

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

Tuesday, December 7, 2021

6:00 PM

Location: SAU Finch Conference Room

Committee Members: Keira Christian, Katherine Heck (Chair), Janine Lesser, Kevin Pobst, Stephen Ullman, and Jerome Wilson

AGENDA

Call to order

Approval of the November 16th Minutes

1st Read:

1. JRA - Students records. Privacy , Family, Student Rights
2. GBEF - Acceptable use Policy :Staff

2st Read:

1. JICD - Student Behavior, Conduct, Discipline and Due Process- Re-Adopt with Changes
2. IMC – Controversial Speakers And Programs

Policy Review-Priority/Required by Law

3. IKF – High School Graduation Requirements -Related Policies: IK, IKFA, JLBAA & IMBC

NHSBA sample policy IK is required for districts with high school grades. Substantive revisions include: (A) reflect 2021 amendments to RSA 189:11, II (HB320) requiring (i) students to obtain a 70% or better grade on the U.S. Citizenship test; (ii) districts to report civics OR citizenship test results to the N.H. Dept. of Ed., and (B) 2021 passage of new RSA 193:26-a (SB147) requiring graduating students to file applications for financial aid. Additional revisions include reformatting and re-organization for improved usability, and addition of related policies and legal references.

4. DAF- Administrative Procedure
5. DGA- Authorized Signatures
6. Non-Public Session RSA 91-A:3 II (If Required)

Policy Status Update:

7. JLCL - Concussions and Head injuries
 - a. Under review

8. IK - Earning of Credit
 - a. Under review by Education Committee
9. IMBC - Alternative Credit Options
 - a. Under review by Education Committee
10. IHCD/LEB – Advanced Course Work
 - a. Under review by Education Committee
11. LCC- Dual Enrollment
 - a. Under review by district personnel, the Equity Committee will review.

In legal review:

12. GBCD - Background Investigation and Criminal History Records Check
13. EBCF - Pandemic/Epidemic Emergencies
14. JLCE - Emergency Care and First Aid
15. EBCG - Communicable and Infectious Diseases
16. JLCG - Exclusion of Students Who Present a Hazard

Next Agenda Items:

17. “D” Financial Policy Review Schedule

Requests for Policy Review:

18. LC – Relations with Education Research Agencies
19. JBAB -Transgender and Gender Non-Conforming Students

IKF – High School Graduation CV Version

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

Successful completion of 26 subject credits and/or related competencies, as outlined below. Effective starting with the class of 2023.

- | | |
|---|-------------|
| 1. English | 4 credits |
| 2. Social Studies (including 1 in US History, .5 in US/NH Gov., .5 in Economics, 1 in Global Studies) | 3 credits |
| 3. Science (1 in Living, 1 in Physical) | 3 credits |
| 4. Mathematics (including Algebra I) | 4 credits |
| 5. Physical Education | 1 credit |
| 6. Health | 1 credit |
| 7. Digital Literacy/ITC | .5 credit |
| 8. Arts Education | .5 credit |
| 9. Service Learning/Community Service | .5 credit |
| 10. Elective Offerings | 8.5 credits |
- 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 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: June 4, 2019

2nd Reading: June 18, 2019

Adoption: June 18, 2019

HIGH SCHOOL GRADUATION REQUIREMENTS

Category: Priority/Required by Law

Related Policies: IK, IKFA ,ILBAA & IMBC

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**ADOPTION/REVISION NOTES**

*Text between the highlighted lines “~~~~”, and highlights in this sample should be removed prior to adoption.*

- (a) This policy is required for districts with high school grades. Districts which tuition high school students would reference the policy of the receiving district.*
- (b) General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.*
- (c) Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc. Delete highlighted footnotes.*
- (d) {\*\*} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (e) Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

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Students generally earn a high school diploma through a combination of high school credit and proficiency or mastery of required District and Graduation competencies. Methods for earning credit are discussed in Board policy {**}IK, while competencies are discussed in Board policy {**}ILBAA. This policy outlines the specific courses, competencies and other specific requirements before a student will receive a diploma or other graduation credential. The Board reserves the right to impose additional academic requirements necessary to graduate and or receive a diploma.

A. Credit Requirements.

- 1. Awarding of Credit.** Credit will be awarded in accordance with Board policy {**}IK, Earning of Credit. Additionally, a unit of credit or fraction thereof shall be given upon satisfactory completion of a course or learning experience in compliance with the district-specified curriculum and assessment standards. In some cases, course credit may also be awarded based on demonstrated mastery of the required competencies for the course. Assessment of mastery will be the responsibility of the Principal, and will be in accordance with Board policy {**}ILBAA, High School Competency Assessments. Credit will be awarded only once for a specific required course with the same content during the secondary school experience.

HIGH SCHOOL GRADUATION REQUIREMENTS

2. Required Subjects and Credits. A minimum of twenty (20) credits¹ are required to graduate and earn a high school diploma. The required subjects and credits for high school graduation (including the requirements of Ed 306.27, Table 306-2) are:

Arts education:	½ credit
Information and communications technologies:	½ credit
English:	4 credits
Mathematics :	3 credits (including algebra credit that can be earned through a sequential, integrated, or applied program)
Physical sciences:	1 credit
Biological sciences:	1 credit
US and NH history:	1 credit
US and NH government/civics:	½ credit
Economics, including personal finance:	½ credit
World history, global studies, or geography”	½ credit
Health education:	½ credit
Physical education:	1 credit
Open electives:	6 credits
Totals:	20 credits

3. Alternative Credit Options. The Superintendent or Principal may approve the granting of credit earned through alternative methods outside of regular classroom-based instruction. Such alternative methods of instruction may include extended learning opportunities, distance education, alternative learning plans, or others approved by the Superintendent or designee. Awarding of credits to be applied toward high school graduation requirements will be determined by the high school Principal on a case-by-case basis. Such credit will be granted pursuant to the provisions of Board policy {**}IMBC, Alternative Credit Options and other applicable Board policies.

¹ [Delete footnote.] The subject and credit requirements in this list are the minimum requirements per N.H. Dept. of Ed. rules Table 306-2. Districts may impose additional credit requirements beyond the DOE minimum. Additional District credit requirements should be listed here.

HIGH SCHOOL GRADUATION REQUIREMENTS

B. Required Graduation Competencies by Content Areas Credit(s).²

In addition to the credits listed above required to graduate and earn a high school diploma, the district also requires students to demonstrate proficiency in competencies from the following content areas (including the requirements of Ed 306.27, Table 306-3):

Arts education:	½ credit
Information and communications technologies:	½ credit
English:	4 credits
Mathematics that encompasses algebra, mathematical modeling, statistics and probability, complex applications of measurement, applied geometry, graphical presentation and interpretation, statistics and data analysis:	3 credits
Physical sciences:	1 credit
Biological sciences:	1 credit
US and NH history:	1 credit
US and NH government/civics:	½ credit
Economics, including personal finance:	½ credit
World history, global studies, or geography:	½ credit
Health education:	½ credit
Physical education:	1 credit
Open electives:	6 credits
Totals:	20 credits

C. Passage of Civics Exam.

The district will develop a competency assessment of United States government and civics, consistent with pertinent and applicable law. This assessment will be administered to students as part of the high school course in history and government of the United States and New Hampshire. Students must attain a passing grade on this assessment to be eligible to receive a high school diploma or other graduation certificate.

² [Delete footnote.] The competency requirements in this list are the minimum requirements per N.H. Dept. of Ed. rules Table 306-3. Districts may impose additional credit requirements beyond the DOE minimum. Additional District competency requirements should be listed here.

HIGH SCHOOL GRADUATION REQUIREMENTS

Effective for students graduating in 2024, the district will also administer the 128 question civics (history and government) naturalization examination developed by the 2020 United States Citizen and Immigration Services (“U.S. Citizenship Test”). This exam may be modified for a student with a disability in accordance with the student’s individualized education program. Students must earn a grade of 70 percent or better to be eligible to receive a high school diploma or other graduation certificate.

Under RSA 189:11, II, the Superintendent will submit the composite results of either the locally developed civics competency assessment or the U.S. Citizenship Test to the N.H. Department of Education.

D. Federal Student Aid Application.

Effective for students graduating in 2024, as a requirement for receiving a high school diploma, each student who is at least 18 years of age or legally emancipated, or the parent/guardian of such a student who is under 18 years of age, shall either:

1. file a Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education; or
2. file a waiver on a form created by the N.H. Board of Education with the District indicating that the parent/guardian or, if applicable, the student, understands what FAFSA is and has chosen not to file an application.

The District shall provide to each student and, if applicable, the parent/guardian, any support or assistance necessary to comply with the requirement above.

The District shall award a high school diploma to any student who is unable to meet the requirement above if the student has met all other graduation requirements and the building Principal attests that the District has made a good faith effort to assist the student or parent/guardian in filing an application or waiver.

The Board supports early graduation as a means to earn a high school diploma (see Board policy {**}IKFA. Parental involvement for students under the age of 18 is required. The high school principal shall approve such requests if he/she determines that all state and local graduation requirements will be met and that early graduation is related to career and/or educational plans of the student making the request. Upon approval by the high school principal, the minimum 4-unit requirement per year for enrolled students shall be waived and the student shall be awarded a high school diploma.

E. Alternative Learning Plans

As an alternative to satisfying the provisions of this policy and related State requirements, students may also graduate from high school and obtain either a high school diploma or its equivalent by participating in an alternative learning plan or program. The provisions of Board policy {**}IHBI, Alternative Learning Plans, shall apply in such an event.

HIGH SCHOOL GRADUATION REQUIREMENTS

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

RSA 189:11

RSA 193:26-a, Graduation Requirements: Free Application for Federal Student Aid

N.H. Dept. of Education Administrative Rule – Ed 306.27

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: Revised – Sept. 2021, Sept. 2016, May 2014, Sept. 2008, July 2005, Nov. 1999

NHSBA revision notes, September 2021, substantive revisions: (A) reflect 2021 amendments to RSA 189:11, II (HB320) requiring (i) students to obtain a 70% or better grade on the U.S. Citizenship test; (ii) districts to report civics OR citizenship test results to the N.H. Dept. of Ed., and (B) 2021 passage of new RSA 193:26-a (SB147) requiring graduating students to file applications for financial aid. Additional revisions include reformatting and re-organization for improved usability, and addition of related policies and legal references. **September 2016,** revisions reflected amendments to RSA 189:11, which require school districts to develop a local competency assessment in the area of National and State History and government.

w/p-update/2022-U1/IKF HS Graduation 2021-U2 (vF)

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DGA – Authorized Signatures/Check-Writing Services

CV VERSION

Checks

Checks drawn on the general fund or any special fund (with the exception of the activity fund) will require the signature of the School District Treasurer, who is authorized to sign only after certification of manifests by the Business Administrator. Checks drawn on an activity fund will require the signature of the building principal or the Building Administrator.

All checks used by the school district will be pre-numbered.

Direct Deposit

Vendors may elect to have payments electronically transferred to their bank accounts.

Vendors must agree to complete the Vendor Direct Deposit Authorization Form and send it directly to the ConVal School District Finance Office.

The direct deposit will be processed to only one (1) account as identified on the Vendor Direct Deposit Authorization Form. Once enrolled for direct deposit, all future payment to the vendor will be through ACH.

If a vendor/business closes its account with one financial institution and opens an account with another financial institution, the vendor must notify the ConVal Finance immediately, and submit a new Vendor Direct Deposit Authorization Form.

Such payments will not be made until authorized by the Business Administrator, as per policy DJ (Purchasing).

See also DJ

Category: R

1st Read: September 1, 2015

2nd Read: October 6, 2015

Adopted: October 6, 2015

Adopted October 11, 2001 Last Revised January 21, 2021

AUTHORIZED SIGNATURES

The School District Board of Education takes its legal and financial responsibilities seriously. The superintendent or designee is directed to create internal controls to ensure that contracts, checks and other official documents are accurate, authorized and signed by the appropriate persons and that necessary actions are taken to prevent mistakes, fraud, embezzlement and district liability.

In general, the superintendent or designee may sign documents on behalf of the district or the Board as long as the document is accurate, has been adequately approved by the Board when necessary and is in the best interest of the district. However, when the law or Board policy requires others to sign documents on behalf of the Board or the district, those persons are the only persons who may sign the document.

Contracts

Contracts with a value of \$15,000 or less may be approved by the superintendent or the person expressly designated by the superintendent to do so, and provided to the Board for ratification by the whole Board at the next regularly scheduled meeting. Contracts with a value of more than \$15,000 must be approved by a majority of the whole Board. After the Board has approved the contract, the Board president, Board secretary, superintendent or the person expressly designated, shall have the authority to sign the contract on behalf of the district unless state or federal law requires a specific person to do so. The superintendent or the person expressly designated by the superintendent is authorized to approve contracts in excess of \$15,000 in emergency situations. An emergency situation is defined as one in which failure to act immediately shall cause appreciable damage to physical facilities or the educational program, or endanger the life or health of students, staff or community or violate federal, state, local law or Board policy. Contracts authorized in emergency situations shall be subject to review and ratification by the whole Board at the next regularly scheduled meeting.

Employment Contracts

In accordance with law, an employment contract must be approved by a majority of the whole Board.

Checks

In accordance with law, bills must be approved by a majority of the whole Board. Once the bills are approved, the president and treasurer of the Board shall sign all checks issued by the school district. The Board strictly prohibits any person from signing a blank check.

Federal and State Grants, Funds or Programs

Unless otherwise specified in the federal or state grant or contract, the superintendent or designee has the authority to sign necessary assurances and compliance documents on behalf of the Board. Before signing, the superintendent or designee will verify that the assurances and documents are accurate. All documents will be made available to the Board upon the request of any Board member.

Special Education Mediation and Settlement Agreements

The person(s) designated by the Board may sign and legally bind the district in mediation and settlement agreements regarding services provided to students with disabilities.

Construction Change Orders

The person(s) designated by the Board as the district's personal representative(s) may sign change orders within the limits set in Board policy.

Lease or Sale of Real Estate

In accordance with law, an affirmative vote of not less than two-thirds of all members of the Board is required to authorize and direct the sale and transfer or lease of any district surplus property. The lease or deed of conveyance for district real estate will be executed by the Board president and attested by the Board secretary. If the district has a seal, it will be affixed to the deed or lease.

Facsimile Signatures

The Board authorizes the use of facsimile signatures, such as those produced with signature stamps or a signature machine, on checks, other instruments of payment, contracts and other documents requiring district authorization by signature. However, before a facsimile signature can be used, the manual signature must be certified under oath and on file with the SAU, and the person whose facsimile signature is being used must have the authority to sign the document on which the signature is affixed.

Signature stamps and other facsimile signature devices will be kept locked or otherwise secured from unauthorized use and will only be used on approved documents by persons authorized by the superintendent or the Board. An individual must receive specific approval from the person whose signature is being used prior to affixing it to a particular document unless it is a contract or payment that has received prior approval by the Board.

When an individual uses another person's facsimile signature, the individual must document the date it was used, the document(s) it was used on, the amount of the contract or check, if applicable, and the reason a facsimile signature was used instead of the actual signature. The individual using the signature and one other district employee must sign this documentation, verifying that the facsimile signature was appropriately used. The documentation will be provided to the person whose facsimile signature was used at least monthly so that person may verify that the signature is being used correctly.

Electronic Signatures

To the extent allowed by law, individuals authorized to sign documents on behalf of the district may sign those documents electronically. Unlike facsimile signatures, which are designed to be used by persons other than the individual whose signature is needed, an electronic signature is intended to be used only by the individual signing the document in situations where the document is electronic or it is inconvenient to sign a document manually. Only the individual whose signature is being used on that particular document may sign a document with an electronic signature.

Consequences

The Board strictly prohibits any misuse of facsimile signatures or electronic signatures and the use of forged signatures. The Board further prohibits any employee or Board member from knowingly signing an unauthorized or inaccurate document on behalf of the district or the Board. Employees will be disciplined and may be terminated for any violation of this policy or for impropriety involving official documents and signatures. Board members may be removed from any appointed position or committee and reprimanded. The superintendent or designee is directed to contact law enforcement or other legal authorities to report any potential criminal activity.

* * * * *

Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: 10/11/2001

Revised: 07/20/2017; 01/18/2018; 01/21/2021

AUTHORIZED SIGNATURES

Category: Priority/Required by Law

Related Policies: BDC, DFA, DIH, DK & EHAC

ADOPTION NOTES –

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- (a) General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.*
- (b) {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (c) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

The Superintendent is directed to create internal controls to ensure that contracts, checks and other official documents are accurate, authorized and signed by the appropriate persons and that necessary actions are taken to prevent mistakes, fraud, embezzlement and District liability, and to comply with applicable state or federal laws and regulations.

In general, the Superintendent or his/her designee may sign documents on behalf of the District or the Board. When a signature of one Board member is required, the Chair, or in his/her absence, the Vice Chair, is authorized to sign on behalf of the Board. Other District personnel and District officials (e.g., Treasurer, school nurses, etc.) are authorized to sign documents or instruments on behalf of the District or School Board as required by any statute, regulation, or Board policy or as directed by the Superintendent.

Execution of a document on behalf of the District or the Board is indication by the person so signing that the document is accurate, has been adequately approved by the Board or other District personnel as appropriate and necessary, and is in the best interest of the District.

Electronic signatures may be used if in accordance with Board Policy {**}EHAC.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

RSA 197:23-a, Treasurer’s Duties

RSA 294-E, Uniform Electronic Transfers Act

AUTHORIZED SIGNATURES

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NHSBA history: Revised - June 2020, March 2004, November 1999, and July 1998.

NHSBA revision notes, June 2020, NHSBA revised sample policy DGA generally to give more structure to who should be signing documents on behalf of the district, to more clearly reflect the provisions of RSA 197:23-a, and to recognize the use of electronic signatures and pre-approval of payments.

w/p-update/2020/spring//DGA Authorized Signatures 2020 (d2)

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