

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**POLICY COMMITTEE MEETING**

**Tuesday, March 1, 2022**

**6:00 PM**

**Location: SAU Finch Conference Room**

**Agenda**

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

- 1. Call to order**
- 2. Approval of the February 15, 2022 Minutes**
- 3. Policy Review**
  - a. IHAM- Health Education Exemption from Instruction**
    - i. Amend**
  - b. DK- Payments Checks and Manifests**
    - i. Review**
  - c. DFA- Investments**
    - i. Annual Review Required**
  - d. Recommended by Education Committee for approval:**
    - i. Policy IK**
    - ii. Policy ILBAA**
    - iii. Policy IHCD/LEB**
      - 1. Related Policies: IK, IKFA, JLBA & IMBC**
    - iv. Policy IMBC**

**Non-Public Session RSA 91-A:3 II (If Required)**

**Policy Status Update:**

Under review/revision by Administration:

JLCJ - Concussions and Head injuries

JLCJA- Emergency Plans for Sports Related Injuries and Additional Protocols for Athletics Participation

ADC/GBED/JICG-Tobacco Products Ban Use and Possession

Under review by Education Committee

LCC- Dual Enrollment

- a. Under review by district personnel, the Equity Committee will review.

LC – Relations with Education Research Agencies

- a. Under review by administration

Under review by Budget and Property

- a. FAA – Annual Facility Plan -Recommended policy -Related Policies: FA
- b. Capital Plan Policy

**In legal review:**

GBCD - Background Investigation and Criminal History Records Check

EBCF - Pandemic/Epidemic Emergencies

JLCE - Emergency Care and First Aid

EBCG - Communicable and Infectious Diseases

JLCG - Exclusion of Students Who Present a Hazard

JCA – Change of Class of School Assignment Best Interests and Manifest Hardship

ACAC- Title IX Sexual Harassment Policy & Grievance Process

**Next Agenda Items:**

“D” Financial Policy Review Schedule

DJE Bidding Requirements

DJ-Purchasing

DID-Fixed Assets

**Requests for Policy Review:**

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**CONTOOCOOK VALLEY SCHOOL BOARD**

**POLICY COMMITTEE MEETING**

**Tuesday, February 15, 2022**

**6:00 PM**

**Location: SAU Finch Conference Room**

**Minutes**

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

**Present:** Keira Christian, Janine Lesser, Stephen Ullman, Dr. Kimberly Saunders, Dr. Ann Forrest, Lori Schmidt

**1. Call to order**

**Janine Lesser called the meeting to order at 6:05 p.m.**

**2. Approval of the February 1, 2022 Minutes**

**Keira Christian moved to approve the minutes of February 1, 2022. Stephen Ullman second. Unanimous.**

**3. 2nd Read**

IKF - High School Graduation

The above policy will go before the School Board tonight for a second read.

**4. Policy Review**

**a. IHAM- Health Education Exemption from Instruction**

**i. Amend**

The NHSBA policy was last updated in 2020.

ConVal's policy needs pieces on sexually transmitted disease and abstinence, language distinguishing religious reasons, consent, birth control etc. added.

There was worry that too much would be written in the policy.

Kimberly Saunders agreed to write a draft.

The NHSBA version language related to the Parents/Guardians right to review health and physical instructional materials in advance of delivery.

The third paragraph of the NHSBA policy related to the notification was preferred by the committee. It includes specifics about how parents would be notified.

Opt out Procedure and Form - This policy is for religious reasons to opt out. Policy IGE is for other reasons.

Any curriculum in school can be opted out of and an alternative curriculum may be provided.

**b. ADC/GBED/JICG-Tobacco Products Ban Use and Possession**

**i. Amend**

It was suggested that e-cigarettes, liquids etc. should be included.  
These policies must be kept separate.  
Adding the terms “device” to each and “e-liquid” was suggested.  
Kimberly Saunders agreed to make sure that the policies match.

**c. DK- Payments Checks and Manifests**

**i. Review**

**d. DFA- Investments**

**i. Annual Review Required**

**Non-Public Session RSA 91-A:3 II (If Required)**

**Policy Status Update:**

JLCJ - Concussions and Head injuries  
JLCJA- Emergency Plans for Sports Related Injuries and Additional Protocols for Athletics Participation

**a. Under review**

Under review by Education Committee

- a. IK - Earning of Credit
- b. IMBC - Alternative Credit Options
- c. IHCD/LEB – Advanced Course Work
  - i. Related Policies: IK, IKFA, JLBAA & IMBC

LCC- Dual Enrollment

- a. Under review by district personnel, the Equity Committee will review.

LC – Relations with Education Research Agencies

- a. Under review by administration

Under review by Budget and Property

- a. FAA – Annual Facility Plan -Recommended policy -Related Policies: FA
- b. Capital Plan Policy

**In legal review:**

GBCD - Background Investigation and Criminal History Records Check  
EBCF - Pandemic/Epidemic Emergencies  
JLCE - Emergency Care and First Aid  
EBCG - Communicable and Infectious Diseases  
JLCG - Exclusion of Students Who Present a Hazard  
JCA – Change of Class of School Assignment Best Interests and Manifest Hardship  
ACAC- Title IX Sexual Harassment Policy & Grievance Process

**Next Agenda Items:**

**“D” Financial Policy Review Schedule**

DJE Bidding Requirements

DJ-Purchasing

DID-Fixed Assets

**Requests for Policy Review:**

Stephen Ullman moved to adjourn at 6:54 p.m. Keira Christian second. Unanimous.

Respectfully submitted,

Brenda Marschok

# IHAM – Health Education And Exemption From Instruction

## Current CV Policy

Consistent with Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, and related topics, will be included in the instructional program.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents/guardians will have the right to inspect and review health and physical instruction materials which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians who wish to review or inspection health and physical education materials may arrange a meeting with the Principal to review the materials.

### Opt Out Procedure and Form

Parents/guardian of students under eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections are allowed to have their child opt-out of such instruction.

Parents/guardians who wish to have their child opt-out of such instruction are required to complete the district opt-out form and state the particular unit of curriculum in which the student is not to participate. Any student who is made exempt by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with the principal.

Parents/guardians who do not want their child to participate in a particular health-related program, health unit, or physical education for religious reasons must complete a Health or Physical Education Opt Out Form. Opt Out forms are available from either the health education teacher or the Principal. Opt out requests must be submitted annually and are valid only for the school year in which they are submitted.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306.40, Health Education Program*

*NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program*

*RSA 186:11, IX-b, Health and Sex Education*

*Appendix IHAM-R, Health or Physical Education Opt-Out Form*

Category: P

See also, IHAM-R

1st Reading: January 20, 2011

2nd Reading: February 15, 2011

Adopted: February 15, 2011

# DK – Payment Procedures

## Current CV Policy

In keeping with the District's desire for efficient fiscal management, the following procedure for payment of its liabilities is in effect:

All manifests, supported by original invoices, must be certified by the Business Administrator.

In order that Board Members be fully informed, and have the opportunity to ask questions concerning payment, a copy of the detailed check register will be noticed to the Board in advance, upon completion of the preparation of that manifest.

Payment by the Treasurer will be authorized on the basis of two (or more) School Board members.

When vendor manifests are due between Board meetings, the Treasurer is authorized to pay on the signature of the Superintendent or the Business Administrator.

In the event that a Board Member requests that a particular vendor payment be held for additional questions, that Board Member will contact the Business Administrator directly, and that particular check will be held until the matter has been resolved.

All manifests will be submitted at the next Board meeting, and must be approved by a majority of the School Board, immediately following certification by the Business Administrator.

The District's Treasurer will sign all checks that will be mailed from the central office.

Electronic payments to vendors made be made according to the procedure outlined in policy DGA (Authorized Signatures).

### **Legal References:**

*RSA 197:23-a, Treasurer's Duties*

**Category: R**

1<sup>st</sup> Read: May 5, 2015

2<sup>nd</sup> Read: October 6, 2015

Adopted: October 6, 2015



## ***NHSBA DK - PAYMENTS, CHECKS & MANIFESTS***

***Category: Priority/Required by Law***

***Related Policies: DAF, DGA, DIH & EHAC***

All payments of District funds must be authorized by the District Treasurer. However, pursuant to RSA 197:23-a, the Treasurer shall authorize any payment upon order of a majority of the School Board\_\_\_\_\_ or upon orders of two or more members of the School Board whom a majority of the Board has empowered to authorize payments.

Moneys drawn on the District's general fund or any special fund (with the exception of an activity fund) will require the signature of the Treasurer. Payments drawn on activity funds will require ***{enter according to business office/district protocol – EXAMPLE #1*** [dual signatures from the \_\_\_\_\_ and the \_\_\_\_\_] ***EXAMPLE#2*** [the building principal or assistant principal.]] The activity advisor shall not be an authorized signor.

All payments or disbursements involving Federal Grant Funds, shall comply with the provisions of Board Policy ***{\*\*}***DAF through ***{\*\*}***DAF-11.

Electronic signatures, including, e.g. computer generated signatures, may only be used as provided under Board policy ***{\*\*}***EHAC. Electronic or digital payments may be made after approval or pre-approval by the Board and by the Treasurer.

Functions of the Treasurer may be carried out in the Treasurer's absence by a duly appointed Deputy Treasurer or Acting Treasurer. ***{OPTIONAL}*** The Treasurer is authorized to delegate approval authority to the Business Administrator to make payroll related electronic payments, provided such payments have been previously authorized by the School Board.]

The Board strictly prohibits any person from signing a blank check, and physical (paper) checks will be pre-numbered.

### **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

**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 – June 2020, March 2004, November 1999, and July 1998.

**NHSBA revision notes, June 2020,** NHSBA revised and retitled sample policy DK to better align with Board policies relative to authorized signatures and digital signatures (new), with, RSA 197:23-a, and additional general practices regarding protocols for disbursement of District moneys.

w/p-update/2020/spring//DK Payment Procedures 2020 (d1)

**DISCLAIMER:** This sample policy is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. This sample is provided for general information only and as a resource to assist subscribing Districts with policy development. School Districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school Districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

# DFA – Investment

## Current CV Policy

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.

#### 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: June 18, 2019

2nd Read: July 23, 2019

Adoption: July 23, 2019



## NHSBA SAMPLE- **DFA** - INVESTMENT

### *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](#)*



**Reviewed by CV Education Committee**

## **NHSBA *IK* - EARNING OF HIGH SCHOOL CREDIT**

***Category: Priority/Required by Law***

***Related Policies: BAAA, IKF, ILBA, ILBAA & IMDB***

### **A. Demonstration of Mastery**

Students can earn course credit by demonstrating mastery of the required coursework and material. Mastery is defined in Board policy ILBAA as "a high level of demonstrated proficiency with regard to a competency."

Student assessment of mastery outside of normal classwork is the responsibility of the building Principal.

Credit will be awarded upon satisfactory demonstration and mastery of the required course competencies. Additionally, credit may also be awarded if a student is able to demonstrate learning experience in compliance with the district-specified curriculum and assessment standards.

### **B. Transfer Credits from Other Approved Schools**

Students can receive credits toward graduation for courses from another approved school subject to this Section.

1. Awarding of Credit for Similar Courses from an Approved School. The building Principal shall grant credit for any similar courses or programs that have been satisfactorily completed at any other approved schools. For the purposes of this paragraph B, when reviewing the issue of whether a course or program is "similar", the Principal shall consider District course descriptions and curricula, course syllabi, District and graduation competencies per Board policy ILBAA, and any other relevant information provided by the parent/guardian of the transferring student, and/or the approved school at issue.

Approved schools include New Hampshire public schools, charter schools, public academies, approved public or private tuition program schools, and all schools in Vermont and Maine that are members of an interstate school district with schools in New Hampshire.

#### 2. Denial of Award Credit for Courses from Another School

The building Principal will provide a timely and written notification of denial to award credit. The written denial shall include a justification for denial, including discussion of criteria set out in paragraph B.1 and any other factors that support the Principal's denial.

Upon written request by the parent/guardian, such denial can be submitted for review to the Superintendent, who may override or modify the Principal's denial. Any further review shall be subject to the provisions of Board policy BAAA.

**Legal References:**

*RSA 193-E:3-f, Approval of Courses and Programs*

*N.H. Dept. of Education Administrative Rule - Ed 306.02(e), Credit*

*N.H. Dept. of Education Administrative Rule - Ed 306.04(a)(15), How Credit Can Be Earned*

*N.H. Dept. of Education Administrative Rule - Ed 306.04(a)(16), How A Credit Used To Track Achievement Of Graduation Competencies*

*N.H. Dept. of Education Administrative Rule - Ed 306.27, High School Curriculum, Credits, Graduation Requirements, and Cocurricular Program*

**District Policy History:**

*First reading:*

*Second reading/adopted:*

**District revision history:**



## Reviewed by CV Education Committee

### NHSBA ILBAA - HIGH SCHOOL GRADUATION COMPETENCIES

*Category: Priority/Required by Law*

For the purposes of assessment of high school course work through the demonstration of student mastery of course competencies, the following definitions are established:

- (1) "Competencies" means student learning targets that represent key content-specific concepts, skills, and knowledge applied within or across content domains. Specific and required types of competencies include district competencies and graduation competencies.
- (2) "District competencies" mean specific types of competencies that are common across the district and organized in developmental progressions that lead to achievement of graduation competencies.
- (3) "Graduation competencies" means specific types of competencies that are common across the district and define learning expectations for each student for graduation from high school.
- (4) "Mastery" means a high level of demonstrated proficiency with regard to a competency.

Course credit will be awarded through the demonstration of a student's mastery of the competencies of the course. Course credit granted through demonstration of mastery will be counted through traditional methods. Grades and credit granted through demonstration of mastery will be included in the student's grade point average. Students must be enrolled in the particular course in order to receive course credit.

Students who are involved in an approved extended learning opportunity to satisfy course requirements in whole or in part shall demonstrate mastery through a method or methods as approved by the course instructor, as specified in Policy IHBH.

Credit may be used to fulfill prerequisites for other courses and/or subject area credit requirements for graduation. Credit will not be granted, however, for a course in a subject area lower in course sequence than one for which the student has already earned credit.

The Superintendent shall establish rules for implementing this policy in cooperation with the high school Principal and shall be responsible for ensuring that all high school courses include appropriate competency assessments. Competency Assessments will be selected, conducted, and reviewed in conjunction with the provisions of Policy ILBA.

Assessments shall be aligned with clearly defined educational standards that specify what students should know and be able to do. The assessment items and tasks shall be valid and appropriate representations of the standards students are expected to achieve. Assessment standards, tasks, procedures, and uses shall be fair to all students.

Key: Yellow highlights indicate a change from current ConVal Policy.

***Legal References:***

*Ed 306.02(d), Competencies*

*Ed 306.02(g), District competencies*

*Ed 306.02(j), Graduation competencies*

*Ed 306.02(l), Mastery*

*Ed 306.04(a)(16), Tracking Achievement of Graduation Competencies*

*Ed 306.04(a)(25), (26), Graduation competencies*

*Ed 306.141(a)(6), Achievement of District and Graduation Competencies*

***District Policy History:***

*First reading:*

*Second reading/adopted:*

**District revision history:**



**Reviewed by CV Education Committee**

**NHSBA IHCD/LEB - ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES & STEM DUAL & CONCURRENT ENROLLMENT PROGRAM**

*Category: Priority/Required by Law*

*Identical policy: LEB†*

*Related policy: IKF*

**A. Advanced Course Work/Advanced Placement Courses**

Any student who is capable of and wishes to do advanced course work or take advanced placement classes while in high school should be permitted to do so. School district administrators and school counselors will aid students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the School District, administrators or school counselors are instructed to assist students in identifying alternative means of taking such classes. This may include taking courses through the Dual and Concurrent Enrollment Program, at a different public school, a private school, through distance education courses, or other suitable means.

Any student whose eligibility for taking advanced course work is recommended by his/her counselor may enroll in a course. Credit may be given, provided the course comports with applicable District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses.

**B. STEM Dual and Concurrent Enrollment Program**

High School and Career Technical Education Center qualified students in grades 10 through 12 may participate in the Dual and Concurrent Enrollment Program, through which a student may earn both High School and College credits by enrolling in STEM (science technology, engineering, and mathematics), STEM-related courses designated by the Community College System of New Hampshire ("CCSNH"), and/or career and technical education courses.

The Superintendent shall be responsible for coordinating any agreements with CCSNH, and other measures necessary to implement and maintain the Dual and Concurrent Enrollment Program within the District. The Superintendent shall also designate a point of contact for the program who can provide for student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses. The Superintendent or his/her designee shall establish regulations for the program which, among other things, will:

Key: Yellow highlights indicate a change from current ConVal Policy.

1. Require compliance with measurable educational standards and criteria approved by the CCSNH;
2. Require that courses meet the same standard of quality and rigor as courses offered on campus by CCSNH;
3. Require that program and courses comply with the standards for accreditation and program development established by the National Alliance for Concurrent Enrollment Partnerships;
4. Establish criteria for student eligibility to participate in the program;
5. Establish standards for course content;
6. Establish standards for faculty approval;
7. Establish program coordination and communication requirements;
8. Address tuition, fees, textbooks and materials, course grading policy, data collection, maintenance, and security, revenue and expenditure reporting, and a process for renewal of the agreement;
9. Require annual notification to high school students and their parents of Dual and Concurrent Enrollment opportunities; and
- ~~10. Set out how any Dual and Concurrent Enrollment courses correlate with a Career Readiness Credential under Board policy HKFG.~~

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**Legal References:**

*RSA 188-E:25 through RSA 188-E:26-28*

*Ed 306.14(a)(6), Advanced Course Work*

**District Policy History:**

*First reading:*

*Second reading/adopted:*

**District revision history:**



## Reviewed by CV Education Committee

### NHSBA IMBC - ALTERNATIVE CREDIT OPTIONS

*Category: Priority/Required by Law*

*Related Policies: IHBG, IHBH, IHCD/LEB, IK, IKFA, ILBAA, IMBA & IMBD*

The Board encourages increased educational options for students. Credit 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.

~~The Board encourages increased educational options for hospitalized or homebound students, dropouts, suspended or expelled students, young athletes, or other atypical students for whom regular classrooms are not practical or effective. It is hoped that such offerings will serve as a motivator for students with different learning styles.~~

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 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, both 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

Key: Yellow highlights indicate a change from current ConVal Policy.

- Requirements that alternative opportunities meet the same rigorous academic outcomes as traditional classroom delivery
- Assurance of student safety including physical and technological
- Assurance of equal access for all students
- Assurance that approved alternative learning opportunities are consistent with all policies of this board
- The procedure will be made available to the public through the ConVal School District website and the ConVal Regional High School Student Handbook.

It is the policy of the Board that alternative methods for the awarding of credit may include:

- Competency testing in lieu of enrollment under the provisions of Board policy ILBAA
- Interdisciplinary credit
- Satisfactory completion of course requirements at:
  - an approved school under the provisions of Board policy IK;
  - an approved home education program (see Board policies IK and Board policy IHBG, and N.H. Dept. of Education Rule Ed 315).
- Demonstration of mastery of required coursework and material, pursuant to Board policy IK.
- Extended learning opportunities under the provisions of Board policy IHBH
- Distance, online, or virtual learning opportunities under the provisions of Board policy IMBA
- College Credit, including credit earned through Dual and/or Concurrent Enrollment under Board policy IHCD/LEB
- Early Graduation under Board policy IKFA
- 7th and 8th grade coursework meeting the standards of Board policy IMBD

If a 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

Key: Yellow highlights indicate a change from current ConVal Policy.



Unless otherwise recommended by the Superintendent 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 the expenses.

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**District Policy History:**

*First reading:* \_\_\_\_\_

*Second reading/adopted:* \_\_\_\_\_

**District revision history:**

**Legal References:**

*RSA 193-A, Home Education*

*RSA 193-E:3-f, Approval of Courses and Programs*

*N.H. Dept. of Education Administrative Rules:*

*Ed 306.04(a)(13), Alternative Means of Earning Credit*

*Ed 306.14(a)(14), Alternative Means Of Demonstrating Achievement Of Graduation Competencies*

*Ed 306.21, Alternative Programs*

*Ed 306.26(f), Credit for 7th & 8th Grade Course Work*

*Ed 306.27(ad), Early Graduation*

*Ed 315, Home Education Programs*