

Policy Committee

AGENDA

November 17, 2015

6:00 PM @ SAU Offices

Members	Rich Cahoon - Chair, Janine Lesser, Dick Dunning, Kimberly Saunders	
I.	Approval of November 3, 2015 Minutes	
	<u>Old Business:</u> 1. BEDH: Public Participation at Board Meetings (also included related KE and KEB) 2. EEAA: Video and Audio Surveillance on School Property --- Public Hearing tonight. 3. IIB: Class Size: Research on Class size (Kimberly will update committee). This policy went to the Education Committee on 10/28/15.	
II.	<u>New Business:</u> 1. IKF: Graduation Requirements (I have also included policy IMBC, Alternative Credit Options). 2. the Substance Abuse Task Force discussion.	
IV.	Future Agenda Items: <ul style="list-style-type: none">• Policy on Parents Observing Teachers• Scholarship policy	
V.	Next Meeting: December 1, 2015 @ SAU Offices	

Policy Committee

Minutes

November 3, 2015

6:00 PM @ SAU Offices

Members	<p>Rich Cahoon - Chair, Janine Lesser, Dick Dunning, Kimberly Saunders</p> <p>Attendees: Rich Cahoon, Richard Dunning, Janine Lesser, Stephan Morrissey, Kimberly Saunders</p>	
	Rich Cahoon called the meeting order at 6:13 p.m.	
I.	<p>Approval of October 20, 2015 Minutes</p> <p>Richard Dunning moved to accept the minutes of October 20, 2015. Mr. Dunning amended to correct information under JFAB – related to how much outside families are charged for tuition and how our staff are charged. Janine second to approve the amendment and motion to accept. Unanimous. .</p>	
	<p><u>Old Business:</u></p> <p>1. BEDH: Public Participation at Board Meetings (also included related KE and KEB)</p> <p>Kimberly Saunders referenced gray areas in the policy. There are a number of different types of public forums; the street, limited public forums, non-public sessions etc.</p> <p>Our policy allows for an open forum. Unless the policy says that it is limited, the board cannot say that it is not an agenda item or deny anyone from speaking. The second public period is limited to items on the agenda; it restricts the conversation which restricts their freedom of speech.</p> <p>A second public comment period after new business was added in the past. It was a way to make sure that people had the opportunity to speak.</p> <p>Kimberly Saunders said that there is the possibility of creating a public forum; allowing everyone present to speak. She added by saying that it needs to be limited to what is on the agenda or it is a public forum.</p> <p>Janine Lesser said that the reason for the three-day advanced notice is to allow time for preparation.</p> <p>Kimberly suggested striking the three-day advanced notice requirement.</p> <p>Janine Lesser said that she does not like the suggestion.</p> <p>Rich Cahoon said that we should have some idea of what the conversation will be; a warning is important.</p> <p>Rich Cahoon said that he was unclear whether we need the three days or if we should state that a proposed topic will be on a future agenda.</p> <p>Kimberly Saunders said that if it is not on the agenda it should not be discussed. The goal is not to limit what people talk about. It is to do it in an organized, meaningful, and fair way.</p> <p>Rich Cahoon asked that this be continued as old business at the next meeting.</p> <p>Kimberly Saunders cautioned that people may speak as long as it is not defamatory.</p> <p>2. ILBA: Assessment of Educational Programs (also included NHSBA version: Assessment of Educational Programs, 2014).</p> <p>Rich Cahoon agreed that this looks fine as is and should move forward.</p>	

	<p>3. Class Size: Research on Class size (Kimberly will update committee) Kimberly will research and provide information at the Budget Work Session.</p>	
II.	<p><u>New Business:</u></p> <p>1. EEAA: Video and Audio Surveillance on School Property (NHSBA Version) also included is the DOE's Technical Advisory on the related RSA.</p> <p>Kimberly Saunders referenced our policy as well as the NHSB draft. They are substantially different. One is aimed toward surveillance and the other toward instructional purposes. We do have cameras in school. All of our surveillance is in public places; hallways, buses. The new law is about classrooms. Our surveillance is outside the classroom. We have a bus surveillance policy. We can put together a policy for the school; we have signage informing of surveillance. The NHSB policy covers a lot of the movement around oversights when the law was implemented. The goal was to protect the privacy rights of students and teachers. What they may not have understood was when we videotape for reasons of IEP or other. An amendment has already been filed. Teacher permission is needed for videotaping for purposes of evaluation. The RSA is 189:68. The revision in the policy addresses the RSA. Stephan Morrissey spoke about the enforceability of this policy. Students record all the time. Kimberly Saunders said that the expectation is that you will have permission to do so. In terms of student discipline, they will be dealt with appropriately. Janine Lesser said that you cannot stop any kind of recording. Kimberly said that we obtain parental permission at the beginning of the school year. The policy talks about videotaping for a purpose with permission to do so. Rich Cahoon said that this is about formal institutional professional development. Richard Dunning said that if a student records, the policy says that they should not without permission. Rich Cahoon said that permission to record is needed in the State of NH. What if we define the word "recording" as recording being conducted by the ConVal School District or its employees? This is a policy directed toward the district and its employees. Richard Dunning asked why the change. Rich Cahoon said that he is trying to address Steve's concerns about students recording. There is no sanction for a student because it is not a student policy issue. Dick Dunning said that he does not see that as a student issue. Rich said that since the statute does not impose on students and only districts, he suggested removing the word "student" from number 2 on page 2. Agreed.</p> <p>Rich Cahoon suggested deleting from the remaining sentences past the second sentence beginning with "In addition, there are times....extended absence" on page one in the first paragraph. Dick Dunning suggested checking with counsel; there may be very good reasons for placing that verbiage in the paragraph. Confirmed. Rich Cahoon asked that it be struck conditionally.</p> <p>In terms of FERPA, annual notice is sent out in first day packets as well as others. Rich asked if we sell or share the data. Kimberly confirmed that we do not sell data. It is stated in the policy.</p> <p>A public hearing will be scheduled before the next School Board meeting on November 17th. Do we need to waive our first read? Kimberly will confirm with counsel.</p> <p>Richard Dunning motioned to adjourn at 6:55 p.m. Janine Lesser second. Unanimous.</p>	

IV.	Future Agenda Items: <ul style="list-style-type: none"> • Substance Abuse Task Force @ CVHS and related policies --- November 17th meeting • IKF: Graduation Requirements --- November 17th meeting • Policy on Parents Observing Teachers • Scholarship policy 	
V.	Next Meeting: November 17, 2015 @ SAU Offices	

Respectfully submitted,

Brenda Marschok

Category: R

See also KE, KEB

PUBLIC PARTICIPATION AT BOARD MEETINGS

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

1. The first 15 minutes will be set aside for citizens to address the Board. Each speaker during this period will be given 2 minutes to speak. This period may be extended by a majority vote of the Board. Requests to address the Board on matters not on the agenda must be presented to the Chair and must set forth the specifics of the subject to be addressed. Requests to address the Board on matters not on the agenda must be presented to the Superintendent (or Chair) and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda. Unless placed on the agenda, members of the public may offer comments on agenda items only.
2. A second public comment period will be set aside for agenda items during which members of the public may offer comments on agenda items only. The Board will not entertain comments on items that do not appear on the agenda. Requests to address the Board on matters not on the agenda must be presented to the Superintendent and must set forth the specifics of the subject to be addressed. When appropriate, the Board may place such requests on the agenda.
3. Consistent with RSA 91-A:3, Policy BEDB, and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding individual employees, personnel or students will be directed to the Superintendent in accord with Policies KE and KEB.
4. All speakers are to conduct themselves in a civil manner. Speakers may not use threats of physical violence, may not speak or conduct themselves in a way that incites violence or is disruptive, may not be vulgar or obscene, and need to speak to business related to the School Board agenda. The School Board will not permit repetitive, harassing or frivolous speech or comments that are off topic, antagonistic, obscene, libelous, defamatory. Such statements will be considered out of order and will not be tolerated. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow this rule of order.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

Legal Reference:

RSA 91-A:2, Meetings Open to Public

RSA 91-A:3, Non-Public Sessions

~~1st Read: February 21, 2012~~

~~2nd Read: April 17, 2012~~

~~Adopted: April 17, 2012~~

EEAA - VIDEO AND AUDIO RECORDING FOR INSTRUCTIONAL AND PROFESSIONAL DEVELOPMENT PURPOSES

The ConVal School District is committed to the use of technology to enhance the education of its students. The District acknowledges that video, digital video and audio recording ('recording') in the classroom may be useful for instructional and/or professional development purposes.

The decision whether or not to conduct video, digital video or audio recording for educational purposes shall be made in the first instance by the classroom teacher and their request and consent to recording shall be documented in writing and placed on file with the building principal. All such recordings shall be deemed the copyrighted property of The ConVal School District and shall not be reproduced without the District's express permission. Recordings shall not be sold. Recording in the classroom for other than educational or professional development purposes is prohibited. Recordings made for instructional use are intended to provide information for pedagogical and scholarly study. In the case of recording for educational purposes, only the student(s) or instructor, on whose behalf a request for recording is made, will be granted access to that recording. The building principal or an administrator may authorize others to view an existing recording on a case-by-case and as-needed basis.

The decision whether or not to conduct video, digital video or audio recording for professional development purposes shall be documented in writing and approved by the building principal. All such recordings shall be deemed the copyrighted property of The ConVal School District and shall not be reproduced without the District's express permission. Professional development recordings shall not be sold. Recordings made for professional developmental purposes shall, to the extent possible, be made in a manner that focuses upon the educator participating in the professional development activity and which minimizes any student privacy concerns. The recirculation of the recording shall be limited in scope to those individuals participating in the professional development process, and shall only occur with the prior permission of the building principal. To the extent students are included in the recording, steps shall be taken such as video editing and proper camera angles to preserve student privacy. When a recording is no longer necessary for professional development purposes, it shall be erased.

Student recording as an accommodation in their Individualized Education Plan or Section 504 Plan shall not be deemed a school recording unless the recording is conducted by the school on behalf of the student. All recordings made as an accommodation, or for instructional recovery or academic study shall be erased at the

end of the semester or when they are no longer needed, whichever is the latter event. If the classroom teacher wishes to preserve a recording for future instructional purposes, they shall seek permission from the building principal to preserve the recording.

No recording, whether for educational or professional development purposes shall take place in a classroom without first securing the written consent of each adult student, or minor student's parent or guardian. An adult student or minor child of a parent who refuses consent for a class where recording is the curriculum, such as a television or broadcast journalism course, shall not be permitted to enroll in the course. This policy shall be reproduced in the next student handbook, and the parent or adult student's written receipt of the handbook shall be deemed acceptance of ConVal's use of video and audio classroom recording for instructional purposes unless the adult student or parent opts out of granting permission. Until such policy is reproduced in the handbook, this policy and a permission form shall be disseminated by the classroom educator when recording in their classroom is contemplated. Permission for recording will be obtained through materials sent home at the beginning of each school year. The ConVal School District reserves the right to reassign students to classes in accord with their recording preferences.

A. Purposes for Which Written Consent is Required:

Unless otherwise permitted by law, the following conditions apply to the recordings in classrooms:

1. If an educator intends to create a recording of a class, including one or more students, prior written consent must be on file from the parent/legal guardian of each affected student in the class.
2. If an administrator wishes to create a recording of an educator, student, or class prior written consent from the affected teacher and/or the parent or legal guardian must be on file.

B. Circumstances Under Which Written Consent is Not Required

1. Written consent is not required for video and/or audio recording pursuant to a student's IEP or 504 Plan, when the Team determines that such recording is necessary for the delivery of a free appropriate public education (FAPE). In such cases, the Team is expected to establish reasonable conditions and limitations necessary for the student to receive a FAPE.
2. Recording of another class, performance, competition, ceremony instruction, presentation, orientation, training, assembly, or another school sponsored event that occurs outside the physical confines of a classroom.
3. Recordings made in compliance with the District's FERPA Annual notice.

This policy has been adopted after a public hearing conducted by the ConVal School Board.

Legal References:

RSA 189:68(IV)

20 U.S.C. § 1232g, Family Education Rights and Privacy Act (FERPA)

34 CFR Part 99, Family Education Rights and Privacy Act (FERPA)

1st Read:
2nd Read:
Adopted:

Category: R

CLASS SIZE

The ConVal School District will adhere to all state laws and regulations pertaining to class size. In the event of scheduling conflicts, staffing shortages, space limitations, fiscal limitations, or other issues that prevent a classroom from adhering to class size regulations, the Superintendent or designee will contact the New Hampshire Department of Education and seek alternative compliance allowances through the applicable State procedures.

The School Board recognizes the many instructional benefits based on reasonable class sizes. To that end, the Board recommends and will make reasonable efforts to support the following class size guidelines:

Grade Level	Number of Students
K	15 – 18
1 – 2	18 – 20
3 – 4	20 – 22
5 – 8	22 – 25
9 – 12	25 - 28

When class sizes exceed these guidelines, the staff, administration, and School Board will review all available options and recommendations. Staffing needs, safety, class schedules, as well as material and space allocation will be considered as part of the final decision in adjusting class sizes.

In the event of multigrade classrooms, class sizes will be considered in light of recommendations from administrators and in recognition of the unique challenges and opportunities of multigrade education.

Legal Reference:

NH Code of Administrative Rules, Section Ed 306.17, Class Size

1st Read:

2nd Read:

Adopted:

HIGH SCHOOL GRADUATION

To qualify for high school graduation, students must complete a course of study which includes the following:

1. Successful completion of 26 subject credits and/or related competencies, as outlined below. Effective with the class of 2019.

a. English	4 credits
b. Social Studies (including 1 in US History, .5 in US/NH Gov., .5 in Economics, 1 in Global Studies)	3 credits
c. Science (1 in Living, 1 in Physical)	3 credits
d. Mathematics (including Algebra)	3 credits
e. Physical Education	1 credit
f. Health	1 credit
g. Digital Literacy/ITC	.5 credit
h. Arts Education	.5 credit
j. Service Learning/Community Service	.5 credit
k. Elective Offerings	9.5 credits

The normal program of instruction for seniors may be modified to make adequate preparations for graduation exercises.

- a. If local conditions necessitate the holding of graduation exercises prior to the completion of the standard school year, in no case shall graduation be scheduled prior to the 175th day of instruction. No school day shall be modified for preparation activities prior to the 175th day.
- b. It is understood that modifications in the schedule for the last few days of school shall apply only to seniors. All other classes shall complete 180 days of instruction and maintain their normal class schedules, in accordance to Policy IC.

All students with disabilities in the ConVal School District shall have an equal opportunity to complete a course of studies leading to a regular high school diploma. A regular diploma shall be issued to all students who:

*Category: R**See also ILBAA, IMBC***HIGH SCHOOL GRADUATION**

(continued)

- Have successfully achieved of 26 credits
- Have met specific course requirements as described in the ConVal High School Program of Studies
- Have met all attendance requirements as stated in the ConVal High School Program of Studies (or/and local district policy)

The term “regular high school diploma” does not include an alternative degree that is not fully aligned with the State’s academic standards, such as a certificate or a general educational development credential (GED).

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.04(a)(14), Policy Development

NH Code of Administrative Rules, Section Ed. 306.14(f), Basic Instructional Standards

NH Code of Administrative Rules, Section Ed. 306.27(i, d, m), Required Subjects and Unit of Credit for High School Graduation

1st Reading: April 1, 2014

2nd Reading: August 19, 2014

Adoption: August 19, 2014

IMBC – Alternative Credit Options

The School Board encourages increased educational options for students. Credits may be earned through alternative methods outside of regular classroom-based instruction offered by the district schools.

Awarding of credits to be applied toward high school graduation will be determined by the high school principal, and will be granted only if the request fulfills the following:

- The request is submitted with a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.
- The plan includes clear expectations for performance.
- The plan includes clearly defined methods and expectations for assessment.
- Verification of the plan's merit can be evaluated in a timely fashion and does not cause unnecessary burden of the resources of the administration.

Students earning credit via alternative methods will participate in all assessments required by the statewide education improvement and assessment program.

The Board directs the Superintendent or his/her designee to establish regulations and procedures for implementing this policy that will include:

- Definitions of allowable alternative learning opportunities
- Reasonable limits on the number of approved alternative courses that can be administered each school year – school-wide and per student
- The number of alternative credits each student may use toward graduation requirements
- Application and approval process
- Criteria for determining which requests satisfy a particular subject area requirement
- Identification of person(s) responsible for approval, supervision, and monitoring progress
- Requirements that alternative opportunities meet the same rigorous academic outcomes as traditional classroom delivery
- Assurance of equal access for all students
- Assurance that approved alternative learning opportunities are consistent with all policies of the District
- The procedure will be made public on the ConVal District web site and within the ConVal Regional High School Student Handbook.

It is the policy of the Board that alternative methods for awarding of credit may include:

- Competency testing in lieu of enrollment under the provisions of Policy ILBAA
- Interdisciplinary credit
- Satisfactory completion of course requirements at another public school district, an approved private

school, or a home-schooling experience

- Transfer of credits earned by students before enrolling in the district, such as student moving into New Hampshire from another state or country
- Extended Learning Opportunities under the provision of Policy IHBH
- Online/virtual learning opportunities under the provisions of Policy IMBA
- College Credit/Duel Credit
- Early College
- Middle School acceleration to the extent that the course work exceeds the requirements for seventh or eighth grade, is consistent with the related high school course(s), and the student achieves satisfactory standards of performance.

If the student demonstrates knowledge and abilities on a placement pre-test developed by the school district for a particular course, the student shall not receive credit for the course, but shall be allowed to take a more advanced level of the subject or an elective.

Funding

Unless otherwise recommended by the Superintendent or his/her designee and approved by the Board, under ordinary circumstances students or their parents/guardians are responsible for all related expenses including tuition and textbooks. The District may pay the fee for expelled students who are permitted to take courses in alternative settings. If paid by the District, and the course is not completed, the student must reimburse the District for expenses.

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.04(a)(13), Alternative Means of Earning Credit

Category: P

See also IHBH, IHBI, ILBA, ILBAA

1st Reading: June 3, 2014

2nd Reading: August 19, 2014

Adopted: August 19, 2014