

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

**POLICY COMMITTEE**

April 2, 2019  
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 March 19, 2019 Minutes**

**2. Policies to the Board:**

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

- a) ADC/GBED/JICG: Tobacco Products Ban Use and Possession In and On School Facilities and Grounds – this is a revised policy from the NH School Board Assoc.
- b) BGA: Policy Development System – this is a revised policy from the NH School Board Assoc.

**3. Returning Policies for Discussion**

**Existing Policies That Require Discussion:**

- a) CFA: Individual School Administrative Personnel (see edits)
- b) EEAG: Use of Private Vehicles on School Business (may have additional information from Legal)
- c) GBEP: Acceptable Use Policy: Staff (bringing back)
- d) JICL/EHAA: Internet Safety and Responsible Use – for Students (bringing back)
- e) IHBH: Extended Learning Opportunities (bringing back)
- f) IMBC: Alternative Credit Options (bringing back)

**New Discussion:**

- a) JICDD: Student Discipline Out-Of-School Actions – included NHSBA version; (do we also want to add "single significant event or bullying"?)

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

- a) GBEC: Drug-Free Workplace/Drug-Free Schools (also applies to identical policy ADB, included) – awaiting feedback from Legal.

- b) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – pulled pending further research.
- g) JLD: Guidance Counselors: awaiting feedback from Legal
- h) IHBG: Home Education – Returning for further discussion. Superintendent status report
- i) EFDA: Overdue Accounts – awaiting additional content on reconciliation of overdue accounts

#### **4. 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) IK: Earning of Credit
- c) ILBA: Assessment of Educational Programs
- d) ILBAA: High School Competency Assessments

#### **5. Communications Committee:**

- a) Community Partnerships: KCB; not in this packet

**Next Meeting:** April 16, 2019

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

**POLICY COMMITTEE**

March 19, 2019

SAU Finch Room

6:00 PM

**Minutes**

**Committee Members:**

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

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

1. **Call to Order & Approval of March 5, 2019 Minutes**  
**The meeting was called to order at 6:03 PM.**

**Motion to approve the minutes of March 5, 2019 made by Stephan Morrissey and seconded by Kristen Reilly. All in Favor.**  
**Minutes accepted as written.**  
**Rich Cahoon welcomed Tim Theberge to the meeting.**

**Rich Cahoon and Dr. Saunders explained how our policies work, how we sometimes have duplicated policies with different call letters.**

2. **Policies to the Board:**

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

- a) ADC/GBED/JICG: Tobacco Products Ban Use and Possession In and On School Facilities and Grounds – this is a revised policy from the NH School Board Assoc.  
Tim Theberge asked about liquid nicotine. Also, this would not presently apply to offsite chaperones.  
He also asked about JICL and comparing it to this policy. Facility is defined more broadly in one compared to the other.
- b) BGA: Policy Development System – this is a revised policy from the NH School Board Assoc.  
We should find a way to regularly review several policies each month.

3. **Policies for Discussion**

**Existing Policies That Require Discussion:**

- a) EEAG: Use of Private Vehicles on School Business: Review of legal edits; moving forward.

The redline version is from legal. It was pointed out that in paragraph 2, 10 years is a long time for a vehicle operation conviction. Kristen Reilly asked the difference between school purposes and "other" school purposes. Dr. Saunders indicated that there are times she transports materials for the district; this would be considered district business. There was a brief discussion on the use of will vs. shall.

We do not want adults having kids in their cars. If there is an accident, we become liable. Dr. Saunders will check with legal regarding employee discipline. What about a staff member who transports a student as an identified emergency contact. She will also check on this. We will need a permission form, insurance form, and reimbursement forms, which we have.

**ACTION: Check with Legal and bring back for further discussion.**

- b) GBEF: Acceptable Use Policy: Staff – brought forward in relation to the Overdue accounts reference.

- c) JICL/EHAA: Internet Safety and Responsible Use – for Students

**ACTION: We will hold off discussion at this meeting and bring back for April meeting.** Do we also bring forth

Rich Cahoon tested the food service policy at \$10.40 and received an email notifying him of the overdue account. Crista Salamy received a letter at \$34+ over.

#### **NEW: Policies from Education Committee:**

- a) IHBH: Extended Learning Opportunities – This was brought up because at the high school we have this as an earned credit, but we also have this as non-earned credit. The NHSBA have an appeals process, which we added. Our policy discussed it but the process does not exist. High school extended learning is separate. What can the school deny? The credit? The class? Dr. Saunders indicated we could deny attendance during the school day. There is a process for both business and student to go through to access/become and ELO.

Rich Cahoon asked what does it mean if he wants to take something as a supplement, not caring about the credit. We would still need to assign a mentor? If they don't want credit, why write up a proposal. What about wanting to take a class for competencies?

Page 2, first paragraph, Stephan Morrissey asked what if the student is not a minor. We do often look for parents' permission but at 18, they do not need a parent's permission.

Rich Cahoon indicated that LearnEverywhere has been identified by the State Board indicating that a student will not be allowed to earn most of their credits through LearnEverywhere.

Dr. Saunders would adopt the policy based on what we know now. If LearnEverywhere changes position, we will update the policy.

Rich Cahoon asked if the appeals process should also appear in IMBC. It is not in this draft copy.

We have to make sure we have procedures in place to ensure all these processes are happening. Rich Cahoon asked if our process is friendly and welcoming (288 opportunities at ConVal and 100 at the middle schools). We also have an ELO coordinator. These coordinators should be identified in the handbooks. We have coordinators at all three schools.

The appeals process identified is talk to the principal only. It does not discuss an escalation.

- b) IMBC: Alternative Credit Options – if we add the appeals process, how would this work.

Dr. Saunders is questioning the Funding paragraph (District pays & student reimburses district if the course is not completed). We expect the student to do the work.

Dr. Saunders would prefer not to do this in this format. The Board is under no obligation to pay.

Dr. Saunders agreed the appeal process should be in both policies. Rich Cahoon asked if the process is the same. Processes are usually yielded to the administration. Memorandum of understanding for Educational Services, provided by the school.

Rich Cahoon would like to hold these policies for further discussion and noted that both the forms and procedures should be on our website for students/parents to access. Dr. Forrest believes the forms exist at the high school level only.

**ACTION: Hold for next meeting to discuss the appeals process.**

**Move to adjourn made at 6:57 PM by Stephan Morrissey; seconded by Jerry Wilson. All in favor.**

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

- a) CFA: Individual School Administrative Personnel; also included is the NHSBA procedure – awaiting feedback from Legal
- b) GBEC: Drug-Free Workplace/Drug-Free Schools (also applies to identical policy ADB, included) – awaiting feedback from Legal.
- c) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – pulled pending further research.
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- 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

#### **5. Communications Committee:**

- a) Community Partnerships: KCB;

**Next Meeting:** April 2, 2019

Respectfully submitted,

*Carol Hills*

## **ADC – Tobacco Products Ban Use and Possession In and On School facilities and Grounds**

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

### **A. Definitions.**

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

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

### **B. Students**

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, while attending any school-sponsored event, or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

### **C. Employees**

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law

## ADC – Tobacco Products Ban Use and Possession In and On School facilities and Grounds

enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

### D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

### E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

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

### Legal References:

*RSA 155:64 – 77, Indoor Smoking Act*

*RSA 126-K:2, Definitions*

*RSA 126-K:6, Possession and Use of Tobacco Products by Minors*

*RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited*

**Category: Priority-Required by Law**

**See also: ADB, GBEC, GBED, JICG, & JICH**

**First Read: March 19, 2019**

**Second Read: April 2, 2019**

**Adopted:**



## **GBED – Tobacco Products Ban Use and Possession In and On School facilities and Grounds**

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

### **A. Definitions.**

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

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

### **B. Students**

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, while attending any school-sponsored event, or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

### **C. Employees**

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law

## **GBED – Tobacco Products Ban Use and Possession In and On School facilities and Grounds**

enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

### **D. All other persons**

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

### **E. Implementation and Notice - Administrative Rules and Procedures.**

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

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

### **Legal References:**

*RSA 155:64 – 77, Indoor Smoking Act*

*RSA 126-K:2, Definitions*

*RSA 126-K:6, Possession and Use of Tobacco Products by Minors*

*RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited*

### **Category: *Priority-Required by Law***

**See also: ADB, ADC, GBEC, JICG, & JICH**

**First Read: March 19, 2019**

**Second Read: April 2, 2019**

**Adopted:**

## JICG – Tobacco Products Ban Use and Possession In and On School facilities and Grounds

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

### A. Definitions.

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

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

### B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, while attending any school-sponsored event, or anywhere on school grounds maintained by the District.

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### C. Employees

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law

## JICG – Tobacco Products Ban Use and Possession In and On School facilities and Grounds

enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

### D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

### E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

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*RSA 126-K:6, Possession and Use of Tobacco Products by Minors*

*RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited*

**Category: Priority-Required by Law**

**See also: ADC, ADB, GBEC, GBED, & JICH**

**First Read: March 19, 2019**

**Second Read: April 2, 2019**

**Adopted:**

## BGA – Policy Development System

The Board endorses for use in this District the policy development, codification, and dissemination system of the New Hampshire School Boards Association.

This system, is to serve as a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation, and the maintenance of a continuously and easy-to-use policy manual.

### Policy Adoption, Dissemination and Review

- A. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of Board members in attendance, provided that notice of the proposed action was given at a previous Board meeting and that each Board member was notified of the proposed action. For purposes of notification, the meeting agenda delivered to each Board member is deemed sufficient.
- B. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy.
- C. The Board will allow an opportunity for public comments on policy proposals.
- D. All policies will be titled, dated, and coded consistent with the classification system used by the New Hampshire School Boards Association.
- E. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.
- F. Policies and amendments will be effective immediately upon adoption, unless a specific effective date is provided in the adopted final policy.
- G. All written policies and administrative rules and regulations will be open for and available for public inspection, upon request.
- H. All Board policies will be reviewed and evaluated by the school board on a regular and continuing basis.
- I. The Superintendent or designee is responsible for notifying the Board of all policy updates and revisions provided by the New Hampshire School Boards Association. The Board will then schedule time for review of such updates and will taken action accordingly regarding the adoption, revision or repeal of such policies.

A member of the SAU staff is to be designated and delegated by the Superintendent with the responsibility to maintain the Board's policy reference files, to draft policy proposals as instructed by the Board and/or Superintendent, to maintain the Board policy manual, and to serve as liaison between the Board, the New Hampshire School Boards Association, State Board of Education, and other sources of policy research information.

**Category: Recommended**

*First Read: March 19, 2019*

*Second Read: April 2, 2019*

*Adopted:*

## CFA – Individual School Administrative Personnel

### Principals

#### Appointment

The principals shall be appointed by the Superintendent after review by the Board. School Board following the nomination of the Superintendent. Should the School Board fail to accept the nomination of the Superintendent's appointment, the Superintendent will be directed to present another name for the position in nomination.

Candidates for position of principal will file a written application with the Director of Human Resources (HR). All applications will be screened by the HR Director and may be selected for interview by the nominating committee.

### Terms of Contract

All appointments will be on a one-year basis between July 1 and June 30.

### Functions

Building principals shall act as the Chief Administrative Officers for their own school buildings and grounds. They shall be responsible for and shall have authority over the actions of students, professional and non-professional employees, visitors, and persons hired to perform special tasks. They shall perform the powers and duties of Principals prescribed by Part Ed 304 Duties of School Principal School Administration regulations and related RSAs.

All principals shall keep the Superintendent informed of activities in their buildings.

Principals shall attend School Board meetings as if requested by the Superintendent or the School Board.

## **PART Ed 304 DUTIES OF SCHOOL PRINCIPALS**

Statutory Authority: RSA 186:8

#### Ed 304:01 – Substantive Duties

The school principal shall be responsible for the internal organizational structure of the school, the programs of the school, the governance of the student body, the utilization of technology and the utilization of the plant in accordance with local school board policy and/or as directed by the Superintendent of Schools.

- (a) The school principal shall evaluate and make recommendations to the Superintendent concerning candidates for professional and non-professional positions in accordance with local School Board policy or as directed by the Superintendent of Schools.

## CFA – Individual School Administrative Personnel

- (b) The school principal shall assign, direct, and evaluate all personnel employed with school administrative unit in accordance with local School Board policy, administrative regulations, and as directed by the Superintendent of Schools.
- (c) The school principal shall perform any other duties assigned by the Superintendent of Schools in accordance with local School Board policy, state statutes, and regulations of the State Board of Education.

*Category: R*

~~1<sup>st</sup> Read: June 4, 2013~~

~~2<sup>nd</sup> Read: June 18, 2013~~

~~Adoption: June 18, 2013~~

**DUTIES OF THE PRINCIPAL**

**Ed 304.01 Substantive Duties ; School Principals and Associate Principals .**

- (a) The school principal shall be responsible for promoting the success of all students by :
  - (1) Facilitating the development, articulation, implementation, and stewardship of a vision for learning that is shared and supported by the community, school board, and superintendent of schools;
  - (2) Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth;
  - (3) Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment;
  - (4) Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources ; and
  - (5) Having the knowledge and skills to promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural contexts.
- (b) The school principal shall evaluate and make recommendations to the superintendent concerning candidates for professional and nonprofessional positions within the school administrative unit in accordance with local school board policy, or as directed by the superintendent.
- (c) The school principal shall assign, direct, and be responsible for the evaluation of all personnel employed in the school in accordance with local school board policy, administrative rules, and as directed by the superintendent.
- (d) The school principal shall perform any duty assigned by the superintendent in accordance with local school board policy, state statutes , and rules of the state board of education.
- (e) The school associate principal shall be responsible for assisting and supporting the school principal in promoting the success of all students as stated in the above duties:

*See Policy CFA*



## CONVAL SCHOOL BOARD

### **–EEAG -- Use Of Private Vehicles to Transport Students and for Other School Purposes**

Any use of private vehicles to transport students to or from school, field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his/her designee. Nothing in this policy shall prohibit a parent or guardian from transporting their child to or from school for daily attendance. Nothing in this policy shall limit the authority of the Superintendent or his/her designee from contracting with a private vendor to provide student transportation in a manner consistent with the laws of the State.

The Board specifically forbids any employee to transport students, except the ~~teacher's~~ **employee's** own children, for school purposes without prior written authorization by the Superintendent or his/her designee. Any employee seeking such permission shall be required to provide proof of a valid driver's license, (one not subject to suspension) and to disclose whether in the past ten (10) years they have been convicted of reckless operation of a motor vehicle, driving under the influence of intoxicating liquors or controlled drugs, prescription drugs, over-the-counter drugs, or any other chemical substances, natural or synthetic. Permission shall not be granted to any employee who lacks a valid driver's license free of suspension, or who has been convicted of the aforementioned offenses. Individuals providing unauthorized student transportation do so without District permission and at their own risk, expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have automobile liability insurance of not less than \$5**3**00,000 Combined Single Limit, ~~and~~ provide a Certificate of Insurance naming the District as an Additional Insured and be a designated volunteer. The District will maintain liability insurance, which shall-will be deemed in excess of the owner's primary insurance for authorized student transportation.

To use a private vehicle for other school purposes, the employee must have the written permission of the Superintendent or his or her designee. Any employee seeking such permission shall be required to provide proof of a valid driver's license, (one not subject to suspension) and to disclose whether in the past ten (10) years they have been convicted of reckless operation of a motor vehicle, driving under the influence of intoxicating liquors or controlled drugs, prescription drugs, over-the-counter drugs, or any other chemical substances, natural or synthetic. Permission shall not be granted to any employee who lacks a valid driver's license (one free of suspension). Permission shall not be granted to any employee or who has been convicted of the aforementioned offenses unless the employee provides the Superintendent or his/her designee with clear and convincing evidence of mitigating circumstances post-conviction, whereupon permission may be granted to the employee to use a vehicle for other school purposes, but not for student transportation.

This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit shall state the particular purpose, and whether it includes transportation of students.

For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.

The employee who transports a student without the authorization described above shall be deemed to have acted outside the scope of their authority and the district shall assume no responsibility for indemnification of the employee liability in the event case of a third party claim arising from an accident, accident unless the employee has the authorization described above.

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## CONVAL SCHOOL BOARD

### **–EEAG -- Use Of Private Vehicles to Transport Students and for Other School Purposes**

The board specifically forbids any employee to transport students for school purposes without prior authorization by the Superintendent or his or her designee, except in the case of an imminent health or safety emergency

involving a student where no other emergency transportation alternative is available. In such an event, the employee shall immediately report the circumstances to the Superintendent or his/her designee.

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

Reimbursement for use of private vehicles will be made only when the staff person has prior approval of the responsible administrator and any reimbursement shall be subject to any other applicable reimbursement policies and requirements of the District.

#### **Legal References:**

*New Hampshire Code of Administrative Rules Section Saf-C 1304.05, Exemption From School  
Bus Driver's Certificate  
NH RSA 259:96-a.  
NH RSA 189:6-c.*

**Category: R – Recommended**

*First Read:*

*Second Read:*

*Adopted:*

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## **GBEF – Acceptable Use Policy: Staff**

1. For purposes of this policy, the term “staff” refers to Contoocook Valley School District employees, including administrative staff, teachers, paraprofessionals, maintenance personnel, food services employees, student teachers, methods students, interns, contracted service personnel, and any volunteers working within the school district.
2. It is the responsibility of the individual staff member to familiarize him/herself with and abide by the rules of this Acceptable Use Policy, any applicable Staff Handbook, and all other relevant school policies.

### **Introduction**

1. Pursuant to New Hampshire Revised Statutes Annotated 194:3-d and the guidelines issued by the New Hampshire Department of Education, this Acceptable Use Policy shall serve as a statement on the appropriate use of the technology resources available to all staff of the school district.
2. These technology resources include, but are not limited to, the District network, including cabling, routers, wireless access points, and switches; the District’s electronic e-mail and voice mail systems; computer hardware in the form of desktops, laptops, and other mobile devices, including District owned cellular phones; digital peripheral devices, such as printers, scanners, digital still and digital video cameras; projection devices, such as interactive whiteboards, projectors, televisions/displays; as well as all software applications and web access tools.
3. The primary purposes of these technology resources are:
  - to support the educational mission of the Contoocook Valley School District;
  - to provide improved avenues of communication between staff, parents, guardians, and other stakeholders;
  - to establish a web presence for the Contoocook Valley School District.
4. As such, the technology resources have a designated educational purpose and are not intended for recreational and entertainment use.

### **Privileges and Responsibilities**

1. The use of the technology resources of the Contoocook Valley School District is a revocable privilege and not a right. All use of technology resources must be consistent with the District’s contractual obligations, including limitations defined in software and other licensing agreements, including End User License Agreements (EULAs).
2. Every member of the staff is responsible for appropriate and professional behavior when using technology resources, just as they are in the classroom, in offices, or at any District function.
3. Every member of the staff that will have District-owned equipment loaned to them must sign and date an Agreement for Authorized Use of District-Owned Equipment (GBEF-F).

# GBEF – Acceptable Use Policy: Staff

## Expectations of Privacy

1. While the school district recognizes the importance of maintaining confidentiality and privacy of student records in accordance with the Family Educational Rights and Privacy Act (FERPA), staff members do not have any expectation of privacy of any information stored or transmitted through district-owned communication systems or other technology resources. Student identifying information should not be included in electronic communications, except as permitted by FERPA.
2. District technology resources owned by the District are intended to be used for educational purposes and District business only. Staff members shall have no expectation of privacy when using the internet or electronic communications. The District reserves the right to monitor, inspect, copy, review, and store (at any time and with and/or without prior notice) all usage of District technology resources, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information generated through district technology resources shall remain the property of the District.

## Use of Technology Resources

The Contoocook Valley School District's technology resources are intended for staff to conduct research, gather information, and communicate with others for educational purposes. The specific uses of these technology resources are broadly categorized as follows:

1. Approved – Approved uses of District technology resources are those uses that are related to a staff member's employment duties or are expressly approved by the Superintendent or designee.
2. Allowed – Allowed uses of District technology resources are those uses that are infrequent and de minimis and which do not interfere with the staff member's job duties and are not otherwise prohibited by this Policy or applicable law.
3. Prohibited – Prohibited uses of District technology resources are those uses that violate this Policy or applicable law, **including but not limited to** use in connection with employment outside of the District or other business activity, personal use that would exceed that which is reasonably considered de minimis, any use intended to harass, intimidate, or threaten another person, any use that interferes with another employee's ability to perform his/her job or that creates a hostile work environment for another employee, and any use that involves accessing, downloading, storing or sending sexually explicit material or any material or communication that is derogatory or offensive based on an individual's gender, race, religion, national origin, age, or sexual orientation. Use of District technology resources by staff members to communicate with students for any purpose other than legitimate educational purposes is considered a prohibited use.

## Disciplinary Action

## **GBEF – Acceptable Use Policy: Staff**

1. Engaging in prohibited use shall constitute a violation of this Acceptable Use Policy and result in appropriate disciplinary action, up to and including termination.
2. Such discipline will be administered consistent with Board policies and/or all applicable provisions of the Master Agreement/Collective Bargaining Agreement.

### **Disclaimer**

1. The Contoocook Valley School District makes no warranties of any kind, whether expressed or implied, for the technology services it is providing. While the District will make every effort to preserve data, the responsibility for it lies with the staff, except in those cases where web-based services are employed (e.g. EasyIEP, PowerSchool, etc.) and/or data are stored externally.
2. The District will not be held responsible for any damages staff may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions.
3. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access.

### **Legal References:**

*RSA 194:3-d, School District Computer Networks  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>*

### ***Category: R***

*1<sup>st</sup> Read: September 5, 2017*

*2<sup>nd</sup> Read: September 19, 2017*

*Adopted: September 19, 2017*

## JICL – Internet Safety and Responsible Use – For Students

### Overview

The ConVal School District provides its students access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our education community and with the global community beyond our campus. However, with the privilege of access is the responsibility of students to exercise appropriate personal responsibility in their use of these resources.

The ConVal School District policies are intended to promote the most effective, safe, productive, and instructionally sound uses of networked information and communication tools, including preventing unauthorized disclosure of, or access to, information protected by the Family Educational Rights and Privacy Act (FERPA). The District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful, obscene, violent, or otherwise inappropriate. The District maintains an Internet content filtering system that meets federal standards established in the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA) by blocking access to inappropriate material on the Internet and ensuring the safety and security of minors when using email, social media, and other forms of direct electronic communications.

### Digital Citizenship

The ConVal School District provides information and technology resources for use in safe, legal, and responsible ways. A responsible digital citizen is one who:

1. Respects one's self. Users will use online names that are issued to them, and will carefully consider the appropriateness of any information and images that are posted online.
2. Respects others. Users will refrain from using technologies to bully, tease, or harass other people. Users will not masquerade using a false identity or impersonate others.
3. Protects one's self and others. Users will protect themselves and others by using secure passwords, logging out of a computer when finished, not sharing passwords with others, and by reporting abuse and not forwarding inappropriate materials or communications.
4. Respects and protects intellectual property. Users will suitably cite any and all use of websites, books, media, etc., and will request to use the software and media others have produced.
5. Respects the District's technology equipment, network, and resources. Users will avoid bandwidth-intensive tasks, the transfer of unnecessarily large files, and the submission of multiple copies of the same print job to a printer. Users are prohibited from attempting to install or download software onto District-owned computers.
6. Protects the conval.edu and cvs.d.me domains from inappropriate use. Users will use District-provided accounts and subscriptions for school work only. Users will respect filters and other security systems and not attempt to defeat them.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and about cyberbullying awareness and response.

### Expectations

Responsible use of the District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the School District's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices

## JICL – Internet Safety and Responsible Use – For Students

used for school purposes are viewed as extensions of the physical school space. Administrators, or their designees, may review files and communications (including electronic mail) to ensure that users are using the system in accordance with District policy. Users do not have any expectation of privacy of any information stored on servers or transmitted through District communication systems. Users should also understand that school servers, as well as non-school servers, regularly record Internet activity in log files and that, if requested under New Hampshire's "Right to Know" law (RSA 91-A: Access to Public Records and Meetings), the District must provide this information.

Some activities are expressly prohibited by law. Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive:

1. Use of electronic devices should be consistent with the District's educational objectives, mission and curriculum.
2. Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to copyrighted material, licensed material, threatening or obscene material, and unauthorized disclosure, use, and dissemination of personal information of minors.
3. Intentional or unintentional use of computing resources to access or process proxy sites, pornographic material, explicit text or files, material that is demeaning or degrading, content that is violent or harmful to minors, or files dangerous to the integrity of the network are strictly prohibited.
4. Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.
5. Users may be held personally and financially responsible for damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.
6. Files stored on District-managed networks may be inspected at any time and should not be considered private.
7. Protects the conval.edu and cvsd.me domains from inappropriate use. Users will use District-provided accounts and subscriptions for school work only. Users will respect filters and other security systems and not attempt to defeat them.

The School District reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy may result in disciplinary action, suspension or dismissal from school, and/or legal action. The School District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

### **Jurisdiction**

This policy is in effect:

- When CVSD-provided equipment (laptops, tablets, etc.) is used on or off school property;
- When non-CVSD devices access the District's network or District resources in school or out of school if the use creates a hostile environment at school for any student/employee and/or cause disruption or disorder within a school.

## JICL – Internet Safety and Responsible Use – For Students

### **Legal References:**

*U.S. Pub. L. No. 106-554, Children's Internet Protection Act ([www.ifea.net/cipa.html](http://www.ifea.net/cipa.html))*

*U.S. Pub. L. 105-277, 112 Stat. 2581-728, enacted October 21, 1998, Children's Online Privacy Protection Act of 1998 (COPPA) (15 U.S.C. §§ 6501–6506)*

*NH RSA 194:3-d, School District Computer Networks.*

### **Category: P**

### **See also EHAA**

*First Read: May 1, 2018*

*Second Read: May 15, 2018*

*Adopted: May 15, 2018*



## IHBH – Extended Learning Opportunities

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### Purpose

~~The Board encourages~~ Students ~~may to~~ pursue Extended Learning Opportunities (ELOs) as a means of acquiring knowledge and skills through instruction or study that is outside ~~the~~ traditional classroom methodology. ~~Extended Learning Opportunities~~ ELOs may include, but are not limited to, independent study, private instruction, performing groups, internships, community service, apprenticeships, online courses/distance education (see Policy IMBA), or other opportunities approved by the Superintendent or his/her designee, in conjunction with Board policies.

~~The purpose of Extended Learning Opportunities is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. In order to maximize student achievement and meet diverse pathways for learning, this policy permits students to employ Extended Learning Opportunities that are stimulating and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by State minimum standards and applicable Board policies.~~

### Roles and Responsibilities

All programs of study must meet or exceed the proficiencies and skills identified by the New Hampshire State Board of Education, applicable rules and regulations of the Department of Education, and all applicable Board policies. All programs of study proposed through this program shall have specific instructional objectives aligned with the State minimum standards and the District's curriculum standards. All ~~Extended Learning Opportunities~~ ELOs will comply with applicable laws and regulations, including child labor laws and regulations governing occupational safety.

Students wishing to pursue programs of study under these guidelines must first present their proposal to the school's ELO Coordinator~~(s)~~ for approval. The name and contact information for the school's ELO Coordinator~~(s)~~ will be found in the Student/Parent Handbook and by contacting the Principal's Office and/or the Guidance School Counseling Department. The designated ELO Coordinator will assist students in preparing the application form and other necessary paperwork, as well as review the criteria by which applications will be evaluated.

Commented [AA1]: Hyperlink the form?

Commented [AA2]: Hyperlink the evaluation criteria?

The Principal and/or designee will have primary responsibility and authority for ensuring the implementation of ~~Extended Learning Opportunities~~ ELOs and all aspects of such programs. The Principal will determine who will be responsible for approving student eligibility and such approval will include a consideration of the overall benefits, costs, advantages and disadvantages to both the student and the district.

Students approved for an ~~extended learning opportunity~~ELO must have parental/guardian permission to participate in such a program. Such permission will be granted through a Memorandum of Understanding for Educational Services signed by the parent/legal guardian and returned to the district before beginning the program.

All ~~extended learning opportunities~~ELOs, ~~including the cost of fees, books, and transportation~~, not initiated and designed by the District, shall be the financial responsibility of the student or his/her parent/legal guardian. This includes, but is not limited to, the cost of fees, books, and transportation.

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### High School Extended Learning Opportunities

~~Extended Learning Opportunities~~ELOs may be taken for credit or may be taken to supplement regular academic courses. ~~ELOs may also be used to fulfill prerequisite requirements for advanced classes.~~ If ~~the Extended Learning Opportunity~~ELOs ~~is-are~~ taken for credit, the provisions of Policy IMBC, *Alternative Credit Options*, will apply. ~~The granting of credit shall be based on a student's mastery of course competencies, as defined by Policies ILBA, Assessment of Educational Programs, and ILBAA, High School Competency Assessments as evaluated by Highly Qualified Teachers.~~

~~Extended Learning Opportunities may also be used to fulfill prerequisite requirements for advanced classes based on competencies evaluated by a Highly Qualified Teacher.~~

The Principal and/or designee will review and determine credits that will be awarded for ~~extended learning opportunities~~ELOs towards the attainment of a high school diploma. Parents/Guardians and/or students may appeal decisions rendered by the Principal within the provisions below (see Appeal ~~P~~process).

Students electing independent study, college coursework, internships, or other ~~extended learning opportunities~~ELOs that are held off the high school campus will be responsible for providing their own transportation to and from the off-campus site.

Students approved for off-campus ~~extended learning opportunities~~ELOs are responsible for their personal safety and well-being. ~~Extended learning opportunities~~ELOs at off-campus sites will require a signed agreement among the school, the student, and a designated agent of the third-party host. The agreement should specify the roles and responsibilities of each party.

### Appeal Process

A student whose proposal has been denied may request a meeting with the principal. The principal will provide the student with rationale as to why the proposal was denied. Students may resubmit alternate proposals for consideration if such proposals are submitted at least thirty (30) days prior to the beginning of the proposed program. The principal may grant waivers to the thirty (30) day submission requirement at his/her

discretion, provided all other application criteria are satisfied. Such waivers will be granted on a case-by case basis.

#### Program Integrity

In order to insure the integrity of the learning experience approved under this program, the student will be required periodically, or upon demand, to provide evidence of progress and attendance. The Principal, or designee, will be responsible for certifying course completion and the award of credits consistent with the District's policies on graduation.

If a student is unable to complete the ~~extended learning opportunity~~ELO for valid reasons, the Principal, or designee, or assigned ~~Highly q~~Qualified ~~t~~Teacher will evaluate the experience completed to date and make a determination for the award of partial credit or recommend an alternative experience.

If a student ceases to attend or is unable to complete the ~~extended learning opportunity~~ELO for insufficient reason (lack of effort, failure to follow through, indecision, etc.), the school's existing grading procedures will be followed.

In order to certify completion of co-curricular programs and activities based upon specific instructional objectives aligned to the standards, the school will develop appropriate mechanisms to document student progress and program completion as part of the student's educational record. ~~on student grade report records.~~

Students transferring from other schools who request acceptance of course credits awarded through similar extended learning opportunity programs shall have their transcripts evaluated by ~~the a~~ Guidance School Counselor and ~~the~~ Principal.

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#### Legal References:

*NH Code of Administrative Rules, Section Ed. 306.04(a)(13), Extended Learning Opportunities*

*NH Code of Administrative Rules, Section Ed. 306.26(f), Extended Learning Opportunities –*

*Middle School NH Code of Administrative Rules, Section Ed. 306.27(b)(4), Extended Learning*

*Opportunities – High School*

Category: R

See also ~~IHBI, ILBA, ILBAA, IMBA,~~ IMBC

1st Read: October 28, 2008  
2nd Read: December 2, 2008  
Adopted: December 2, 2008

## DRAFT Revisions for IMBC – Alternative Credit Options

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~~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.

**Commented [AA1]:** The High school's handbook identifies the following as alternative credit options—5<sup>th</sup> Block Classes, Independent Study/Extended Learning Opportunities, Internships, Summer Academy, Credit Recovery, and VLACS.

**Commented [AA2]:** Agreement Form and Design Worksheet

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, High School Competency Assessments*
- 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, ~~distance/virtual~~ learning opportunities under the provisions of *Policy IMBA*
- College Credit/Dual 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.

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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, ~~IHBH, ILBA,~~ ILBAA, ~~IMBA~~

1st Reading: June 3, 2014

2nd Reading: August 19, 2014

Adopted: August 19, 2014

## **Contoocook Valley School District Policy**

### **STUDENT DISCIPLINE OUT-OF-SCHOOL ACTIONS**

The Board recognizes that out-of-school conduct of students attending school within this district are not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of the Board that any student attending school within this District will be subject to disciplinary action including, but not limited to **expulsion** ~~suspension~~ from school for any conduct that, in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following: damaging school property, e.g. a school bus; engaging in activity that causes physical or emotional harm to other students, teachers, or other school personnel; engaging in an activity that directly impedes discipline at school **and or the general welfare of school activities or the organized operation of the school or school-related business.**

**See Also JICD, JICI and Rules – JICD-R, JICI-R**

Board Adoption: March 2000

1st Board Reading: March 28, 2000

Board Adoption: May 16, 2000

(Included in Student Handbook)

## JICDD - STUDENT DISCIPLINE/OUT-OF-SCHOOL ACTIONS

(Download policy)

*Category: Recommended*

*See Also JIA, JIC, JICK*

The Board recognizes that out-of-school and off-campus student conduct is not normally the concern of the Board. However, the Board also recognizes that some out-of-school and off-campus conduct may have an adverse effect upon the school, school property, or school staff.

Therefore, it shall be the policy of this Board that the Board or school administrators may impose disciplinary measures against students for some out-of-school or off-campus conduct.

Discipline may be imposed if such out-of-school conduct causes a significant disruption or substantial interference with the school's educational mission, purpose, or objectives. Additionally, any off-campus or out-of-school behavior that has a strong potential to disrupt normal school operations may also be met with appropriate disciplinary actions.

Out-of-school and off-campus student conduct that may subject a student to discipline includes, but is not limited to:

1. Damaging school property;
2. Violence at or near the school's bus stop, either before or after the school day;
3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, either before or after the school day;
4. Damaging the private property of school staff or employees; or
5. Any other activity the Board or administration determines impedes the general welfare of scholastic activities.

### **Cyber-Bullying and Internet Threats**

Reports and/or allegations of cyberbullying will be addressed in accordance with the provisions of Board policy JICK.

Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account.

However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

**NHSBA Note, September 2015: Minor change in third paragraph. Two paragraphs added to section relating to cyber-bullying and internet threats. Such changes are in response to RSA 189:70, effective September 2015. RSA 189:70 prohibits school districts from requiring students to provide information relative to personal social media accounts. Districts may request certain information if such information is relative to an ongoing investigation. However, such information cannot be demanded or required. Last change**



is the addition of Legal References.

**Legal References:**

*RSA 189:70, Educational Institution Policies on Social Media*

Revised: September 2015

Revised: May 2006, August 2007, August 2008, September 2010

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