

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

CONTOOCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

Tuesday, March 7, 2023

5:45 PM

Location: SAU Finch Conference Room

Agenda

Committee Members: Crista Salamy (Chair), Tom Burgess, Katherine Heck, Kevin Pobst, Doug Sutherland, Janine Lesser

- 1. Call to order**
- 2. Approval of the February 21, 2023 Minutes**
- 3. Policy Review**
 - JJA: Student Activities & Organizations
 - IC: School Year and School Year Calendar
 - ICA: School Calendar (Rescind)
 - EBCD: Emergency Closings/Emergency School & District Closings
 - EBCA: Crisis Prevention & Emergency Response Plans
 - EBCA-R: Emergency Plans Checklist for Developing a School Emergency Plan
 - IKL: Academic Integrity and Honesty
 - AC: Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan
 - AC-E: Non-Discrimination
- 4. Non-Public Session RSA 91-A:3 II (If Required)**
- 5. Policy Status Update:**

Under review/revision by Administration:

- IHBG: Home Education Instruction
- JJJ: Access to Public School by Nonpublic, Charter Schools, and Home Educated Students
- JLDDB: Suicide Prevention and Response
- IKL: Academic Integrity and Honesty – Education Committee Recommendation
- JLCB: Immunization of Students (Reworded and Re-lettered)

Under review by Legal:

- JLCF: Wellness
- IHBAA: Evaluation Requirements for Students

Under review by Budget and Property:

- Capital Plan Policy

Under review by Communication Committee:

- EG/KDA: Public Information Program

Under review with Nurses:

- JLCA: Physical Examination of Students

Future Agenda Items:

- Fall Update Items

JJA – Student Activities & Organizations

The ConVal School District encourages pupils who attend nonpublic schools, public charter schools, or who are home educated to access to the District's curricular courses and co-curricular programs in the same way as that of students who attend ConVal schools.

All pupils residing in the District, whether they are home educated, or are attending public chartered school or nonpublic schools, shall have access to curricular courses and co/extra-curricular programs offered by the District in accordance RSA 193:1-c and these administrative regulations.

The District will comply with the provisions of RSA 193:1-c allowing pupils who attend nonpublic schools, charter schools, or are home educated equal access to the District's curricular courses and co/extra-curricular programs. The District recognizes that any School Board policies regulating participation in curricular courses and co/extra-curricular programs cannot be more restrictive for non-public, public chartered school, or home educated pupils than the policy governing the District's resident pupils.

Legal References:

RSA 193:1-c, Access to Public School Programs by Nonpublic, Public Chartered Schools or Home Educated Pupils.

RSA 193-A, Home Education

Category: O

See also: *IHBG – Home Education Instruction*

IHBG-R, Administrative Procedure to Accompany Policy IHBG

Home Education Participation in District Programs and Activities

First Reading: February 19, 2019

Second Reading: March 5, 2019

Adoption: March 5, 2019

< JIHB – Searches of Student Automobiles on School Property

JJF - Student Activities Fund Management And Fundraising

(<https://schoolboard.convalsd.net/district-policies/j-students/jjf-student-activities-fund-management-and-fundraising/>)

STUDENT ACTIVITIES & ORGANIZATIONS***Category: Recommended***

It is the policy of the Board to allow opportunities for all students residing in the District to participate in co/extra-curricular activities and programs designed to meet their needs and interests.

Co/extra-curricular activities include, but are not necessarily limited to athletics (including intramurals), band, chorus, clubs, organizations, school dances, and others. Such activities and programs are intended to supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics, performing groups, or encourage service to the school and community. Any student organization or school/District sanctioned team, club, or activity must be recommended by the building Principal and approved by the Board.

A. Eligibility.

To participate in co-curricular and extra-curricular activities, all students must meet eligibility requirements, and understand that such participation is a privilege, not a right. The Superintendent is directed to establish eligibility standards and procedures for acceptable academic performance, good citizenship/sportsmanship, parental permission, fees, and physical exams/health requirements. The eligibility standards and procedures will be published in the student/parent handbooks. **The building Principal, or his/her designee(s), will verify that all students meet eligibility standards and procedures prior to the students' participation in the activity.** Any person so designated by the Principal must be trained on the requirements of Board policy.

In addition, participation in interscholastic sports or other school activities affiliated with outside organizations (e.g., the New Hampshire Interscholastic Athletic Association, or the New Hampshire Music Educators Association, etc.) is subject to the rules and eligibility requirements of those organizations. Additional Board policies, administrative regulations, or activity rules may apply to specific programs, clubs, and activities.

In the event that a program has reached capacity, determinations must be made in the same manner as described in Board policy JJJ.

B. Participation by Home Education and Other Non-Enrolled District Students.

Participation in student activities and organizations must have the same eligibility and participation requirements for both district students and for home educated, charter school, or non-enrolled district school resident students ("non-enrolled district students"). See Board policy JJJ for information on participation by such students.

C. Appeals.

Any student/parent who believes that the district's policies/regulations or the State's laws/regulations have not been appropriately or fairly interpreted regarding eligibility or participation in a school a course or program may appeal to the Principal or Designee, followed by the Superintendent, and if necessary the School Board.

Administrative Regulations or Procedures.

STUDENT ACTIVITIES & ORGANIZATIONS

The Superintendent or designee may adopt such administrative regulations or procedures as s/he deems appropriate in order to implement this policy. Such regulations or procedures must also comply with Board policy JJJ.

District Policy History:

First reading: _____ *Last revised:* _____

Second reading/adopted: _____ *Reviewed/reaffirmed:* _____

Other district policy history: _____

Legal References:

RSA 193:1-c, Access to Public School Programs by Nonpublic...Pupils.

RSA 193-A:6, (Home Education), Records; Evaluation

N.H. Dept. of Ed. Admin. Rule – Ed 306.26(d), Kindergarten-Grade 8 Curriculum

N.H. Dept. of Ed. Admin. Rule – Ed 306.27(b)(5), High School Cocurricular Program

N.H. Dept. of Ed. Admin. Rule – Ed 306.27(v), Reasonable accommodations for students with disabilities

IC – School Year

The school year shall include a minimum of 180 instructional days for students and additional days for the teaching staff, emergency days, etc.

Any days that the schools are closed for emergency reasons will be made up at the end of the school year or during recess periods, as approved by the Board upon the Superintendent's recommendation.

Alternatively, the school year may consist of the number of hours as required by New Hampshire Department of Education Rules. In the event schools are closed for excessive days for emergency reasons, the Superintendent may recommend to the School Board a revised schedule that satisfies all Department of Education requirements, but which may amend the number of days in the school year.

Legal References:

RSA 189:1, Days of School

RSA 189:24, Standard School

NH Code of Administrative Rules, Section Ed. 306.18, School Year

NH Code of Administrative Rules, Section Ed. 306.19, School Calendar

NH Code of Administrative Rules, Section Ed. 306.27 (q), High School Schedule for Seniors/Graduation

Category: R

See also ICA

1st Read: October 1, 2013

2nd Read: October 15, 2013

Adopted: October 15, 2013

< HP - Employee Job Actions

ICA - School Calendar (<https://schoolboard.convalsd.net/district-policies/i-instructional-programs/ica-school-calendar/>)

SCHOOL YEAR AND SCHOOL YEAR CALENDAR*Category: Recommended**Related Policies: IMBA***A. School Year.**

The student school year shall be a minimum of 180 instructional days or, alternatively, the equivalent number of hours as required in the rules of the N.H. Department of Education (see Ed 306.18).

The school year for teachers and other certified professionals shall be 188 days unless otherwise determined by the Board, applicable collective bargaining agreement, or individual contract.

B. School Closures.

Any days that the schools are closed for emergency reasons and are not designated by the Superintendent as distance education days (see paragraph C below) will be made up at the end of the school year or during recess periods, as approved by the Board upon the Superintendent's recommendation. Under special circumstances the Board may request an exception to this requirement from the State Board of Education.

In the event schools are closed for excessive days for emergency reasons, the Superintendent may recommend to the School Board a revised schedule that satisfies all Department of Education requirements, but which may amend the number of days in the school year.

C. Distance Education During Inclement Weather.

If inclement weather makes it unsafe to safely transport students to or from in-person instruction, the Superintendent/designee is authorized to designate that day as a remote instruction or "distance learning". Before remote instruction/distance learning is used as instructional day for the purpose of satisfying the minimum instructional day/hour requirements of the N.H. Department of Education, the Superintendent shall ensure that a plan exists with procedures to promote and allow for participation by all students in any affected school.

Prior to approving designating a day as a remote instruction/distance learning day, or any school/district-wide distance education that is dependent on technology, the Superintendent/designee will consider the impact that the inclement weather event might have on necessary technology.

Distance education will only count toward required instructional days/time when conducted in accordance with N.H. Dept. of Education Rule Ed 306.22.

School Calendar.

The school calendar will be developed by the Superintendent and submitted to the Board by the first Board meeting in March. The Board should approve the final calendar by April 1, 2023. Any exceptions or revisions to the calendar thereafter must be approved in advance by the Board.

SCHOOL YEAR AND SCHOOL YEAR CALENDAR

The Superintendent shall ensure that the calendar conforms to the number of actual days of instruction and employment as required by law, board policy, and staff contracts.

To the extent possible, the calendar will be coordinated with the school calendars of the area vocational schools, regional special education programs, and other districts in the SAU.

The high school graduation date shall be set no more than 5 school days or 30 instructional hours before the end of the scheduled school year. The date may remain fixed notwithstanding the need for other grades to make up days lost to inclement weather or other emergencies. See Ed 306.18(a)(4).

District Policy History:

First reading: _____ Last revised: _____
Second reading/adopted: _____ Reviewed/reaffirmed: _____
Other district policy history: _____

Legal References:

RSA 189:1, Days of School
RSA 189:24, Standard School
N.H. Dept. of Education Rules, Ed 306.18, School Year
N.H. Dept. of Education Rules, Ed 306.19, School Calendar
N.H. Dept. of Education Rules, Ed 306.22, Distance Education

ICA – School Calendar

The school calendar will be developed by the Superintendent or designee and approved by the School Board. Any exceptions or revisions to the calendar must be approved in advance by the Board.

The Superintendent or designee shall ensure that the calendar conforms to the number of actual days of instruction and employment as required by law, board policy, and staff contracts.

To the extent possible, the calendar will be coordinated with the school calendars of the area vocational schools and regional special education programs.

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.19, School Calendar

Category: R

See also IC

1st Read: October 1, 2013

2nd Read: October 15, 2013

Adopted: October 15, 2013

< IC - School Year

IF - Instructional Approach (<https://schoolboard.convalsd.net/district-policies/if-instructional-approach/>)

Present policy: EBCD – Emergency Closings

The Superintendent shall establish criteria and procedures for emergency closings of the schools.

Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closing, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with Board policy in reporting for work.

Announcements: When the Superintendent decides it is necessary to delay opening or close any facility or school or cancel any school event, the Superintendent will initiate all related communications to the public by radio, television, website, or other available means.

Delayed Opening of Schools: The Superintendent may delay the opening of schools upon determining that weather conditions appear extremely hazardous to operate school buses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. The public announcement will report the time of the delayed opening. Schools and offices shall close on the regular schedules. After-school activities and events will not be affected by a delayed opening.

Closing of Schools for the Entire Day: When the Superintendent determines that weather or other conditions exist or will develop that would make it unwise to open one or more schools any time during the day, the announcement communicated to media sources shall state either the specific school(s) that are closed or that all schools are closed. If school is closed for the entire day, all evening programs may be canceled.

Afternoon and Evening Program Cancellations: When schools are open to the end of the school day, but weather or other conditions deteriorate in the late afternoon, the Superintendent may decide to cancel afternoon and evening programs. Schools and offices should plan and communicate alternate dates and times to hold programs or events.

Weekend Closings: When weather or other conditions are predicted or develop that would make it hazardous to operate weekend programs or events, the Superintendent is

responsible for decisions regarding cancellations and for notifying the appropriate media.

Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closings, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with Board policy in reporting for work.

EMERGENCY SCHOOL & DISTRICT CLOSINGS

Category: Recommended

The Superintendent shall establish criteria and procedures for emergency closings of the schools. No school, office, or system event cancellation or delay will be made without the direct authorization of the Superintendent of Schools. In the event the Superintendent is unavailable, such decisions will be made by a senior administrator specifically designated by the Superintendent.

- A. Announcements and Notifications. When the Superintendent/designee decides it is necessary to delay opening or close any facility or school or cancel any school event, he/she will initiate all related communications to the public by radio, television, website, school alert system, or other available means. Students, parents, and staff shall be informed early in each school year of the procedures which will be used to notify them in case of emergency closings, whether action is taken before or during school hours. In the event of any closings, cancellations, or early dismissals, the Superintendent shall notify the Board.
- B. Delayed Opening of Schools. The Superintendent/designee may delay the opening of schools upon determining that weather conditions appear extremely hazardous to operate school buses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. The public announcement will report the delayed opening, including the cancellation of morning kindergarten, if necessary. Schools and offices shall close on the regular schedules. After-school activities and events will not be affected by a delayed opening.
- C. Closing of Schools Only for the Entire Day. When the Superintendent determines that weather or other conditions exist or will develop that would make it unwise to open one or more schools any time during the day, the announcement communicated to radio and television stations shall state that the school district is closed. If school is closed for the entire day, all afternoon and evening programs shall also be canceled.
- D. Distance Education During Inclement Weather. Pursuant to Board policy IC, the Superintendent may approve school or district-wide instruction by way of remote instruction or other form of "distance education". Unless the use of distance education for a specific day has previously been communicated, the Superintendent/designee will include the necessary information regarding the remote instruction/distance learning day in the announcement that school has been canceled.
- E. Emergency Early Release. In the event that weather conditions are safe for travel in the morning but become hazardous by the time of normally scheduled dismissals, the Superintendent may decide to release students early. The Superintendent will notify parents as soon as possible in order to allow for the arrangement of after-school care and transportation when necessary. The Superintendent shall develop protocols for dismissal schedules, transportation of students, and notification of stakeholders. If there is an emergency early release, all afternoon and evening programs shall also be canceled.

EMERGENCY SCHOOL & DISTRICT CLOSINGS

- F. Afternoon and Evening Program Cancellations. When schools are open to the end of the school day, but weather or other conditions deteriorate in the late afternoon, the Superintendent/designee may decide to cancel afternoon and evening programs. Schools and offices should plan and communicate alternate dates and times to hold programs or events.
- G. Weekend Closings. When weather or other conditions are predicted or develop that would make it hazardous to operate weekend programs or events, the Superintendent/designee is responsible for decisions regarding cancellations and for notifying the appropriate media.
- H. Staff Responsibilities. When schools are closed pursuant to this policy, staff members shall remain available for work as directed by the Superintendent.

Legal References:

- RSA 189:1, Days of School
- N.H. Dept. of Ed. Rule - Ed 306.18, School Year
- N.H. Dept. of Ed. Rule - Ed 306.19, School Calendar
- N.H. Dept. of Ed. Rule - Ed 306.22, Distance Education

CRISIS PREVENTION & EMERGENCY RESPONSE PLANS*Category: Recommended**Related Policies: ADD, EB, EBCD, EG, JICK & JLCJA**Related Administrative Procedures: EBCA-R & EG-R***ADOPTION/REVISION NOTES –**

Text between the highlighted lines “~~~~”, and highlights in this sample should be removed prior to FINAL adoption, but policy committee and/or board should review before removal.

- (a) **USER SUGGESTION** – Because of ADA compliance requirements, and other technological restrictions, some intended formatting does not appear on sample policies available through the NHSBA main policy database page. For MS Word versions of the samples (after 2008), we recommend accessing samples through the “Previous Policy Updates” link on the bottom of the NHSBA policy homepage. The password is the same as for the main policy database page.
- (b) **General** – As with all sample policies/procedures, 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) **General** – **Highlighted language** or blank, underscored spaces indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- (d) **General** – **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- (e) **General** – **Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.**

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

- A. **Site-specific Emergency Operations Plan (RSA 189:64).** Each school shall develop a site-specific school emergency operations plan (“EOP”) based on and conforming with the Incident Command System and the National Incident Management System and pursuant to RSA 189:64.

Each Emergency Operations Plan will address hazards as including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities.

School building principals, or their designee, shall annually review their site-specific EOP and submit updated plans (or report of no changes) to the Superintendent for review by _____. ¹ **delete fn.]**

¹ **[Delete fn.]** This date should be early enough to allow the Superintendent/facilities director sufficient time for review before the October 15 deadline to submit to the state.

CRISIS PREVENTION & EMERGENCY RESPONSE PLANS

If, after such review, the plan remains unchanged, then the Superintendent/Principal shall notify the New Hampshire Department of Safety by October 15 that the plan is unchanged. If an Emergency Operations Plan is updated/revised, the Superintendent/Principal shall submit the updated Emergency Operations Plan to the Director of Homeland Security and Emergency Management of the Department of Safety by October 15.

*All-hazard and fire evacuation drills shall be conducted annually pursuant to Board policy EBCB {**}.*

B. District-wide Crisis Prevention and Response Plan.

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan (the "District Crisis Plan"). The District Crisis Plan shall serve as a compilation of each site-specific Emergency Operations Plan for each District school and shall include the current Sports Injury Emergency Action Plan as required under Board policy {**}JLCJA and RSA 200:40-c.

The District-wide Crisis Plan will include provisions addressing coordination of crisis prevention and responses between and among the different schools, grounds, school buses, and other facilities of the District. Additionally, the District Crisis Plan should address:

[Insert other provisions or issues the Board wishes such plan to address.]

In order to avoid plan/policy conflicts, the District Crisis Plan will reference applicable sections of other pertinent plans rather than restate (e.g., crisis communications should be addressed in the District Communication Plan, {**}EG-R).

The District Crisis Plan shall be updated and provided to the Board for review by October 31 each year (i.e., after the site-specific EOP's are submitted to the state).

C. Coordination. The Superintendent will establish a relationship with local and state emergency services (e.g., police, fire, ambulance, etc.). Unless otherwise provided in a site-specific EOP, the District-wide Crisis Prevention and Response Plan or the District Communication Plan, the Superintendent, or his/her designee, will serve as the coordinator/liaison with these authorities. *Additionally, the Superintendent should designate personnel to explore the availability of any training or support provided by the New Hampshire Departments of Education and/or Safety associated with risk assessment, crisis management, and other matters related to this policy.*

District Policy History:

First reading: _____	Last revised: _____
Second reading/adopted: _____	Reviewed/reaffirmed: _____
Other district policy history: _____	

Legal References:

RSA 189:64, Emergency Response Plans
 RSA 193-D, Safe School Zones
 RSA 193-F, Pupil Safety and Violence Prevention

CRISIS PREVENTION & EMERGENCY RESPONSE PLANS

RSA 200:40-c, Emergency Plans for Sports Related Injuries

N.H. Dept. of Education Administrative Rule, Ed. 306.04(a)(2), Promoting School Safety

***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 Aug. 2022, Sept. 2021, Nov. 2019, July 2019, Oct. 2018, Sept. 2017, Sept. 2014, Aug. 2007, July 1998.

NHSBA revision notes, August 2022, revised policy to reflect the 2022 passage of HB 1125, which amended RSA 189:64 to change (a) change the name of the site specific plans from “Emergency Response Plans” to “Emergency Operations Plans” (as used by Federal Dept. of Homeland Security), (b) the state submission date for the EOP from 9/1 to 10/15 of each year, and (c) the recipient of the submission from N.H. DOE to the N.H. Department of Safety. The policy was further revised to remove some redundancies, and to clarify the distinction and relationship among the site-specific EOPs the District-wide plan, and other related plans/policies. **September 2021**, revised paragraph 4 to include reference to Sports Injury Emergency Plan as required by RSA 200:40-c and related policy JLCJA. **November 2019**, revised to reflect increase in changes to RSA 189:64 regarding all-hazard drills (increasing from 2 to 4 per year), and requirement that at least one drill concern an armed assailant. **July 2019**, minor change to disclaimers. **October 2018**, retitled and revised substantially to incorporate provisions of now withdrawn (10/201*) sample policy EBC, reflect provisions of the 2018 passage of HB 1370 requiring plans to be submitted to the N.H. Dir. of Homeland Security. **September 2017**, revised to reflect 2017 N.H. Laws Ch. 14 (HB 233), which required annual plans to be submitted to the N.H./ Dept. of Education. **September 2014**, re-written in its entirety to reflect changes to RSA 189:64.

w/2022-U2 Fall/EBCA Crisis Prevention & Emergency Response 2022-U2 (F)

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EMERGENCY PLANS
CHECKLIST FOR DEVELOPING A SCHOOL EMERGENCY PLAN

Category: *WITHDRAWN*

Related Policies: *EBCA*

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**ADOPTION/REVISION NOTES –**

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- (b) General – **{\*\*}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- (c) General – Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

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WITHDRAWN [date district withdraws]

Former administrative procedure document, **{**}** EBCA-R (which contained a checklist to help school administrators develop school disaster plans) has been withdrawn. **{**}** EBCA-R is now obsolete as it was created before RSA 189:64 required schools have an Emergency Operations Plan and the subsequent major changes to policy **{**}** EBCA.

District Policy History:

First reading: _____ Last revised: _____
Second reading/adopted: _____ Reviewed/reaffirmed: _____
Other district policy history: _____

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NHSBA history: Withdrawn – August 2022
NHSBA revision notes, August 2022, withdrawn as EBCA-R was created before RSA 189:64 and major revisions to policy EBCA, making it repetitive and obsolete.

w/p-update/2022-U2 Fall/EBCA-R Emergency Plan Checklist WITHDRAWN 2022-U2 (F)

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IKL - ACADEMIC INTEGRITY AND HONESTY--

Category: Optional

Related Policies: EGAD, JICD & JICL

A. STATEMENT OF POLICY. All students are expected to demonstrate academic integrity and honesty. Students are expected to put forth their best effort on tests and assignments. Students are expected to demonstrate respect toward their instructors and peers by encouraging and facilitating learning. Engaging in various forms of cheating or academic dishonesty does not permit students to realize the full extent of the educational experience or their full academic potential. These expectations are directly related to the Board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior.

B. PROHIBITED BEHAVIOR. In addition to any standards or rules established by individual classroom teachers, the following behaviors are in violation of the standards of academic integrity and honesty and are specifically prohibited:

1. Cheating. Cheating is any act of academic dishonesty, which includes such things as receiving or communicating information to another student during a test or other assessment; looking at another's test or assessment during the exam; using notes or obtaining information during a test or assessment when prohibited; obtaining information about the questions or answers for an assessment prior to the administration of the exam; or whatever else is deemed contrary to the rules of fairness with respect to school work or assessment, including special rules developed by the instructor of the course.

2. Plagiarism. Plagiarism is the representation of someone else's ideas or words as one's own without crediting the source. It is the use, whether by paraphrase or direct quotation, of the published or unpublished work of another without full and clear acknowledgment through proper citation format. The submission of an assignment or parts of an assignment written by someone other than the student, including but not limited to, other students, commercial organizations, or electronic sources.

3. Academic Misrepresentation. Academic misrepresentation occurs when a student has another student or individual substitute for himself or herself during the taking of a test or other assessments.

4. Academic Collusion. Academic collusion is the sharing of test or other assessment questions or answers with another student without the instructor's permission. Academic collusion includes copying another student's homework

without the instructor's permission or allowing another student to copy one's work. It also includes group collaboration on individual assignments without the instructor's permission.

5. Dishonesty in Papers. Dishonesty in papers entails using a writing service or having someone else write a paper for the student. All work submitted for a course must be the student's own original work unless the sources are cited.

6. Self-Plagiarism (Work Done for One Course and Submitted in Another).

Self-Plagiarism occurs when a student for a class refers to work previously submitted in another class in order to fulfill the academic requirements in that latter class. In some instances, instructors may allow a certain amount of work from a prior course to be repurposed; students who wish to do this must seek express approval from the instructor in advance.

7. Unfair academic advantage. Unfair academic advantage occurs when a student acts in such a way as to prevent or hinder another student's performance with respect to an academic activity. Examples include: concealing, destroying, or stealing research or library materials with the purpose of depriving others of their use; sabotaging another student's work; or attempting intimidation for academic advantage.

8. Facilitating academic dishonesty. Facilitating academic dishonesty occurs when one student completes an academic activity (e.g., homework, test, paper, etc.) for another student, or collaborates with another student on an academic activity when instructions have called for independent work.

9. Other Academic Dishonesty. This policy also prohibits any intentional act that violates the spirit of academic integrity and this policy. Such prohibited conduct includes, but is not limited to, stealing assessments; tampering with academic records; including inaccurate academic information on any application or resume; altering academic tests or assessments, grades or other student records; distributing materials for the purpose of cheating or facilitating; inappropriate or unethical use of technology (pre-program of graphing calculator, smart phones, etc.); or feigning illness or personal circumstances to avoid an academic activity (e.g., test, quiz, paper, homework, lecture, etc.).

C. CONSEQUENCES.

The disciplinary consequences for violations of this policy shall be consistent with Board policy and the Student Code of Conduct. The minimum consequence [should/shall] be a zero relative to the specific assignment, test or quiz,

and a conference with the student's parent/guardian. The Superintendent or designee shall list in the applicable **Code of Student Conduct** the specific range of additional consequences that may be imposed on a student for violations of this policy. For high school students, violations of academic integrity and honesty are cumulative during the student's high school years.

District Policy History:

First reading: _____

Second reading/adopted: _____

AC – Non-Discrimination

The School Board, in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees and students, that there shall be no discrimination on the basis of age, sex, gender, race, creed, color, marital status, physical or mental disability, national origin, sexual orientation, or any other categories protected by law for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District. Notwithstanding the language of any other policy adopted by this Board, we will abide by the Department of Education Final Rule 34 CFR Part 106.

Inquiries, 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 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 non-discrimination 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.

Legal Reference:

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 I of The Americans with Disabilities Act of 1990

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

Appendix: AC-R

1st Read: July 7, 2020

2nd Read: July 28, 2020

Adopted: July 28, 2020

< ABA – Community Involvement In Decision Making

ACAC - Title IX Sexual Harassment Policy and Grievance Process

(<https://schoolboard.convalsd.net/district-policies/acac-title-ix-sexual-harassment-policy-and-grievance-process/>)

NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT and DISTRICT ANTI-DISCRIMINATION PLAN

Category: Priority/Required by Law
JICK KED, KEE

Related Policies: ACD, ACE, GBAA, JBAA,
See also: EF, EFAA, IKG, AC-E & AC-R

ADOPTION NOTES –

This text box, and all highlights within the policy should be removed prior to adoption.

- (a) *The November 2019 revision is intended to meet the basic policy requirements of SB263, (2019 N.H. Laws 282) while more extensive revisions to related NHSBA sample discrimination policies and procedures undergo review and revision. See NHSBA Revision Note, below.*
- (b) *Additionally, this revision incorporates the provisions (revised) of previous NHSBA sample GBA, which has been withdrawn as of December 2019.*
- (c) **††** *Many districts have adopted policies other than NHSBA's policies relative to discrimination, harassment, etc., and used different policy codes than NHSBA. Districts should take extra care to cross-reference according to their own policies and policy codes.*
- (d) *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.*
- (e) *Withdrawn and earlier versions of revised policies should be maintained as permanent records of the District. Some districts maintain a "Repealed/Revised" section within their manuals.*
- (f) **{**}** *indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*

A. **†† see adoption note (c)/Prohibition Against Discrimination of Students in Educational Programs and Activities.**

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK **{**}** Pupil Safety and Violence Prevention.

B. **Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.**

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education,

NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT and DISTRICT ANTI-DISCRIMINATION PLAN

training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

C. Policy Application.

This Policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy JICK{**}, Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

D. District Anti-Discrimination Plan.

No later than October 15, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Plan should include provisions, and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District's Human Rights [Non-Discrimination] Officer and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District's Suicide Prevention Plan per Policy JLDBB{**}), the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

E. Human Rights [or Non-Discrimination], Title IX, 504 and other Coordinators or Officers.

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, the Superintendent shall prepare and disseminate as an Appendix AC-E {**} to this Policy an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, postal and physical addresses.

**NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT
and DISTRICT ANTI-DISCRIMINATION PLAN**

Human Rights [or Non-Discrimination] Officer _____ [check district policies for title]

Title IX Coordinator _____ [check district policies (e.g., JBAA, GBAA?) for title]

504 Coordinator _____ [check district policies for title]

The Appendix will also include current contact for relevant state and federal agencies including:

U.S. Department of Education, Office of Civil Rights

U.S. Department of Agriculture, Office of Civil Rights

N.H. Human Rights Commission

N.H. Department of Justice, Civil Rights Unit

N.H. Department of Education, Commissioner of Education

F. Complaint and Reporting Procedures.

Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced below under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced below under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed below and related administrative procedures or regulations. Complaints or reports regarding matters not covered in one or the other of those policies should be made to the District Human Rights Officer.

1. Reports or complaints of sexual harassment or sexual violence by employees or third party contractors should be made under Board policy GBAA{**};
2. Reports or complaints of sexual harassment or sexual violence by students should be made under Board policy JBAA{**};
3. Reports or complaints of discrimination on the basis of disability should be made under Board policy ACE{**}, except for complaints regarding facilities accessibility by

**NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT
and DISTRICT ANTI-DISCRIMINATION PLAN**

disabled non-students or employees, which should be made under Board policy KED{**}; and

4. Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK{**}.

G. Alternative Complaint Procedures and Legal Remedies.

At any time, whether or not an individual files a complaint or report under this Policy, an individual may file a complaint with the Office for Civil Rights (“OCR”), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: OCR.Boston@ed.gov

Note: Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.

2. New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: humanrights@nh.gov

Notwithstanding any other remedy, any person may contact the police or pursue a criminal prosecution under state or federal criminal law.

H. Retaliation Prohibited.

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless that person knew the complaint or report was false or knowingly provided false information.

I. Administrative Procedures and Regulations.

The Superintendent shall develop such other procedures and regulations as are necessary and appropriate to implement this Policy.

J. Notice of Compliance.

The Superintendent will provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

District Policy History:

First reading: _____

NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT and DISTRICT ANTI-DISCRIMINATION PLAN

Second reading/adopted: _____

District revision history:

Legal References:

RSA 186:11, XXXIII, Discrimination
RSA 193:38, Discrimination in Public Schools
RSA 193-F, Student Safety and Violence Protection Act
RSA 275:71, Prohibited Conduct by Employer
RSA 354-A, State Commission for Human Rights
The Age Discrimination in Employment Act of 1967, 29 U.S.C. 621, et seq.
The Rehabilitation Act of 1973, 29 U.S.C. 705 and 794
Title II of The Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq.
Title IV of the Civil Rights Act of 1964, 42 U.S.C. §2000c
Title VII of The Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq
Title IX of the Education Amendments of 1972, 20 U.S.C 1681, et seq
NH Dept of Ed. Rule 303.01 (i), School Board Substantive Duties

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 - November 2019; September 2018; September 2008; February 2005; February 2004, July 1998

NHSBA Notes, November 2019: Sample policy AC was revised to reflect the 2019 passage of SB263, 2019 N.H. Laws Ch. 282 ,which among other things: (1) identifies education as a civil right protected under RSA 354-A;(2) expanded (or clarified) the list of classes protected against discrimination under state law; (3) created specific right of claimants or the state attorney General's office to bring discrimination complaints to the NH Human Rights Commission and Superior Court, and (3) requires each district to adopt a policy that sets the framework for developing a coordinated plan to prevent and address incidents of discrimination. The November 2019 revision is intended to meet the minimum requirements of SB263, while more extensive revisions to related NHSBA sample discrimination policies and procedures undergo review and revision. Additionally, incorporates the substantive provisions of former NHSBA sample policy GBA. **September 2018:** Addition of provision prohibiting discrimination in employment practices on the basis of gender identity is required by the passage of HB1319 (2018), which, among other things, amended

**NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT
and DISTRICT ANTI-DISCRIMINATION PLAN**

RSA 354-A:6, and 354-A:7. **NHSBA Note, September 2014:** Addition of provision prohibiting discrimination on the basis of economic status, per RSA 186:11, XXXIII (effective July 2014). Addition of new paragraph prohibiting discrimination in employment matters against victims of domestic violence, harassment, sexual assault, or stalking, per RSA 275:71 (effective July 2014).

w/p-update/2019 Fall/ /AC Non Discrimination Eq Opp 2019 (d3)

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.

Non- Discrimination

Related Policies:AC, ACAC

- **District Civil Rights Coordinator**

Dr. Ann Forrest, Assistant Superintendent
106 Hancock Road, Peterborough NH 03458
Telephone: (603) 924-3336 ext 2068
Email: aforrest@conval.edu

- **Title IX Coordinator**

Dr. Ann Forrest, Assistant Superintendent
106 Hancock Road, Peterborough NH 03458
Telephone: (603) 924-3336 ext 2068
Email: aforrest@conval.edu

- **504 Coordinator**

Cari Christian-Coates, M.Ed., Director of Student Services
106 Hancock Road, Peterborough, NH 03458
Telephone: (603) 924-3336 x2048
Email: ccoates@conval.edu

- **Other Contact information**

U.S. Department of Education, Office of Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: (800) 421-3481
Email: OCR@ed.gov

Non- Discrimination

Office for Civil Rights for New Hampshire

U.S. Department of Education

5 Post Office Square

Boston, MA 02109-3921

Telephone: (617) 289-0111

Fax: (617) 289-0150

TDD: (877) 521-2172

Email: OCR.Boston@ed.gov

U.S. Department of Agriculture, Office of Civil Rights

Director, Center for Civil Rights Enforcement

1400 Independence Avenue, SW

Washington, DC 20250-9410

Telephone: (866) 632-9992

Email: CR-Info@USDA.gov

New Hampshire Commission for Human Rights

2 Industrial Park Drive, Bldg. One

Concord, NH 03301

Telephone: (603) 271-2767

Fax: (603) 271-6339

E-mail: humanrights@hrc.nh.gov

N.H. Department of Justice, Civil Rights Unit

33 Capitol Street

Concord, NH 03301

Telephone: (603) 271-3658

Fax: (603) 271-2110

TDD Access: Relay NH 1-800-735-2964

Email: attorneygeneral@doj.nh.gov

Non- Discrimination

N.H. Department of Education, Office of the Commissioner of Education

25 Hall Street, Concord, NH 03301-3860

Telephone: (603) 271-3494

Email: Stephen.W.Berwick@doe.nh.gov