-C:4  
Ed. 302

Adopted: 8/2000  
Revised: 8/2001, 8/2013

1. Shall be responsible for the internal organizational structure of the school, the program of the school, the governance of the student body, the utilization of technology and the utilization of the plant in accordance with the local School Board policy or, in the absence of a policy, as directed by the Superintendent.
2. Shall evaluate and make recommendations to the Superintendent concerning candidates for professional and non-professional positions within the school administrative unit in accordance with local School Board policy or, in the absence of a policy, as directed by the Superintendent.
3. Shall assign, direct, and evaluate all personnel employed within his/her jurisdiction in accordance with local School Board policy, administrative regulations, and as directed by the Superintendent.
4. Shall be responsible for coordinating, with the Building and Grounds Supervisor, the proper maintenance and safety of his/her building.
5. Shall perform any other duties assigned by the Superintendent in accordance with local School Board policy, State Statutes, and regulations of the State Board of Education.

Adopted	February 1973
Revised	June 1975
Revised	March 1989
Revised	February 1998
Revised	August 20, 2001

The Superintendent will cause the formation of a Joint Loss Management Committee as required by RSA 281-A:64,III, and an Emergency Management Plan that conforms to the National Incident Command System.

The practice of safety shall be considered part of the instructional plan of the District by including age appropriate programs in traffic and pedestrian safety, driver education, fire prevention and emergency procedures.

Each Principal shall be responsible for the implementation and supervision of a safety program in his school. General areas of emphasis shall include, but not be limited to driver and vehicle safety, accident recordkeeping, facility inspection, fire prevention, traffic and safety issues, and emergency management.

The Principal shall be responsible for developing and implementing student safety procedures on school property and during school activities both on and off school grounds.

References:

RSA 281-A:64,III, Worker's Compensation, Safety Provisions; Administrative Penalty  
RSA 200:40, Emergency Care  
NH Code of Administrative Rules, Section Ed 306.04(a)(2), School Safety  
NH Code of Administrative Rules, Section Ed 306.04 (d), School Safety Procedures

Adopted: 5/2011

**2250**

**TENURE AND SEPARATION**

**2250**

The Board may dismiss any District administrator found by them to be immoral or incompetent, or one who will not conform to regulations prescribed, provided that no District administrator be so dismissed before the expiration of the period for which said administrator was engaged without having previously been granted a full and fair hearing.

An administrator aggrieved by such decision may request the State Board of Education for a review thereof.

Ref: RSA 189:13, 142, 146

Adopted March 1989

Revised August 21, 2000

**2260**

**NON-SCHOOL EMPLOYMENT**

**2260**

The Board considers District administrators as full time employment. Outside work during the contract period will not be permitted if it is found to interfere with the effectiveness of the administrator or is a conflict of interest.

Adopted March 1989

**2270**

**CONFERENCES AND VISITATIONS**

**2270**

All administrative personnel are encouraged to attend conferences, but a written request to attend a conference must be submitted to the Superintendent for prior approval.

Adopted March 1989

**2275**

**LEGAL**

**2275**

If it is necessary for a District administrator to serve as a juror or as a witness, he/she will continue to receive the difference between their regular salary and the amount paid to serve as a juror for the duration of his/her obligations.

Adopted March 1989

**2281**

**FAMILY AND MEDICAL LEAVE**

**2281**

The School District will comply with the provisions of the Family and Medical Leave Act of 1993.

All requests for such leave will be made to the Superintendent of Schools as detailed in the District FMLA procedures.

Revised      June 1995

**2282**

**OTHER LEAVES**

**2282**

All other temporary leaves will be at the discretion of the Superintendent. Request for any extended leaves shall be submitted, in writing, and subject to the Superintendent's recommendation and Board approval.

Adopted      March 1989  
Revised      June 1994

The Milford School Board recognizes that there is a connection between good health and a student's ability to learn effectively. As such, and in conjunction with Healthy Hunger-Free Kids Act of 2010 (Pub. L. 111-296) and the State of New Hampshire *Minimum Standards for School Approval (Ed 306.02, Ed 306.04, and Ed 306.11)*, the Board is committed to a healthy school learning environment through nutrition education, physical activity, and the promotion of wellness at all school sites.

In order to support that goal, the Board shall establish a Wellness Advisory Committee. The charge to the Committee shall be to develop guidelines, recommend and monitor goals for nutrition education and physical activity, develop recommendations for all available foods on school sites, assure that school meals are not less restrictive than federal requirements, and establish a plan for measuring implementation of this policy. Committee membership shall include parents, teachers, students, and representatives from the School Board, administration, food services, and health services. Attempts will be made to ensure all buildings have some form of representation. The Committee shall report to the School Board in accordance with the School Board calendar, and this report shall be made available to the public on the district's website and in School Board minutes.

The Board supports efforts to implement nutrition education for all students and encourages the promotion of daily physical activity. The District shall ensure that reimbursable school meals meet the program and nutrition standards required by federal regulations. The Board encourages the development of guidelines for each school for the sale of beverages and snacks through vending machines and for the establishment of recommendations in areas such as school stores, student celebrations, and concession stands. The Board encourages the implementation of other reasonable and appropriate activities that support school wellness efforts.

The Board directs the Superintendent to develop procedures to implement this policy with consideration given to the recommendations of the Wellness Advisory Committee.

Adopted: 6/19/2006

Revised: 10/2009, 11/2014



The Board recognizes that developmentally appropriate daily physical activity , exercise and physical education are ways to minimize health risks created by chronic inactivity, childhood obesity, and other related health problems. The Board recommends that students and staff participate in developmentally appropriate physical activity and exercise for at least 30 to 60 minutes each day as a way to minimize these health risks. The Board recommends the following practices:

1. Encourage parents/guardians to support their children's participation in enjoyable physical activities, and recognize that parents/guardians act as role models for active lifestyles;
2. Support special programs such as student and staff walking programs, family fitness events, and events that emphasize life-long physical activity;
3. Integrate health and physical activity across the school curriculum;
4. Encourage student-initiated activities that promote inclusive physical activity on a school-wide basis;
5. Support adequate resources that include program funding, personnel, safe equipment, and facilities;
6. Provide professional development opportunities for all school staff that will assist them to effectively promote enjoyable and lifelong physical activity among youth, and that will assist school staff to recognize their influence as role models for active lifestyles;
7. Establish relationships with community recreation and youth sports programs and agencies to coordinate and complement physical activity programs;
8. Encourage physical activity recess periods; and
9. Support a tracking and evaluation method to ensure that all students are engaging in developmentally appropriate daily physical activity.

Adopted: 8/2007

Revised: 6/2010

The School Board authorizes administrative use of automated telephone messaging in order to expedite communications to parents and staff. In order to safeguard the privacy of parents and staff, use of this technology shall be limited to the following:

1. Non-emergencies such as the following: announcements of report card distribution dates, school sponsored Open House type events that affect either an entire grade or the entire school.
2. Emergency announcements such as the following: cancellation of school, delay of school openings, early dismissal of school, or bus delays due to mechanical breakdowns or accidents.
3. Under no circumstances shall the automotive telephone system be used as a marketing tool for political purposes or for private enterprise profit, including sales of yearbooks, class rings, and the like.
4. All other situations not addressed above shall be subject, when possible, to the approval of the School Board.
5. Activation of the system will be limited to those designated by the Superintendent. Each activation will require the approval of the Superintendent.
6. At all times, sensitivity to privacy and appropriateness will prevail.

Adopted: 9/2006

Revised: 6/2010

**2295      Acceptable Computer, Network  
and Internet Use Policy**

**2295**

The Milford School District provides students and staff access to various technologies and the internet to use for teaching, learning or other school district business. The opportunity to use the network goes “hand in hand” with the responsibility to use computers and the internet properly. Access is a privilege, not a right, and that access requires responsibility. Safe and responsible use of the internet and the devices that connect to it is a priority of the Milford School District.

For purposes of this policy, "user" means any person authorized to access personal or School District computer systems and wired or wireless networks including, but not limited to, the Internet. Users are expected to demonstrate ethical behavior that is of the highest order when using technologies and when accessing the internet for teaching, learning and other school district business. Users are also expected to follow all guidelines stated in this policy as well as any additional guidance provided verbally or in writing by IT staff, teachers or administration.

**Use of the Internet**

Resources available on the internet vary in quality and appropriateness for school purposes; therefore, it is important that all users make sure that internet materials and information are school appropriate. Unlike other teaching and learning materials, the very nature of the internet may not allow for the same formal selection processes for internet resources as for textbooks and library resources, so the responsibility for appropriateness rests with users.

The use of the internet by students is for research and other educational purposes as assigned by a teacher or related to school curriculum and activities. Within the guidelines of the Children’s Internet Protection Act (CIPA), freedom of speech and access to information will be honored.

Activities not permitted include, but are not limited to:

1. Sending or displaying offensive messages or pictures
2. Using obscene or offensive language
3. Harassing, insulting, or attacking others online or any other behavior that can be considered bullying
4. Damaging or disabling computers, computer systems or computer networks or bypassing or compromising the function of the internet content filtering systems
5. Violating copyright laws
6. Using others’ passwords, name or accounts
7. Trespassing in others’ folders, work or files
8. Engaging in illegal activities
9. Hacking of any kind
10. Soliciting or proselytizing for commercial ventures, political or religious causes, outside organizations or other non-School business related purposes

11. Loading or downloading non-approved software applications like screensavers, games, graphics/multimedia utilities, etc. onto school computers
12. Loading, downloading or accessing any content prohibited in an educational setting as determined by the Superintendent/designee.

### **Internet Safety**

The Children's internet Protection Act (CIPA) and the Protecting Children in the 21<sup>st</sup> Century Act mandate specific strategies to foster safe and responsible use of technologies and to prevent adverse computer and internet use by school-age children. The District will allow students and staff to access instructional resources and information from the internet using District technologies and networks while protecting them from cybercrime and information inappropriate for minors. It will take the following steps to promote safe and appropriate online behavior:

#### **1. Internet Policy agreement**

This internet policy will be provided in staff and student/parent handbooks. Users will be required to agree to adhere to the policy with a signature on an annual acknowledgement form and each time they sign onto the network by accepting the electronic acceptable use reminder.

#### **2. Content filtering**

The District will use a content filtering package prescribed by and compliant with CIPA to block obscenity, pornography and other sites deemed harmful to minors.

While the District will make every effort to choose and use appropriate filtering software, it recognizes that filtering is not 100% effective and cannot guarantee that all objectionable material will be blocked. The District also recognizes that the filter may block legitimate material that the student may be able to access outside of school

#### **3. Supervision and monitoring**

Teachers and staff will monitor, within reason, the use of computers, other technologies and the internet. During school, teachers will guide students toward appropriate materials. Administrators, or their designees, may review files and communications (including electronic mail) without notice to ensure that users are using the system responsibly. Users should not have the expectation that District-managed files and information are private.

### **Search of Social Media Accounts**

School personnel are permitted to investigate alleged misconduct based on activity associated with a student's social media account. During the investigation into a student's alleged misconduct, school officials may request that a student VOLUNTARILY share a printed copy of specific communication from the student's social media account that is relevant to the ongoing investigation.

School personnel shall not

- Require or request a student or a prospective student to disclose or to provide access to personal social media accounts through the student's user name, password or other means of authentication that provides access.
- Require or request a student or a prospective student to access a personal social media account in the presence of a school employee in a manner that allows the employee to observe the social media account
- Compel a student to add anyone to the list of contacts associated with his or her social media account
- Require, request, suggest, or cause a student to change the privacy settings associated with a personal social media account
- Take action or threaten to take action against a student for refusing to disclose information related to social media accounts.

### **Instruction**

The District will develop and implement Information and Technology Literacy curriculum and instruction that promotes safe and appropriate online behavior, including interacting with others through social networking websites, chat rooms and other forms of messaging, and cyberbullying awareness and response.

### **Policy Violations**

Any actions that might harm computer equipment, software, data, another user, or the internet, or that show disregard for the proper procedures set up for network access will not be tolerated. Violations of this policy may result in restrictions or suspension of the user's technology use or network privileges, disciplinary action, and/or legal action in accordance with the law, Board policy and administrative regulations. Further, any users of the School District's computer systems or networks who intentionally violate the District's policy and who intentionally damage the computer systems or network or misuse the internet shall assume legal and financial liability for such damage.

Approved: 9/1996

Revised: 5/2000, 1/2002, 5/2002, 6/2010, 2/2012, 1/2016, 5/2016

Reference:

Child Internet Protection Act, 2000.

Protecting Children in the 21<sup>st</sup> Century Act.

Milford School District Policy # 2296, Copyright Compliance Policy.

Milford School District Policy # 5009, Pupil Safety and Violence Prevention – Bullying.

RSA 189:70

The School Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization from the holder of the copyright, except for certain exempted purpose. Severe penalties may be imposed for unauthorized copying or using audio, visual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research.

The District encourages its employees to enrich the learning programs by making proper use of supplementary materials. All District employees must comply with federal copyright laws, as well as publisher licensing agreements. Under no circumstances shall it be necessary for District employees to violate copyright requirements in order to perform their duties properly. The District cannot be responsible for any violations of copyright law by its employees.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the District's procedures or is permissible under the law should contact the Superintendent/designee. The Superintendent/designee will assist staff in obtaining proper authorization to copy or use protected materials when such authorization is required.

Adopted: 2/2011

Employees are to be aware that they may face disciplinary action when an employee's use of personal social media involves any one of the following:

1. Interferes with, disrupts or undermines the effective operation of the School District;
2. Is used to engage in harassing, defamatory, obscene, abusive, discriminatory, threatening, or other similar inappropriate communications;
3. Creates a hostile work environment;
4. Breaches confidentiality obligations of School District employees; or
5. Violates the law, Board policies and/or other school rules and regulations.

#### **A. Rules Concerning Personal Social Media Activity**

1. An employee's mention, discussion or reference of the Milford School Board, the Milford School District or the District's individual schools, programs, or teams on personal social networking sites are not official School District communications. Such communications are the personal views of the employee. An employee who does mention, discuss or reference the Milford School Board, Milford School District or the District's individual schools, programs, or teams is solely responsible for ensuring his or her views are not interpreted as official communications by the Milford School Board or Milford School District.
2. Employees are required to maintain appropriate professional boundaries with students. For example, on Facebook, absent a non-school relationship (e.g., relative, family friend, or personal friendship unrelated to school), it is not appropriate for a teacher or administrator to "friend" a student or otherwise establish special relationships with selected students through personal social media. It is not appropriate for an employee to give students access to personal postings unrelated to school.
3. Unless given written consent, employees may not imply that their site is officially associated with individual schools, programs or teams of the School District.
4. Employees are individually responsible for their personal communications through social media.
5. Employees are required to comply with all of the Board's policies and procedures with respect to the use of computer equipment, networks, or electronic devices when accessing social media sites. Any access to personal social media activities while on school property or using School District equipment must comply with those policies, and may not interfere with an employee's duties at work.

6. All communications through personal social media must comply with the School Board's policies concerning confidentiality, including the confidentiality of student information. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with his/her Superintendent/designee prior to communicating such information.
7. Employees may not post a link to a personal social media page on the District's website or the websites of individual schools, programs or teams, or post District material on a social media site or webpage that may interfere with or disrupt the operation of the schools, is inappropriate, creates a hostile work environment, breaches confidentiality, or violates law and/or School Board policy.

## **B. Rules Concerning District-Sponsored Social Media Activity**

1. Employees must obtain the written permission of their Superintendent/designee In order to use social media sites as an educational tool, or to support co-curricular activities or programs of the School District.
2. If an employee wishes to use Facebook or other similar social media site to communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club, activity, organization, or sports team, the employee must also comply with the following rules:
  - a. The employee must set up the club, as a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel), and "monitored" (e.g. the employee had the ability to access and supervise communications on the social media site).
  - b. When Facebook, or similar social media sites, is used as the social media site, members will not be established as "friends", but as members of the group list. When other social media sites are used, the employee will establish a similar parameter on the basis of the functionality of the social media site utilized.
  - c. Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g. teacher, administrator, supervisor or coach). Persons desiring to access the page may join only after the employee invites them and allows them to join.
  - d. Parents shall be permitted to access any page that their child has been invited to join.
  - e. Access to the page shall only be permitted for educational purposes related to the club, activity, organization or team.



- f. The employee responsible for the page will monitor it regularly.
  - g. The employee's supervisor shall be permitted access to any page established by the employee for a school-related purpose.
  - h. Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such District-sponsored social media activity.
3. All communications through District-sponsored social media must comply with the School Board's policies concerning confidentiality. If an employee is considering sharing information and is unsure about the confidential nature of the information, the employee shall consult with his/her Superintendent/designee prior to communicating such information.
  4. Employees may not use District-sponsored social media communications for non-school private financial gain, political, commercial, advertisement, proselytizing, or solicitation purposes.
  5. Employees may not use District-sponsored social media communications in a manner that misrepresents views as those of the School Board, individual school or School District, or in a manner that could be construed as such.

### **C. Disciplinary Consequences**

Violation of the Board's policy concerning the use of social media or related administrative regulations may lead to discipline up to and including the termination of employment, consistent with state and federal law.

### **D. Definitions**

Social media includes, but is not limited to, social networking sites such as Twitter, Instagram, Facebook, LinkedIn, YouTube, and MySpace.

### **References:**

U.S. Constitution, Amend I

Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through 2520.

**Adopted:** 8/2013

The Board recognizes that video and/or audio records (“recordings”) can serve many variable purposes that align with our school’s education mission and programming. The Board approves the use of these recordings for education purposes including, but not limited to, recording student performances for instructional purposes; creating classroom instruction materials; and providing tools for teacher instruction and development.

**A. Purposes for Which Written Consent Is Required**

Written consent is required from the teacher and the parent or legal guardian of each affected student if the recording is for the purpose of teacher evaluation. This consent shall be required only after school board approval after a public hearing. Prior consent must be obtained on an annual basis.

**B. Circumstances Under Which Written Consent is Not Required**

1. Video and/or audio recordings made pursuant to a student’s IEP or 504 Plan, when the IEP or 504 Team determines that such recording is necessary for the delivery of a free appropriate public education (FAPE), do not require consent under this policy.

In such cases, the IEP or 504 Team is expected to establish reasonable conditions and limitations reasonably necessary for the student to receive a FAPE.

2. Recordings made consistent with the District’s FERPA Annual notice as provided in the Student Handbook.

**C. Written Notice:**

Written notice to parents is required when the recordings are used for instruction of teacher interns or student teachers.

Legal Reference: RSA 189:68, IV.

Adopted: 3/2016

Revised: 12/2016

The Milford School Board believes that it is our responsibility to ensure that our students and staff are aware of the importance of recycling materials whenever possible to conserve the world's limited resources, and to conserve energy while exercising sound financial practices. To this end, the Milford School District encourages all staff and students to recycle materials that would otherwise become waste, including, but not limited to, paper, cardboard, bottles, and cans, from throughout all school buildings and grounds

The implementation and adherence of this policy is the responsibility of the entire school community. Success in reducing waste through recycling is based on the cooperation of everyone.

To ensure success in the district's recycling efforts, the following areas will be adopted:

- 1) All district personnel are expected to support recycling efforts throughout the schools.
- 2) A system to estimate recycled and non-recycled quantities for each school building will be implemented.
- 3) Teachers are encouraged to include educational lessons on recycling in the curriculum when appropriate.

Adopted: 6/2016