

CONTOOCOOK VALLEY SCHOOL DISTRICT
Office of the Superintendent of Schools
106 Hancock Road, Peterborough, NH 03458-1197

POLICY COMMITTEE

December 18, 2018

SAU Finch Room

6:00 PM

Agenda

Committee Members:

Rich Cahoon – Chair, Janine Lesser, Kristen Reilly, Crista Salamy, Jerry Wilson, Stephan Morrissey, Kimberly Saunders, Ann Forrest

Attendees:

1. Call to Order & Approval of November 6, 2018 Minutes

2. Policies to the Board:

The following policies will be presented for a first read at tonight's Board meeting:

- a) BEC: Non-Public Sessions (review/approve edits)
- b) BEDG: Minutes
- c) BHC/GBD: Board-Employee Communications
- d) CHCA: Approval of Handbooks and Directives
- e) JFAB: Admission of Tuition of Nonresident Students

3. New Policies for Discussion:

- a) IHBG: Home Education – this policy was updated by NHSBA in Spring 2018; our procedure requires a revision. Also included is the NHSBA Procedure.
- b) IMBA: Distance Education
- c) JJJ: Access to Public School Programs by Nonpublic, Charter School, and Home Educated Pupils

Returning

- a) EFDA: Overdue Accounts

Pending from Past Meetings: Status Report -- They are not included in this packet but will appear on a future agenda.

- b) STA Kindergarten Drop-off Procedure: under review by Legal and Bus Company
- c) EEAG – Use of Private Vehicles on School Business: Changed "teacher's to "employees" in paragraph two. The Superintendent wants to discuss Legal's edits with Dean Eggart.
- d) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – pulled pending further research.

- e) JLD: Guidance Counselors: awaiting feedback from Legal

5. **Strategic Plan Related Policies: Not in this packet**

The following policies fall under the Assessment category for the Strategic Plan and will first go before the **Education Committee**. They are not included in this packet but will appear on a future agenda.

- a) IGA: Curriculum Development
- b) IHBH: Extended Learning Opportunities
- c) IHBI: Alternative Learning Plans
- d) IK: Earning of Credit
- e) ILBA: Assessment of Educational Programs
- f) ILBAA: High School Competency Assessments
- g) IMBC: Alternative Credit Options

Communications Committee:

- a) Community Partnerships: KCB;

6. **Next Meeting:** January 8, 2019

POLICY COMMITTEE

November 6, 2018

SAU Finch Room

6:00 PM

Minutes

Committee Members:

Rich Cahoon – Chair, Janine Lesser, Kristen Reilly, Crista Salamy, Jerry Wilson, Stephan Morrissey, Kimberly Saunders, Dr. Forrest

Attendees: Rich Cahoon, Janine Lesser, Kristen Reilly, Crista Salamy, Jerry Wilson, Stephan Morrissey, Myron Steere, Kimberly Saunders, Dr. Ann Forrest

1. Call to Order & Approval of October 16, 2018 Minutes

Rich Cahoon called the meeting to order at 6:00 PM. Motion to approve the minutes as written made by Stephan Morrissey; seconded by Janine Lesser. Minutes approved as written.

2. Policies to the Board:

The following policies are being presented to the Board for a second read:

- a) BBA: School Board Powers and Duties
- b) BEDB: Agenda Preparation and Dissemination

The following policies are being presented to the Board for a first read:

- a) JKAA: Use of Restraint, Seclusion, and Physical Contact

3. Policies for Review:

Coming Back From Prior meetings:

- a) BEDG: Minutes (Included is a copy of our Non-Public policy, BEC, and the highlighted reference regarding sealed minutes/board member review. Also included is NHSBA's newest version, which was revised last month.

Rich Cahoon indicated that there is nothing too special about our version, so he proposed we start with the NHSBA version. We do not always document attendees and really do not need to unless they speak. We do not always follow the NHSBA version.

Dr. Forrest had questions regarding Number 7 on page 1, item *iii*, in reference to making an objection in nonpublic. Dr. Forrest feels this text would be unclear to the general public. We can seal draft nonpublic minutes and also seal the final nonpublic minutes. Edits to *iii* for clarification. Rich Cahoon pointed out that there has been an ongoing debate regarding sealed minutes in NH for lasting for the past 10 years.

Move to adopt NHSBA with Edits.

ACTION: First read for December meeting.

BEC: Nonpublic Sessions: though not on the agenda for edits, this policy was discussed. We discussed the reference to terrorism and school safety.

ACTION: See edits and bring back to next meeting to approve moving forward for a first read.

- b) BEDG-R: Access to Minutes and Public Records -- Dr. Forrest asked why the procedure for BEDG expands its coverage to discuss Public Records. This is the NHSBA version. When the Superintendent receives a request, she has 5 days to respond to the request with information on the turn-around-time. When a Board member receives a request for information, the clock begins at that time, so passing that information along to the Superintendent in a timely fashion is important.

ACTION: Rich Cahoon would like to put this policy aside for now. He feels it is missing information and we also need to cross check the cost for photo copies.

- c) BCA: Note call letter change. No further action required.
- d) BCA-R: Acknowledge of School Board Ethics Policy. We will not ask Board members to sign this form.
- e) CHCA: Approval of Handbooks and Directives – added text regarding annual review by Board. Rich Cahoon would like to see a single page with a link to all policy related documentation. Dr. Forrest asked if we want to add something about Parents in the policy text. Rich Cahoon asked if parents have to sign the high school handbook.
ACTION: OK to send for a first read after adding “and parents”.

- f) EFDA: Overdue Accounts – discussion of process for collections – status. Kimberly is awaiting a response from her Southwesterners group.

ACTION: Hold till next meeting.

- g) JFAB: Admission and Tuition of Non-Resident Students

ACTION: Bring for a first read at December meeting.

4. New Policies for Discussion

- a) BHC: Board-Employee Communications – includes our policy as well as the NHSBA version. Our versions were updated in 2012. Board members be unethical; however, a staff member can be disciplined. Dr. Forrest prefers the NHSBA version of the Social Interaction paragraph rather than the one in our existing policy. A discussion ensued on the topic of public discussions, which, in certain circumstances run the risk of appearing unethical. Dr. Forrest stressed the Social Interactions piece and how it deals with social gatherings. She questions the title of this.

ACTION: Use the NHSBA version for the paragraph for social Interactions and send for a first read.

- b) GBD: Board-Employee Communications – this policy is identical to BHC.
The committee stopped here.

- c) IHBG: Home Education – this policy was updated by NHSBA in Spring 2018; our procedure requires a revision. Also included is the NHSBA Procedure.
- d) JJJ: Access to Public School Programs by Nonpublic, Charter School, and Home Educated Pupils

Pending from Past Meetings: Not in this packet

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- d) IK: Earning of Credit
- e) ILBA: Assessment of Educational Programs
- f) ILBAA: High School Competency Assessments
- g) IMBC: Alternative Credit Options

5. Strategic Plan Related Policies: Not in this packet

Below is our original list of Strategic Plan-related policies from August 2016 with determination of committee ownership: Status Report

- a) Community Partnerships: KCB; Communications

6. Next Meeting: December 4, 2018

Motion to adjourn made by Stephan Morrissey; seconded by Jerry Wilson/Janine Lesser. Meeting adjourned at 6:53 PM.

Respectfully submitted,

Carol Hills

BEC: Non-Public Sessions

The ConVal School Board may meet in non-public session for any of the purposes set out in RSA 91-A:3. Upon a motion to enter a non-public session, the vote to enter non-public session shall be a recorded roll-call vote made in public session. The motion calling for a non-public session shall indicate the general the matter(s) to be discussed and shall cite the applicable statutory exception(s) for entering the non-public session. All discussions held in nonpublic session shall be confined to the matters set out in the motion.

The Board shall record minutes of all non-public sessions. Minutes from a non-public session shall be made publicly available within 72 hours of the non-public session, unless the Board votes to seal the minutes. The Board may seal minutes of a non-public session only by a two-thirds vote. The vote to seal the minutes may occur in either the public or non-public session, but if it occurs in the non-public session, the Chair shall announce the vote when the Board comes out of the non-public session. The Board shall only vote to seal minutes of non-public sessions if divulging such information would:

1. Adversely affect the reputation of a person other than a member of the Board;
2. Render a proposed board action ineffective; or
3. Pertain to terrorism (matters relating to the preparation for and carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or sever damage to property or widespread injury or loss of life, including training to carry out such functions).

All student disciplinary matters arising under NH RSA 193:13 and Ed 317 shall be heard in non-public session unless the minor student's parents or the adult student request that the matter be heard in public.

If the Board votes to seal the minutes, then Board members are prohibited from divulging to the public any information discussed in the non-public session. Similarly, Board members are prohibited from discussing any documents that are exempt from disclosure to the public under RSA 91-A:5. By adoption of this policy, the Board directs that sealed minutes of non-public sessions be made available for review by any Board member upon request. However, non-public matters involving individual students progress shall not be accessed by an individual Board Member except to the extent that the Board deems there to be a legitimate educational interest in permitting such access.

When non-public minutes are sealed for an unspecified term, the Board, or a designated subcommittee of the Board, shall review the sealed minutes on at least an annual basis to determine if the basis for the seal still exists. Upon review, if a majority of the Board or designated subcommittee believes that the basis for sealing the minutes no longer applies, the matter shall be presented to the Board for a vote on whether to unseal the minutes.

The Superintendent or his/her designated representative will attend all non-public sessions, except those non-public sessions that pertain to the Superintendent's employment, provided the Superintendent does not have a contractual right to attend the non-public session.

The Board may invite such employees, consultants, and representatives of the District as are deemed necessary to advise or inform the Board on a non-public matter to attend all or a portion of a non-public session.

Legal References:

RSA 91-A:3, Non-Public Sessions

RSA 91-A:4, Minutes and Records Available for Public Inspection

RSA 91-A:5, Exemptions

BEC: Non-Public Sessions

RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality

Category: *Recommended*

~~1st Read: February 5, 2013~~

~~2nd Read: November 18, 2014~~

~~Adopted: November 18, 2014~~

1st Read: December 18, 2018

2nd Read:

Adopted:

BEDG -- Minutes

Under RSA 91-A, the school board, and each of the school board's committees (whether standing or ad hoc, or whether deemed a sub-committee or an advisory committees) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:

- 1) The names of members participating,
- 2) Persons appearing before the School Board (any persons other than board members who address the board or speak at the meeting;
- 3) A brief description of each subject matter discussed;
- 4) Identification of each member who made a first or second of any motion;
- 5) A record of all final decisions;
- 6) When a recorded roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and
- 7) In the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of whether the objection/discussion occurred in public or non-public session - the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and in the case of non-public session (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the discussion." (See RSA 91-A:2, II-a.).

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the Board has sealed such minutes by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion. Drafts of non-public minutes will be provided to the Board either at the conclusion of the non-public session and may be approved at the time - prior to any vote to seal, or if sealed, provided to Board at the meeting at which they are to be approved.

Draft minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, will be made available for public inspection within seventy-two (72) hours after the non-public session, unless sealed in accordance with the procedure described in the preceding paragraph.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized.

All minutes, including draft minutes, will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent.

Approved minutes, except those non-public session minutes, which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District's administrative office.

BEDG -- Minutes

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes that have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

RSA 91-A:2,II-a, Effective 1/1/2019

RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions

RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

Category: *Recommended*

First Read: December 18, 2018

Second Read:

Adopted:

BHC: Board-Employee Communications

The School Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent of Schools.

Staff Communications to the Board

All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent, or designee.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent or designee, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns, and actions.

Visits to Schools

Individual Board members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of the Superintendent and Principals.

Social Interaction

~~Individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Therefore, discussions by either party of personalities or personnel grievances will be considered as evidence of unethical conduct. However, violations or other actions coming to the attention of a Board or staff member are to be communicated to the Superintendent or his/her designee.~~

Staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general District problems. However, employees are reminded that individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Therefore, discussions of personalities or personnel grievances by either party will be considered unethical conduct.

Category: O

See also GBD

1st Read: ~~November 13, 2012~~ December 18, 2018

2nd Read: May 7, 2013

Adopted: May 7, 2013

GBD: Board-Employee Communications

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Category: O

See also BHC

1st Read: ~~November 13, 2012~~ December 18, 2018

2nd Read: May 7, 2013

Adopted: May 7, 2013

CHCA – Approval Of Handbooks and Directives

In order that pertinent ConVal School Board policies, regulations, and school rules and procedures may be known by all staff members, and students, and parents affected by them, district administrators and principals are granted authority to issue staff and student handbooks.

It is essential that the contents of all handbooks conform with district-wide policies and regulations. The Superintendent or his/her designee must review all handbooks. In addition, the ConVal School Board will approve handbooks on an annual basis.

~~1st Read: June 4, 2013~~ *December 18, 2018*

~~2nd Read: June 18, 2013~~

~~Adopted: June 18, 2013~~

JFAB - Admission and Tuition of Nonresident Students

Students who are not residents of the Contoocook Valley School District may attend District schools so long as there is space available, and upon payment of established tuition fees, this includes students in Foster Care. Except as set forth in paragraph 3, below, admission of nonresident students shall be subject to approval by the School Board upon the recommendation of the Superintendent. The Superintendent shall establish criteria for the admission of nonresident students. Such students shall be assigned to a school by the Superintendent of Schools. An application for admission shall be granted on an annual basis; if the nonresident student wishes to continue to attend District schools, then the parent or legal guardian must reapply prior to the start of each school year.

When a nonresident student or foster student is enrolled in the District, the District shall immediately notify the district of residence of the name, date of birth, address, and grade assignment of the student. Such notification shall be made at the beginning of each school year for which the child is enrolled.

The District acknowledges the provisions of RSA 193:3, which states that the District in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C. The Superintendent's decision on whether to enroll a nonresident student will not be based, in whole or in part, on whether that student is a student with a disability as defined by applicable State or Federal law.

Students who are not residents of the District, who are admitted by the Superintendent, shall be charged tuition, except under the following circumstances:

1. To bring into the school system on occasion, students from other countries who are the guests of district residents under exchange programs that have been recognized for purposes of school attendance by the Superintendent.
2. Seniors whose families move during their senior year may complete the current school year in the District, tuition free. If the student does not graduate at the conclusion of that school year then the student must apply to enroll in the District and if admitted, he/she shall be required to pay tuition. All other students who move during the school year and are admitted by the Superintendent as a nonresident student for the remainder of the school year, shall pay tuition on a pro-rata basis.
3. Children of Contoocook Valley School District employees who are not district residents, will be permitted to attend a school in the Contoocook Valley School District. Such students will attend at a reduced tuition so that the District's share of that student's costs will not exceed two-thirds (2/3rds) of the District's per student costs for the previous school year. The Superintendent's decision regarding admittance is non-grievable.
4. Except as set forth above, or unless enrolled through separate agreement with another school system or agency, all nonresident day students shall be charged tuition at a rate set by the School Board. Tuition shall be billed quarterly in advance to the district of residence

JFAB - Admission and Tuition of Nonresident Students

or the parent responsible for payment. When a district of residence is responsible for tuition, prior approval must be granted by that district's school board, and the districts may elect to enter into an agreement for payment of tuition.

Conditions and Procedures for Students Who Are Reassigned Through Mutual Agreement of Superintendents

1. The Superintendent of a different SAU may make a written request to the Superintendent for a change of school assignment.
2. The Superintendent will fully consider this written request, will meet with the parent/guardian, if necessary, and will make a decision concerning the reassignment request.
3. The Superintendent's decision will be based on the best interests of the pupil, as determined by the Superintendents. The Superintendent may develop administrative regulations concerning the factors that will be considered in making such a determination.
5. If the Superintendents of the districts determine that the best interests of the pupil warrant a reassignment, he/she may seek Board approval of reassignment of the pupil to a school district in another SAU, subject to the pupil meeting the admission requirements of such school, and subject to the agreement of the Superintendent of the receiving SAU.
6. The Superintendent will seek School Board approval of any student being reassigned to the ConVal School District.
7. The Superintendent will issue a written decision to the parent/guardian. The Superintendent's decision will be final and binding.
8. The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater.

Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation:

Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned. Said pupil's resident or sending district will be charged tuition, which shall include the cost of any special education programming and services.

The Superintendents involved in the reassignment of a pupil will jointly establish a tuition rate for each such pupil.

JFAB - Admission and Tuition of Nonresident Students

The District acknowledges the provisions of RSA 193:3, which states that the District in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C.

Role of the Department of Education

The Superintendent of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.

Manifest Educational Hardship Change of Assignment

When a parent/guardian believes that an initial assignment has been made which will result in a manifest educational hardship to the pupil, the parent/guardian may seek a change of assignment in accordance with applicable provisions of RSA 193:3 and Board Policy JEC – Manifest Educational Hardship.

All Non-Resident Students Admitted to the ConVal School District

Nonresident students who are admitted to the District shall comply with all District policies, rules, and regulations, including but not limited to the District's code of conduct and its bullying policy.

The provisions of this policy may be modified on a case-by-case basis, as needed, pursuant to separate contracts, agreements, and other binding arrangements.

Legal Reference:

RSA 186-C:13, Special Education; Liability of Expenses
RSA 193:3, Change of School or Assignment
RSA 193:12, Legal Residence Required

Category: *Category: Priority/Required by Law*

~~1st Read: November 3, 2015~~ **December 18, 2018**

~~2nd Read: November 17, 2015~~

~~Adoption: November 17, 2015~~

HOME EDUCATION INSTRUCTION & ACCESS TO CURRICULAR AND CO-CURRICULAR PROGRAMS

Category: Recommended

*Related Policies: JEA, JG, JH, JJJ
See also: IHBG-R*

Home Education is an alternative to compulsory attendance at a public or private school and is an individualized form of instruction in accordance with New Hampshire RSA 193-A and Department of Education Rule Part 315 ("Ed. 315"). A parent or guardian may establish a home education program for any child between the ages six (6) and eighteen (18) years of age including one who is an "educationally disabled child" as defined under RSA 186-C:2, I, whether or not such child is previously enrolled in a school of the District.

A. Notices Required for Commencement of Home Education Program.

1. Notice For Students Withdrawing from District.

State school attendance laws apply to each student until a parent/guardian commences a home education program. Similarly, the District's attendance policies apply to all students enrolled in schools of the District.

Accordingly, when a parent/guardian of a child who is enrolled in a school of the District wishes to begin a home education program for the child, Ed. Rule 315.04 (e) requires that on or before the date the home education program begins, the parent/guardian must advise the Superintendent of the child's withdrawal from the District. The notice of withdrawal may be made in person, via telephone or in writing, at the parent/guardian's election.

2. Written Notice of Program Required.

In addition to the less formal notice required for a child being withdrawn from the District, RSA 193-A and Ed. 315 both require that the parent/guardian provide written notice of the commencement of a home education program *either* (at the parent/guardian's election) to the New Hampshire Department of Education, the Superintendent of the resident district, or to any non-public school principal.

The requirements of the notice are set forth in RSA 193-A:5 and Ed. 315.04, both of which can be accessed through the New Hampshire Department of Education's website.

Upon request, the Superintendent shall assist the parent/guardian to assure that the notification complies with the statutory requirements.

3. No Annual Notice Required.

Once established, the home education program remains in effect unless terminated pursuant Ed. 315.04 (k). The parent/guardian is not required to provide annual notification of continuation of a home education program.

HOME EDUCATION INSTRUCTION & ACCESS TO CURRICULAR AND CO-CURRICULAR PROGRAMS

B. Evaluation & Assessment.

Under RSA 193-A:6, II, parents/guardians are required to provide for an annual educational evaluation for home educated children that documents "educational progress at a level commensurate with the child's age and ability." Both the statute and Ed. 315.07 provide several options for parents/guardians to meet the statutory evaluation requirements. Some of the evaluation options available to parents/guardians under that statute and rules *can* involve District/Superintendent assistance, including, for instance, any state student assessment used by the District, or any other "valid" measurement tool mutually agreed upon by the parent/guardian and the Superintendent. Other options are available to parents/guardians as provided under RSA 193-A:6 and/or Ed. 315.07.

Parents/guardians seeking to utilize evaluation services through the Superintendent, should contact the Superintendent's office as soon as practicable to assure adequate time to prepare any necessary materials and accommodations.

No fee will be required by the District when a parent uses evaluation services provided by the District.*

***NOTE:** RSA 193-A:7, II (a), and Ed. 315.07 (c) each allow a parent/guardian to enter into an agreement for evaluation services with a certified teacher or a teacher teaching in a non-public school. When a parent/guardian chooses to independently contract with an individual teacher to perform evaluation services, the teacher may charge any fee agreed upon by the teacher and the parent/guardian, notwithstanding whether the teacher is also employed by the District. The District shall not be responsible for the evaluation services, nor shall the District receive any part of the fee agreed to between the teacher and the parent/guardian.

C. Records.

The District shall maintain documents concerning home education programs in a manner consistent with other educational records. Additionally, the Superintendent shall maintain a list of all home education programs for which the Superintendent, as participating agency, has received notice. On October 1 of each year, the Superintendent shall notify the Commissioner of the number of children for whom programs were established.

RSA 193-A:6, I requires the parent/guardian to maintain a portfolio of records and materials relative to the home education program. The portfolio shall consist of a log which designates by title the reading materials used, and also samples of writings, worksheets, workbooks, or creative materials used or developed by the child. The parent/guardian is required to preserve the portfolio for 2 years from the date of the ending of the instruction.

For evaluations which are not provided by the District, parents/guardians need only provide copies to the District to the extent necessary to demonstrate proficiency in order to participate in school programs, and co/extra-curricular activities as provided under RSA 193-A:6, III. *[See also NHSBA sample appendix IHBG-R.]*

HOME EDUCATION INSTRUCTION & ACCESS TO CURRICULAR AND CO-CURRICULAR PROGRAMS

D. Re-enrollment into the School District.

Parents/Guardians deciding to re-enroll their children into the District following a period of home education will make arrangements with the Principal for an evaluation to determine appropriate placement in the District's program. Placements will be consistent with the School Board policy governing student placements [*NHSBA Sample Policy JG*] and are subject to the same appeal process.

Parents/Guardians should be attentive that when re-enrolling a student, there may be discrepancies between the home schooling level of achievement and the scope and sequence of the District's curriculum.

E. Graduation/Diplomas.

The School Board will not award certificates or diplomas to home educated students. Students must enter the regular school program and complete all necessary graduation requirements of the District and the State to be eligible for a certificate or diploma.

F. Participation in school curricular and co/extra-curricular activities.

Regulations regarding the participation of home education students (as well as students of non-public or of public charter schools) in District curricular and co/extra-curricular programs are established in [*Appendix IHBG-R*]. The Superintendent is charged with establishing such regulations. Consistent with RSA 193:1-c, any regulations shall not be more restrictive for non-public or home educated pupils than they are for students enrolled in the District.

History:

First reading: _____
Second reading/adopted: _____

Legal References:

RSA 193-A, Home Education
RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil
RSA 193:1-a, Dual Enrollment
RSA 193:1-c, Access to Public School Programs by Nonpublic or Home Educated Pupils
NH Code of Administrative Rules, Section Ed 315, Procedures for the Operation of Home Education Programs

NHSBA History: Revised – May 2018; September 2012; May 2006; August 2006; September 2008; April 2010. Reviewed July 2004;

NHSBA note, May 2018: In order to reduce unnecessary redundancies and confusion resulting from ambiguous language found in applicable DOE regulations, NHSBA has revised sample policy IHBG to provide only essential information, with interested parties directed to the controlling state statutes and administrative regulations. We have also included reference in section F to students of non-public and charter schools.

**HOME EDUCATION INSTRUCTION
& ACCESS TO CURRICULAR AND CO-CURRICULAR PROGRAMS**

NHSBA note, September 2012: Amendments to RSA 193-A:3, effective August 2012, remove the requirement that parents provide annual notification to the Superintendent of the parent's intent to home education. A single notification at the commencement of a home education program is sufficient. This provision is addressed in the "Enrollment Procedures" section.

w/p-update/2018spring/IHBG Home Education 2018-5-14 (5)

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*Category: R**See also JG, JH*

HOME EDUCATION INSTRUCTION

Eligibility

The School Board recognizes the right of parents to pursue home education within the parameters RSA 193-A and other applicable state laws and regulations.

Enrollment Procedures

Any parent commencing a home education program for a child who withdraws from the School District shall notify the New Hampshire Department of Education, the Superintendent, or a non-public school within five (5) business days of commencing the home education program. Such notification shall include the names, addresses and birth dates of all children who are participating in the home education program. If notice is provided to the Superintendent, he/she will acknowledge receipt of notification within fourteen (14) days.

Annual notification of intent to home education is not required.

If requested by the parent, the Superintendent will assist parents in making such notification and in complying with applicable statutory requirements.

State attendance laws and District attendance policies shall apply to all students within the District until the commissioner of education, the Superintendent, or principal of a non-public school receives notice from a student's parent/guardian of the commencement of a home education program, consistent with the requirements of RSA 193-A:5.

Evaluation Procedures

Parents electing to request the School District's participation in the annual evaluation must make arrangements to do so with the appropriate building Administrator prior to the end of the public school year, provided the School District is acting as the participating agency. In this case, the Superintendent shall provide evaluation services, if the parent so requests. If the District is not acting as the participating agency, the Superintendent shall provide evaluation services at his/her discretion.

The Superintendent will review the results of the annual education evaluation of children in home educational programs. If the home-educated child has not demonstrated educational progress, the Superintendent will notify the parent in writing that educational progress has not been achieved. Likewise, the Superintendent or his/her designee will notify the parent in writing within 21 days of the evaluation if the child has demonstrated educational progress.

The Superintendent will ensure that the evaluation includes all information, dates and signatures required by state statute and/or regulation.

Parents shall maintain a portfolio of records and materials relative to the home education program and must provide for an annual evaluation documenting the child's demonstration of educational progress at a level commensurate with the child's age and ability, in accordance with RSA 193-A and NH Code of Administrative Rules, Section Ed 315.

*Category: R**See also JG, JH***HOME EDUCATION INSTRUCTION**

(continued)

Re-enrollment into the School District

Parents deciding to re-enroll their children into the school district following a period of home education will make arrangements with the Principal for an evaluation to determine appropriate placement in the District's program. Placements will be consistent with the School Board policy governing student placements (NHSBA Sample Policy JG) and are subject to the same appeal process.

Parents should be attentive that when re-enrolling a student, there may be discrepancies between the home schooling level of achievement and the scope and sequence of the District's curriculum.

Graduation/Diplomas

The School Board will not award certificates or diplomas to home educated student. Students must enter the regular school program and complete all necessary graduation requirements of the District and the state to be eligible for a certificate or diploma.

Participation in school curricular and co-curricular activities

Regulations regarding the participation of home education students in District curricular and extra-curricular programs are established in Appendix IHBG-R. The Superintendent is charged with establishing such regulations. Consistent with RSA 193:1-c, any regulations shall not be more restrictive for non-public or home educated pupils than they are for students enrolled in the District.

Legal References:*RSA 193-A, Home Education**RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil**RSA 193:1-a, Dual Enrollment**RSA 193:1-c, Access to Public School Programs by Nonpublic or Home Educated Pupils**NH Code of Administrative Rules, Section Ed 315, Procedures for the Operation of Home Education Programs**Appendix IHBG-R*

1st Read: November 5, 2013

2nd Read: December 3, 2013

Adopted: December 3, 2013

IMBA - Distance Education

Students **enrolled in the district may** take advantage of distance education opportunities. Distance education means correspondence, video-based, internet/online-based or other similar media that provides educational **experiences, including** courses, as a means to fulfill, **or further supplement**, curriculum requirements **and/or current course offerings**. Such opportunities will be implemented under the provisions set forth in Policy IHBH, Extended Learning Opportunities, and Policy IHBI, Alternative Learning Plans.

The written approval of the building principal is required before students enroll in an online or virtual course that is intended to become part of their educational program. **(Note: Written approval from the building principal is not required before students enroll in a Virtual Learning Academy Charter School (VLACS) course as VLACS is a fully-accredited, state-approved public school.)** Students applying for permission to take an online course **may be required to** complete prerequisites and/or provide teacher/counselor recommendations.

Approved distance education courses must satisfy both state and local standards; be delivered by staff licensed in the state where the course originates; and contain provisions for feedback and monitoring of student progress. The district requires that a syllabus, including prerequisites, specific learning goals/activities, student evaluation criteria, and teacher responsibilities be submitted for review before the course is approved. **Additionally, the district requires students to develop and submit a plan for completing the distant education course before the course is approved. The plan must include (a) a detailed timeline for completing the course, (b) when the distance education course will be taken (i.e., during the school day, outside of the school day, or a combination of the two), and (c) the identification of any support that the school or district may need to provide.**

After a distance education course has been approved, the principal will assign a teacher to **provide identified support and** monitor student progress. One teacher may supervise no more than ten students participating in distance education courses.

Approved distance education courses must comply with all federal and state statutes pertaining to student privacy and to public broadcasting of audio and video. Confidentiality of student record information will be maintained throughout the process. This includes information shared between school district representatives and the virtual school or online teacher, information shared between the school district or online teacher with students and parents, and information shared between school district representatives, the virtual school or online teacher and others.

The school district will provide safeguards for students participating in online instruction activities, and **Policy EHAA/JICL, Internet Safety and Responsible Use for Students**, will apply.

Credit for the course is not recognized until an official record of the final grade has been submitted to the principal or designee.

Students who violate any part of the policy or engage in any other activity that school authorities consider inappropriate are subject to disciplinary action consistent with Board policies and the student handbook.

ACCESS TO PUBLIC SCHOOL PROGRAMS BY NONPUBLIC, CHARTER SCHOOL AND HOME EDUCATED PUPILS*Category: Recommended**Related Policy: IHBG
See also Appendix: IHBG-R*

All pupils residing in the District, whether they are home educated, or are attending public chartered school or nonpublic schools, shall have access to curricular courses and co/extra-curricular programs offered by the District in accordance RSA 193:1-c and these administrative regulations.

The District will comply with the provisions of RSA 193:1-c allowing pupils who attend nonpublic schools, charter schools or are home educated equal access to the District's curricular courses and co/extra-curricular programs. The District recognizes that any School Board policies regulating participation in curricular courses and co/extra-curricular programs, cannot be more restrictive for non-public, public chartered school, or home educated pupils than the policy governing the District's resident pupils.

History:

First reading: _____
Second reading/adopted: _____

Legal References:

*RSA 193:1-c, Access to Public School Programs by Nonpublic, Public Chartered Schools or Home Educated Pupils.
RSA 193-A, Home Education*

NHSBA history: Revised: May 2018
New policy September 2016

NHSBA note, May 2018: We changed the policy category from optional to recommended to help assure that school personnel (and families) are apprised of the statutory obligation of districts to provide access to nonpublic, charter and home educated students. We also included introductory language taken from revised sample appendix IHBG-R.

NHSBA note, September 2016: NHSBA issues this new sample policy in response to HB 555, which amends RSA 193:1-c, to now include charter school students in the "equal access" to school district programs statute. Prior to HB 555, RSA 193:1-c required school districts to grant equal access of such programs to pupils attending private schools and pupils engaged in home-school programs, provided the pupil was a district resident. Such access to district programs has now been extended to include resident pupils who attend a charter school. This policy seeks to clarify this statute and put school boards and administrators on notice of its provisions.

w/p-update/2018/JJJ Access by Nonpublic Students 2018-5 (f).docx

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EFDA – Overdue Accounts

Prior to the start of each school year, parents/guardians shall be advised of meal prices and payment options, as well as information on participation in the Free and Reduced Lunch Program. In order to participate in the ConVal Food Service program, parents may utilize the online payment system prior to purchasing school meals.

Student Accounts:

Accounts due may not exceed \$50.00 for students. Any account in excess of \$50.00 unpaid for more than 30 days will be considered overdue and responsible persons who have not contacted ConVal Food Service with genuine difficulties or acceptable explanation will be notified regarding their overdue account. If no payment is received or contact made with the District within 14 days of this notification, ConVal Food Service will contact the responsible party and seek agreement and resolution. If such agreement or resolution is not possible, or should an agreement previously reached not be honored, the account shall be referred to the Superintendent or designee who may pursue such remedy as she/he deems appropriate including, but not limited to legal action referral to an outside collection agency. In no case will action be taken against a student because of an overdue account.

Staff Accounts:

Accounts due may not exceed \$40²⁵.00 for staff. An account in excess of \$40²⁵.00 unpaid for more than 30 days will be brought to the attention of the Superintendent or designee.

~~1st Read: September 7, 2010~~ November 6, 2018

~~2nd Read: February 3, 2011~~

~~Adopted: February 3, 2011~~