

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

POLICY COMMITTEE

June 4, 2019
SAU Finch Room
6:00 PM

Agenda

Committee Members:

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

Attendees:

1. Call to Order & Approval of May 21, 2019 Minutes

2. Policies to the Board:

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

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

The following policy will be presented for a First read at tonight's Board meeting.

- a) IKF: High School Graduation

3. Returning Policies for Discussion

- a) IGE: Parental Objections to Specific Course Material – contains feedback from Legal regarding notification
- b) IHBH: Extended Learning Opportunities – this policy was recently edited by the Education Committee

New Discussion:

- a) DFA: Investment (our existing policy)
- b) GBA: Equal Opportunity Employment – updated by NHSBA in September 2014
- c) IMBC: Alternative Credit Options – this policy was recently edited by the Education Committee
- d) IMBD: High School Credit for 7th/8th Grade Coursework (NHSBA version, Priority policy)

*** 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) EHAB: Data Governance and Security (under construction)
- 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. EFDA: Overdue Accounts – awaiting additional content on reconciliation of overdue account process is related to this.
- e) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – pulled pending further research.
- f) IHBG: Home Education – Returning for further discussion. Superintendent reworking policy.
- g) KLB: Public Complaints About the Curriculum or Instructional Materials – this is an old policy (1991) that needs updating to KEC (2004, NHSBA. Sent to Legal for comparison review to IGE.
- h) 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) 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;

Next Meeting: June 18, 2019

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

Minutes

Committee Members:

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

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

1. **Call to Order & Approval of May 7, 2019 Minutes**
Rich Cahoon called the meeting to order at 6:04

Motion to accept the Minutes of May 7, 2019 made by Stephan Morrissey and seconded by Jerry Wilson. All in favor.

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 – Dublin PTO will ask to waive this policy at tonight's Board meeting. There has been no feedback on the language.
- b) JICDD: Student Discipline Out-of-School Actions – there has been no feedback on this policy.

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 – Rich Cahoon asked to keep this as a pending policy, as it is under construction.

New Discussion:

- a) IKF: High School Graduation – this policy was recently edited by the Education Committee. Jerry Wilson reported that the Education Committee proposed that students take 4 credits of math and have to take a math course every semester until they complete both Algebra 1 & II.

Our current requirement is 3 credits. The state requirement is that they take 4 years of Math. We are higher than the state requires for the amount of credits. What does "complete" mean?

We will stay with 26 credits and drop the elective from 9.5 to 8.5. If a student takes 6 credits of math, the 2 extra would count as electives. Stephan Morrissey would like to see this documented. Also, he would like to have IEP students addressed as to whether they would be able to complete Algebra I. Thirteen percent of our students at the high school have IEP's.

If a student completed Algebra I in 8th grade, they have met that requirement. Greg Morris indicated that the credit should count. We have common assessments so they should be the same, regardless of the grade level. If a student completes Algebra 1 in their Freshman year, they will have numerous options in math, but can also steer to the science curriculum; taking math 4 semesters in a row would be OK, but might not be possible considering scheduling. Jerry Wilson asked if Algebra I encompasses 2 years. Yes, but not in middle school. Does the middle school cover both parts I & II? The high school gets more time for the Algebra I class.

The committee drafted the following additional content to be included in the policy:

- Students must complete 4 credits of Math, including Algebra I.
- Students must be enrolled in a math class every semester until the Algebra I requirement is met.
- Students who have successfully completed the Algebra I credit prior to entering high school, will be deemed to have met the Algebra I requirement.
- The Algebra I requirement may be waived by the Special Education Direction through the IEP process".

This Board approves curriculum and will also approve the Program of Studies. Janine Lesser asked if we offer a practical math class.

Rich asked if Move-Up Day has occurred. Not until May 28th. We will not have this policy approved before that date but we can make sure the information in this policy is available.

ACTION: Send for a first read after checking with Education Committee.

- b) IMBC: Alternative Credit Options – this policy was recently edited by the Education Committee.

ACTION: Keep on agenda for next meeting.

*** 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;

Rich Cahoon asked to have the Investment policy added to the June agenda.

**Motion to adjourn made by Stephan Morrissey and seconded by Tim Theberge.
Meeting adjourned at 6:52 PM.**

Next Meeting: June 4, 2019

Respectfully submitted,

Carol Hills

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: June 4, 2019

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.
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

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.

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.

GBEC – 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 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: June 4, 2019

Adopted:

IKF – High School Graduation

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

Successful completion of 27 **26** subject credits and/or related competencies, as outlined below. Effective starting with the class of 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 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 | 8 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.~~

- Students must complete 4 credits of Math, including Algebra I.
- Students must be enrolled in a math class every semester until the Algebra I requirement is met.
- Students who have successfully completed the Algebra I credit prior to entering high school will be deemed to have met the Algebra I requirement.
- The Algebra I requirement may be waived by the Special Education Director through the IEP process”.

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 **26**7 credits

IKF – High School Graduation

- 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 June 4, 2019

2nd Reading: August 19, 2014

Adoption: August 19, 2014

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: June 4, 2019

Adopted:

IGE – Parental Objections to Specific Course Material

The **ConVal** School Board recognizes that there may be specific course materials that some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing.

The building principal and the parent must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state minimum standards.

School district staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school, through approved independent study, or through other method agreed to by the parent/guardian and the building principal. Any cost associated with the alternative instruction shall be borne by the parent.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the school board.

Parents who wish for particular instructional material be reviewed for appropriateness may submit a request for review in accordance with Board Policy KEC.

Legal References:

RSA 186:11, IX-c, State Board of Education; Duties.

1st Read: October 15, 2013

2nd Read: November 5, 2013

Adopted: November 5, 2013

Kimberly has inquired as to the “notification requirements to parents’ that are incumbent with Policy IGE. Policy IGE arises from NH RSA 186:11(IX-c) which states that the State Board of Education shall: IX-c. Require school districts to adopt a policy allowing an exception to specific course material based on a parent's or legal guardian's determination that the material is objectionable. Such policy shall include a provision requiring the parent or legal guardian to notify the school principal or designee in writing of the specific material to which they object and a provision requiring an alternative agreed upon by the school district and the parent, at the parent's expense, sufficient to enable the child to meet state requirements for education in the particular subject area.

The policy shall also require the school district or classroom teacher to provide parents and legal guardians not less than 2 weeks advance notice of curriculum course material used for instruction of human sexuality or human sexual education. The policy shall address the method of delivering notification to a parent or legal guardian. To the extent practicable, a school district shall make curriculum course materials available to parents or legal guardians for review upon request.

The name of the parent or legal guardian and any specific reasons disclosed to school officials for the objection to the material shall not be public information and shall be excluded from access under

IGE – Parental Objections to Specific Course Material

RSA 91-A. As evident from the statute, the notification requirement is to provide: “Not less than two weeks advance notice to parents/legal guardians of curriculum course material used for instruction of human sexuality or human sexual education.” It is within the province of the District to determine how that notice will be provided, but there is a clear statutory requirement that the notification be “delivered” rather than posted. There are a number of means whereby the “delivery” can be accomplished: The use of pre-publication in a handbook or catalog that is provided to the parents;

Traditional mailing of the materials to parents of students enrolled in the course on human sexuality or human sexual education; or Electronic mail with either reproduction of the materials, or more likely, a link to the materials. The NHSBA policy favors the latter of the three. Please let me know if you have further questions.

Dean

IGE - Parental Objections to Specific Course Material

(Download policy)

Category: Priority/Required By Law

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In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing.

The building Principal and the parent must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state minimum standards.

School District staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school, through approved independent study, or through other method agreed to by the parent/guardian and the building principal. Any cost associated with the alternative instruction shall be borne by the parent.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the School Board.

Parents who wish for particular instructional material be reviewed for appropriateness may submit a request for review in accordance with Board Policy KEC or IHAM.

In accordance with the federal Protection of Pupil Rights statute, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to allow parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

Parents and legal guardians shall be notified by e-mail, other written means, website/social media posting, or phone call not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education, that the material is available for inspection at the school. The notice will identify and provide contact information for the member of staff or faculty a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

Legal References:

*RSA 186:11, IX-c & IX-e State Board of Education; Duties.
20 U.S.C §1232h, (c)(1)(C), Protection of pupil rights*

NHSBA note, September 2017: The 2017 update adds new second paragraph requiring notice to parents and guardians in response to 2017 House Bill 103, Laws of 2017 Chapter 9 which added a requirement that advance notice of no less than two (2) weeks be given of curriculum

course material to be used for instruction of human sexuality or human sexual education. The last paragraph applies only for School Districts that receive federal funds administered by the federal Department of Education. It addresses a requirement in the Protection of Pupil Rights Amendment (PPRA), that Local Education Agencies adopt a policy that permits parents to inspect instructional material.

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DRAFT Revisions for IHBH – Extended Learning Opportunities

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Purpose

~~The Board encourages S~~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.

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.

Commented [AA1]: I have attached copies of the agreement form and design worksheet that I received from the high school.

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~~ CVHS Extended Learning Opportunity Agreement Form 2018-2019

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.

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 ~~A~~Appeal ~~P~~rocess).

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.

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

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Commented [AA2]: NHSBA's version includes sections on Application Process, Evaluation Criteria, and Appeal Process. These were not included in CVSB's version.

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

DFA – Investment

The School Board authorizes the School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a to invest the funds of the District subject to the following objectives and standards or care.

Objectives

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

Investment Instruments

Funds shall be invested in accord with the standards set forth in RSA 197:23-a. Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll and accounts payable) as well as anticipated revenues.

Competitive Selection of Investment Instruments

Before investing any excess funds in investment instruments, with the exception of United States Treasury securities maturing in less than one year, a competitive bid process shall be conducted by the District Treasurer, the Superintendent, or his/her designee.

Bids shall be requested from qualified financial institutions for various options with regard to terms and instrument. The District Treasurer, Superintendent, his/her designee shall accept the bid(s) that provide(s) the highest rate of return, within the maturity required, and within the parameters of this policy, taking into consideration all associated costs, requirements, and capabilities.

DFA – Investment

Standards of Care

1. Prudence: The standard of prudence to be used by the District Treasurer and Superintendent or his/her designee involved in the investment process shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA (Government Financial Officers Association). Recommended

2. Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.

Ethics and Conflicts of Interest: The School District Treasurer and Superintendent or his/her designee involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business.

They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.

3. **Internal Controls:** The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls that shall be documented in writing. The internal controls shall be reviewed by the School Board and an independent auditor.

The investment of funds will be left to the discretion of the Superintendent or his/her designee without prior approval of the Board.

Legal Reference:

Per the District’s Financial Advisors/Auditors, this policy must be readopted annually. RSA 197:23-a, IV

Category: P

1st Read: September 2, 2014

2nd Read: November 18, 2014

Adoption: November 18, 2014

DFA - INVESTMENT

(Download policy)

Category P

The School Board authorizes the School District Treasurer, working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, to invest the funds of the District subject to the following objectives and standards of care.

OBJECTIVES

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent, or his/her designee involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA* Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent, or his/her designee involved in the investment process, shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.
3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls which shall be documented in writing. The internal

controls shall be reviewed periodically by the School Board and an independent auditor.

The investment of funds will be left to the discretion of the Finance Committee without prior approval of the Board.

The Board will periodically review the investment policy.

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 383:22, Public Deposit Investment Pool

Appendix: DFA-R

Revised: February 2008

Revised: July 1998, November 1999, March 2004

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GBA – Equal Opportunity Employment

The District is an equal opportunity employer. It is the policy of the District to prohibit discrimination of any type and to conform to the spirit as well as the letter of all applicable laws and regulations.

The District will employ individuals who meet the physical and mental requirements, and who have the education, training and experience established as necessary for the performance of the job. The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between the District and its employees, including but not limited to: recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, and employee benefits and application of policies.

This policy of non-discrimination is applicable to all persons employed by the District. Any complaints or alleged infractions of the policy, law, or applicable regulations regarding compliance with Title IX, may be directed to the Human Resources Director in the Office of the Superintendent of Schools.

This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Legal Reference:

RSA 354-A:7, Unlawful Discrimination Practices

Appendix: AC-R

1st Reading: October 28, 2008

2nd Reading: November 18, 2008

Adopted: November 18, 2008

GBA - EQUAL OPPORTUNITY EMPLOYMENT

(Download policy)

Category: Recommended

See also AC

The District will recruit and consider candidates without regard to gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability. When there are opportunities for promotions and qualifications are equal, consideration will be given first to employees. The District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job without regard to gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability, except for reasons related to ability to perform the requirements of the job.

Inquires, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

NHSBA Note, September 2014: Addition of new sentence in first paragraph prohibiting discrimination in employment matters against victims of domestic violence, harassment, sexual assault, or stalking, per RSA 275:71 (effective July 2014). Legal References contains numerous additions.

Legal References:

RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right

RSA 354-A:7, Unlawful Discriminatory Practices

The Age Discrimination in Employment Act of 1967

Title II of The Americans with Disabilities Act of 1990

Title VII of The Civil Rights Act of 1964 (15 or more employees)

RSA 186:11, XXXIII, Discrimination

RSA 275:71, Prohibited Conduct by Employer

Appendix: AC-R

Revised: September 2014

Revised: July 1998, November 1999

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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

IMBD - HIGH SCHOOL CREDIT FOR 7TH/8TH GRADE COURSEWORK

(Download policy)

Category: Priority/Required by Law

Students in 7th or 8th grade may take advanced courses and apply the credit of those courses toward high school graduation, provided the course demonstrates content requirements consistent with related high school courses and the student achieves satisfactory standards of performance. School Board policies relative to assessment, mastery and competency shall apply.

The high school principal shall approve such course work and credit prior to the student enrolling in the class in order for such credit to be applied toward high school graduation.

Legal References:

Ed 306.26(f), Granting High School Credit for 7th/8th Grade Coursework (until July 1, 2017)

Ed 306.261(e), Granting High School Credit for 7th/8th Grade Coursework (after July 1, 2017)

Revised: May 2014

Revised: September 2008

New Policy: November 2007

NHSBA Note, May 2014: This policy is now categorized as Priority/Required by Law. Content of the policy has not changed. Changes to Legal References.

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