

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

POLICY COMMITTEE

May 21, 2019
SAU Finch Room
6:00 PM

Agenda

Committee Members:

Rich Cahoon – Chair, Janine Lesser, Kristen Reilly, Crista Salamy, Jerry Wilson, Stephan Morrissey, Tim Theberge

Attendees:

1. Call to Order & Approval of May 7, 2019 Minutes

2. Policies to the Board:

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

- a) EEAG: Use Of Private Vehicles to Transport Students and for Other School Purposes
- b) JICDD: Student Discipline Out-of-School Actions

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

- a) ADB/GBEC: Drug-Free Workplace & Drug-Free Schools
- b) JLD: School Guidance and Counseling Program

3. Returning Policies for Discussion

Existing Policies That Require Further Discussion:

- a) EHAB: Data Governance and Security

New Discussion:

- a) IKF: High School Graduation – this policy was recently edited by the Education Committee.
- b) IMBC: Alternative Credit Options – this policy was recently edited by the Education Committee.

*** 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 – Dr. Saunders to speak with Legal regarding their edits.

- b) DAF: Administration of Federal Grant Funds
- c) EFDA: Overdue Accounts – awaiting additional content on reconciliation of overdue account process.
- d) GBEF: Acceptable Use Policy: Staff (bringing back) Also includes JICL/EHAA: Internet Safety and Responsible Use – for Students. The Superintendent will draft a policy specifically to the collections process for damages or missing district property.
- e) IGE: Parental Objections to Specific Course Material – revised by NHSBA in Sept. 2017 (both versions included)
- f) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – pulled pending further research.
- g) IHBG: Home Education – Returning for further discussion. Superintendent reworking policy.
- h) KLB: Public Complaints About the Curriculum or Instructional Materials – this is an old policy (1991) that needs updating to KEC (2004, NHSBA
- i) STA - Kindergarten Drop-Off Procedures

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) IHBH: Extended Learning Opportunities (returned to Ed. Committee)
- b) IGA: Curriculum Development
- c) IK: Earning of Credit
- d) ILBA: Assessment of Educational Programs
- e) ILBAA: High School Competency Assessments

5. Communications Committee:

- a) Community Partnerships: KCB;

Next Meeting: June 4, 2019

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

POLICY COMMITTEE

May 7, 2019
SAU Finch Room
6:00 PM

Minutes

Committee Members:

Rich Cahoon – Chair, Janine Lesser, Kristen Reilly, Crista Salamy, Jerry Wilson, Stephan Morrissey, Tim Theberge

Attendees: Rich Cahoon, Janine Lesser, Crista Salamy, Jerry Wilson, Stephan Morrissey, Tim Theberge, Myron Steere, Dave Jack, Kimberly Saunders

1. Call to Order & Approval of April 2, 2019 Minutes

Rich Cahoon called the meeting to order at 6:04 PM. Motion made to accept the Minutes of April 2; all in favor. Motion passed.

2. Policies to the Board:

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

- a) EEAG: Use Of Private Vehicles to Transport Students and for Other School Purposes; Rich explained the comments from Legal regarding this policy.
- b) JICDD: Student Discipline Out-of-School Actions (have also attached JICK, as requested)

3. Returning Policies for Discussion

Existing Polices That Require Further Discussion:

- a) ADB/GBEC: Drug-Free Workplace & Drug-Free Schools (contains Legal edits)
The committee reviewed the legal edits (in red text).
Crista Salamy asked that if we have an employee who is under a doctor's care and is taking a controlled substance, is that allowed. Yes, but they cannot take it in front of students. What about medical marijuana. A discussion on medical marijuana ensued.
ACTION: Incorporate edits and send for a first read.
- b) CFA: Individual School Administrative Personnel (contains edits from Legal)
ACTION: Keep on agenda and hold until Legislative Session has made a final decision.
- c) JLD: School Guidance and Counseling Program (contains edits from Legal)
ACTION: Incorporate edits and send for a 1st read.
- d) STA - Kindergarten Drop-Off Procedures (contains Legal edits) – We cannot tell them what their policy should be, but we can suggest to them that they follow this edited version. We want the

bus company to make a second attempt to drop off the child. After an 2nd unsuccessful attempt, the student is returned to the school.

ACTION: Hold for discussion with Legal. The Superintendent will discuss with Legal.

New Discussion:

- a) DAF: Administration of Federal Grant Funds– Dave Jack, our Business Administrator spoke to this document. This is new information from NHSBA, based on revised Federal guidelines – In order to accept Federal funds, we have to comply with their policies/processes and will have document a compliance piece for procedural purposes. There is a template available. If our policies are more restrictive, we can continue to use them. If ours are less, we have to comply with the Federal pieces. Tim Theberge indicated that NHSBA has some incorrect information in this package.

Janine Lesser asked if ours is more or less restrictive. Dave Jack did not know but indicated we are safe if we put this standard in place. Janine Lesser indicated we may just go with the Federal guidelines. Tim Theberge explained the Feds definition of supplies vs. equipment. We might disagree with their definition of each. Dave Jack indicated that in micro-purchases, the bidding requirements may be less or more than our present policy. But if using Federal grant monies, we would have to adhere to the Federal guidelines. Dave Jack will take a look at this document in further detail and compare it with ours. This is mostly about when we go out to bid. Tim Theberge has agreed to assist.

Rich Cahoon suggested that we have various policies that touch on this but suggested that we might want to have a policy specific to Federal funds. Not all auditing firms are saying we need this policy in place. Others are saying they want a policy that adheres to the Federal compliance. The Superintendent indicated that our policy is not all in one, as this is. We have separate policies.

ACTION: Dave Jack will let Carol know when to add DAF to a future agenda.

- b) EHAB: Data Governance and Security – bringing forth at Dave Jack’s request
There will be something coming out of the Technology Committee. Janine asked if this was what Ann Forrest was working on. The Superintendent described that there are different aspect to data governance and security.
The Technology Plan is requested by June 30. The State’s Tech committee wants to provide a template, but Rich Cahoon feels it will not work as each district is different.

ACTION: Leave on agenda for further discussions.

- c) IGE: Parental Objections to Specific Course Material – revised by NHSBA in Sept. 2017 (both versions included)
Janine Lesser asked how often does this happen. Not very often and it’s usually around Sex Education. The NHSBA version has an additional paragraph caused by a change in the statute. We will have to change our policy to conform. Our high school does list a description of their courses online and in their handbook.
We would have to notify the parent about which staff member to contact. Who is else is notified? All parents, the students in the course, or both. The Superintendent will check on the

interpretation of the notification process regarding courses with sexual content. She believes we let them know about the materials and the parent can come in to review it.

Move paragraph 2 down to last paragraph

ACTION: Superintendent will check on the notification requirements.
This will go to Legal for review.

- d) KLB: Public Complaints About the Curriculum or Instructional Materials – this is an old policy (1991) that needs updating to KEC (2004, NHSBA)
The Superintendent does not care for the new KEC.

ACTION: Check for RSA regarding this policy. Hold for next meeting.

Motion to adjourn:

**Motion to adjourn made at 6:54 by Stephan Morrissey and seconded by Jerry Wilson.
All in favor. Meeting adjourned.**

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

- a) GBEF: Acceptable Use Policy: Staff (bringing back) Also includes JICL/EHAA: Internet Safety and Responsible Use – for Students. The Superintendent will draft a policy specifically to the collections process for damages or missing district property.
- b) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – pulled pending further research.
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- c) IGA: Curriculum Development
- d) IK: Earning of Credit
- e) ILBA: Assessment of Educational Programs
- f) ILBAA: High School Competency Assessments

5. Communications Committee:

- a) Community Partnerships: KCB;

Next Meeting: May 21, 2019

Respectfully submitted,

Carol Hills

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 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 \$300,000 Combined Single Limit, 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 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.

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

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 in the event of a third party claim arising from an accident. 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: May 7, 2019

Second Read: May 21, 2019

Adopted:

JICDD – Student Discipline Out-Of-School Actions

The ConVal School 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, during bussing times;
3. Drinking alcohol, using tobacco products, or using illegal drugs at or near the school bus stop, during bussing times;
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 or the safety or welfare of the student body.

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.

Legal References:

RSA 189:70, Educational Institution Policies on Social Media

Revised: September 2015

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

Category: *Recommended*

See Also JIA, JIC, JICK

First Read: May 7, 2019

Second Read: May 21, 2019

Adopted:

ADB – Drug-Free Workplace/Drug-Free Schools

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free and are designated part of the Drug-Free School Zone under state law. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance, including any regulated cannabis infused product or any drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:
 - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully

ADB – Drug-Free Workplace/Drug-Free Schools

complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The ConVal Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action shall be applied consistently and fairly with respect to employees of the District and/or contractor personnel, as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone" at any time during the year. The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

E. Security of Prescribed Medications

Employees are responsible for maintaining the security of all prescribed medications ("medication") while in the employ of the District. Employees shall only maintain on their person such medications as they may be required to self-administer during the school day. Except in the case of a medical emergency, employees shall not self-administer medication in the presence of students. Employees shall keep medications on their person or temporarily locked in their desk or other secure location during the school day. Employee medications shall not be stored overnight on school property. At no time shall employee medications be visible or left unattended and accessible to students.

ADB – Drug-Free Workplace/Drug-Free Schools

Legal References:

- 41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients
- RSA Chapter 193-B Drug Free School Zones
- RSA 126-X:3, Use of Cannabis for Therapeutic Purposes

Category: Priority-Required by Law

Identical Policy: GBEC

Related Policy: JICH

First Read: May 21, 2019

Second Read:

Adopted:

GBEC – Drug-Free Workplace/Drug-Free Schools

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free and are designated part of the Drug-Free School Zone under state law. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance, including any regulated cannabis infused product or any drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
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B. District Action Upon Violation of Policy

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GBEC – Drug-Free Workplace/Drug-Free Schools

complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The ConVal Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action shall be applied consistently and fairly with respect to employees of the District and/or contractor personnel, as the case may be.

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D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

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- RSA 126-X:3, Use of Cannabis for Therapeutic Purposes N.H. Admin. Code, Ed. Part 316

Category: Priority-Required by Law

Identical Policy: ADB

Related Policy: JICH

First Read: May 21, 2019

Second Read:

Adopted:

JLD – School Counseling Program

The School Board is committed to ensuring a high quality school counseling program that is comprehensive, developmentally appropriate, fosters academic achievement, and personal growth, which is provided to all District students in an equitable manner.

The program will include the following:

- Distribution of information and support to students and families about academic programming, community supports, and other relevant information.
- Conformance with national standards, including "The ASCA National Model: A Foundation for School Counseling Program," published by the American School Counselor Association ("ASCA") in 2012.
- Prevention, intervention, and crisis response services.
- Promotion of personal, interpersonal, health, academic, and career development for all students through classroom programs and other services.
- A summary report of student performance in achievement, attendance, and behavior shall be provided to the board at least once a year, addressing the effectiveness of the school counseling program.
- All relevant provisions of NH Administrative Rules, Section Ed 306, Minimum Standards for Public School Approval.

It is the policy of this Board that, at all grade levels, school counselors collaborate with parents, students, staff, and community to remove barriers to learning and provide opportunities and supports to empower students to embrace their full potential and achieve their academic and personal aspirations. The school counselor is responsible for developing a program or plan that identifies student success in academic performance, social awareness, and career planning.

Notice is given that the services provided by the school counselor are not a substitute for appropriate outside clinical or therapeutic mental health services. The School Board acknowledges that nothing in this policy shall be deemed to supplant or replace the fundamental responsibility of parents and guardians to ensure that when necessary their child receives appropriate mental health services.

The Superintendent shall develop and have on file a comprehensive K-12 School counseling program implementation plan consistent with this policy and kept current biennially.

Legal References:

Ed 306.39, School Counseling Program

Category: Recommended

JLD – School Counseling Program

First Read: May 21, 2019

Second Read:

Adopted:

EHAB – Data Governance and Security

ADOPTION NOTE: Although NHSBA recommends that districts review all NHSBA sample policies prior to adoption, highlights indicate areas which Boards should review and change to reflect local personnel titles, policy references, etc..

To accomplish the ConVal School District's mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. All persons who have access to District data are required to follow state and federal law, District policies and procedures, and other rules created to protect the information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

A. Definitions

Confidential Data/Information - Information that the District is prohibited by law, policy or contract from disclosing or that the District may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information regarding students and employees.

Critical Data/Information - Information that is determined to be essential to District operations and that must be accurately and securely maintained to avoid disruption to District operations. Critical data is not necessarily confidential.

B. Data and Privacy Governance Plan - Administrative Procedures.

1. Data Governance Plan. The Superintendent, in consultation with the District Information Security Officer ("ISO") (see paragraph C, below) shall create a Data and Privacy Governance Plan ("Data Governance Plan"), to be presented to the Board no later than June 30, 2019. Thereafter, the Superintendent, in consultation with the ISO, shall update the Data Governance Plan for presentation to the Board no later than June 30 each year.

The Data Governance Plan shall include:

- (a) An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;
- (b) A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;
- (c) Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions used on District hardware, server(s) or through the District network(s);
- (d) A response plan for any breach of information; and
- (e) A requirement for a service provider to meet or exceed standards for data protection and privacy.

2. Policies and Administrative Procedures. The Superintendent, in consultation with the ISO, is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of District data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures will may or may not be included in the annual Data Governance Plan.

EHAB – Data Governance and Security

C. Information Security Officer.

The [_____ Director of Technology???) is hereby designated as the District's Information Security Officer (ISO) and reports directly to the Superintendent or designee. The ISO is responsible for implementing and enforcing the District's security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of District data. The ISO will work with the both District and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the District's data.

The [_____ assistant director of technology] is the District's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available.

D. Responsibility and Data Stewardship.

All District employees, volunteers and agents are responsible for accurately collecting, maintaining and securing District data including, but not limited to, Confidential and/or Critical Data/Information.

E. Data Managers.

All District administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the District's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing District policies and procedures regarding data management.

F. Confidential and Critical Information.

The District will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISO or designee is authorized to secure resources to assist the District in promptly and appropriately addressing a security breach.

Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All District staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of

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password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

G. Using Online Services and Applications.

District staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from installing or using applications, programs or other software, or online system/website, that either stores, collects or shares confidential or critical data/information, until the ISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISO or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

H. Training.

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

I. Data Retention and Deletion.

The ISO or designee shall establish a retention schedule for the regular archiving and deletion of data stored on District technology resources. The retention schedule should comply with, and be incorporated [by reference] into the data/record retention schedule established under Policy [____EHB and administrative procedure EHB-R], including but not limited to, provisions relating to Litigation and Right to Know holds as described in Policy [EHB].

J. Consequences

Employees who fail to follow the law or District policies or procedures regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to the District. The District will end business relationships with any contractor who fails to follow the law, District policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to sign any criminal complaint on behalf of the District.

Any attempted violation of District policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

Legal References:

15 U.S.C. §§ 6501-6506 * Children's Online Privacy Protection Act (COPPA)
 20 U.S.C. § 1232g * Family Educational Rights and Privacy Act (FERPA)
 20 U.S.C. § 1232h * Protection of Pupil Rights Amendment (PPRA)
 20 U.S.C. § 1400-1417 * Individuals with Disabilities Education Act (IDEA)
 20 U.S.C. § 7926 * Elementary and Secondary Education Act (ESSA)
 RSA 189:65 * Definitions
 RSA 186:66 * Student Information Protection and Privacy
 RSA 189:67 * Limits on Disclosure of Information

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*RSA 189:68 * Student Privacy*

*RSA 189:68-a * Student Online Personal Information*

*RSA 359-C:19-21 * Right to Privacy/Notice of Security Breach*

Category: *Priority/Required by Law*

Related Policies: *EHAA, EHB, GBEED, GBEF, IHBH, JICJ, JICL, JICM, KD, & KDC*

First Read:

Second Read:

Adopted:

IKF – High School Graduation

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

Successful completion of ~~27~~6 subject credits and/or related competencies, as outlined below. Effective ~~starting~~ with the class of ~~2019~~2023.

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

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

a. If local conditions necessitate the holding of graduation exercises prior to the completion of the standard school year, in no case shall graduation be scheduled prior to the 175th day of instruction. No school day shall be modified for preparation activities prior to the 175th day.

b. It is understood that modifications in the schedule for the last few days of school shall apply only to seniors. All other classes shall complete 180 days of instruction and maintain their normal class schedules, in accordance to Policy IC.

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

- Have successfully achieved of ~~27~~6 credits
- Have met specific course requirements as described in the ConVal High School Program of Studies
- Have met all attendance requirements as stated in the ConVal High School Program of Studies (or/and local district policy)

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

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.04(a)(14), Policy Development
NH Code of Administrative Rules, Section Ed. 306.14(f), Basic Instructional Standards
NH Code of Administrative Rules, Section Ed. 306.27(i, d, m), Required Subjects and Unit of Credit for High School Graduation

Category: R

See also ILBAA, IMBC

~~1st Reading: April 1, 2014~~

~~2nd Reading: August 19, 2014~~

~~Adoption: August 19, 2014~~

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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—5th 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