

# **Policy Development Committee Agenda**

**5/13/2022**

**7:00 A.M. ~ Gilford High School Library**

## **Policies to Review**

ABD/GBEC – Drug-Free Workplace & Drug-Free Schools

IHBB – Programs for Gifted Pupils

IHBI – Alternative Learning Opportunities

IHBH – Extended Learning Opportunities

## **DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS**

### **A. Drug-Free Workplace**

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

### **B. District Action Upon Violation of Policy**

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug or alcohol-abuse, employee-assistance rehabilitation program.

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

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

#### **C. Drug-Free School Zone**

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

#### **D. Implementation and Review**

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

#### **Legal References:**

- 41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients
- RSA Chapter 193-B Drug Free School Zones
- N.H. Admin. Code, Ed. Part 316

**(Adopted: 2/4/2019)**

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**(Adopted: 5/8/1973)**

**(Revised: 9/20/1973, 11/5/1990, 1/24/1994, 3/4/2002, 8/23/2010, 2/4/2019)**

*NHSBA sample policy for reference only.  
5-13-2022 Policy Committee*

## **IHBB - PROGRAMS FOR GIFTED PUPILS**

(Download policy)

### *Category O*

The Board recognizes the need for programs for gifted and talented pupils.

Reviewed: July 2004

Revised: November 1999

Revised: July 1998

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## ALTERNATIVE LEARNING OPPORTUNITIES

### Purpose

In an effort to reduce the number of students who are at risk of not completing the requirements to graduate from high school and earn a diploma, the Board established a program for alternative learning opportunities for students to obtain a high school diploma or its equivalent. The District, through an alternative learning opportunity team which may consist of teachers, administrators, and a school counselor, are directed to identify students who may be at risk for dropping out of high school, for developing alternative learning opportunities consistent with this policy, and for facilitating alternative learning opportunities.

Alternative learning opportunities may include, but are not limited to, extended learning opportunities, independent study, private instruction, internships, HiSET, adult education classes, Job Corps, apprenticeships, online/virtual education, or other opportunities approved by the Principal, in conjunction with Board policies.

Alternative learning opportunities may include extended learning opportunities taken for credit or taken to supplement regular academic courses. If the alternative learning opportunity includes extended learning opportunities taken for credit, the provisions of *Policy IHBH*, will apply. The granting of credit shall be based on a student's mastery of course competencies, as defined by *Policies ILBA, Assessment of Educational Programs* and *ILBAA, High School Competency Assessments*. A certified educator in the respective subject (unless waived by the Principal) and the Principal must authorize the granting of credit for learning accomplished through extended learning opportunities. If credit is not granted, the extended learning opportunity may be used to fulfill prerequisite requirements for other courses.

### Roles and Responsibilities

Alternative learning opportunity components shall have specific instructional objectives aligned with the State minimum standards and District curriculum standards. All alternative learning opportunities will comply with applicable laws, policies, and regulations, including child labor laws and regulations governing occupational safety.

When appropriate, school counselors and/or administrators should inform students of the option of pursuing a high school diploma through the development of an alternative learning opportunity. Other District employees who believe a student may be at risk of dropping out of high school should inform the Principal or the student's school counselor of their concerns regarding the student. Student's expressing interest in pursuing such an alternative learning opportunity or program should be referred to the Principal or the school counselor. The Principal, school counselor, or Principal's designee will then discuss the alternative learning opportunity option with the student and the student's parent or guardian.

The school counselor or Principal's designee is responsible for assisting students and their parents/guardians in preparing application forms and other necessary paperwork for alternative learning opportunities. The alternative learning opportunity components will be determined through a team consisting of the student, school personnel, parent/guardian and other appropriate people based on the individual student need.

The Principal or designee and the designated team will have primary responsibility and authority for approval and implementation of alternative learning opportunities and will oversee all aspects of such programs. The Principal will be responsible for reviewing and approving alternative learning opportunities and credits awarded toward the attainment of a high school diploma or its equivalent.

Students who are minors and are approved for alternative learning opportunities must have parent/guardian permission to participate in such a program. Such permission will be granted through an agreed upon plan signed by the parent/legal guardian, Principal or designee and student. The agreed upon plan will be returned to the school counseling office before the plan starts. The District will require a signed agreement between the school, the student, the parent and a designated agent of the third-party host for remote alternative learning opportunities. The agreement will specify the roles and responsibilities of each party.

Students engaged in alternative learning opportunities will remain as enrolled students of their District. Alternative learning opportunities that are approved by the District become the responsibility of the District to facilitate implementation, may include associated costs and transportation.

### **Approval Process**

1. The student and his or her parent/guardian seeking an alternative learning opportunity shall meet with the school counselor or Principal to discuss alternative learning opportunity options and initiate the formation of an alternative learning opportunity team. The team, including the student and parent/guardian, will meet to design the alternative learning opportunity to enable the student to remain enrolled in school and complete educational requirements.
2. The Principal will review the paperwork and will determine whether or not to approve the alternative learning opportunity. The Principal's decision will be made within ten (10) days of receipt of the paperwork. The student and parent/guardian will be notified in writing of the decision. If additional information is requested, the information must be submitted within ten (10) days of receipt of the request.
3. It is the student's responsibility to maintain academic standing, comply with agreed upon contract and enrollment in the approved program. Any failure to complete an approved plan may jeopardize the student's ability to remain in the program and receive credit towards obtaining a high school diploma or its equivalent. The student and parent/guardian recognize that in the event the student withdraws or is removed from an approved program, the District cannot guarantee placement in an equivalent District-offered course.
4. The District reserves the right to determine the number of credits to be awarded. The course name and actual grade earned, if applicable, will be noted on the student's official transcript.

### **Evaluation Criteria**

The Principal will evaluate all applications of students wishing to participate in an alternative learning opportunity or program. At a minimum, any alternative learning opportunities must meet the following criteria:



- Provides for proper administration and supervision of the program or opportunity
- Provides that certified school personnel oversee and monitor the program
- Requirement that each extended learning opportunity, if included in the alternative learning opportunity, meets rigorous standards, including the minimum standards established by the State Board of Education and all other applicable District standards
- Includes age-appropriate academic rigor and the flexibility to incorporate the student's interests and manner of learning
- Makes provisions for unbudgeted costs
- Are developed and amended, if necessary, in consultation with the student, a school counselor, the school Principal and at least one parent/guardian of the student.

### **Appeal Process**

A student whose Alternative Learning Plan has been denied may request a meeting with the Principal. The Principal will provide the student with rationale as to why the proposal was denied. Students may resubmit alternate proposals for consideration if such proposals are made within the timelines established by this policy. All decisions made by the Principal shall be final.

### **Program Integrity**

In order to insure the integrity of the learning experience approved under this program, the student will be required periodically or upon demand to provide evidence of progress. The Principal will be responsible for certifying completion of the opportunity or program and the award of credits, consistent with the District's policies on graduation.

If a student is unable to complete the alternative learning opportunity for valid reasons, the Principal will evaluate the experience completed to date and make a determination for the award of partial credit or recommend an alternative experience. The Principal will determine the validity of such reasons on a case-by-case basis.

If a student ceases to attend or is unable to complete alternative learning opportunity for insufficient reason (lack of effort, failure to follow through, indecision, not meeting deadline of June 1<sup>st</sup> or earlier agreed upon date, etc.), the Principal may determine that the student's transcript be adjusted to reflect the experience as a failure.

In order to certify completion of curricular programs and activities based upon specific instructional objectives aligned to the standards, the Principal or designee will develop a process to monitor to document student progress.

### **Legal References:**

*RSA 193:1, Duty of Parent; Compulsory Attendance by Student*  
*NH Code of Administrative Rules, Section Ed 306.04(a)(13), Extended Learning Opportunities*

*NH Code of Administrative Rules, Section Ed 306.27(b)(4), Extended Learning Opportunities – High School*

**(Adopted: 10/5/2009)**  
**(Revised: 4/7/2014, 8/5/2019)**

## EXTENDED LEARNING OPPORTUNITIES

### Purpose

Extended learning opportunities (ELO) are a means of acquiring knowledge and skills through instruction or study that is outside the traditional classroom. ELOs may include, but are not limited to, independent study, private instruction, performing groups, internships, community service, apprenticeships, online courses/remote education, or other opportunities in conjunction with Board policies.

The purpose of ELOs is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. In order to maximize these learning opportunities and provide diverse pathways for learning, this policy permits students to employ ELOs that are stimulating and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by State minimum standards and applicable Board policies.

ELOs may be taken for credit or may be taken to supplement regular academic courses. ELOs may also be used to fulfill prerequisite requirements for advanced classes. The granting of credit shall be based on a student's mastery of course competencies, as defined by *Policies ILBA, Assessment of Educational Programs* and *ILBAA, High School Competency Assessments*. Certified Teachers must authorize the granting of credit for learning accomplished through ELOs.

### Roles and Responsibilities

The school counseling office oversees ELOs. All ELOs must meet or exceed the proficiencies and skills identified by the New Hampshire State Board of Education, applicable rules and regulations of the Department of Education, and all applicable Board policies. All programs of study proposed through this program shall have specific objectives aligned with the State minimum standards and District curriculum standards. All ELOs will comply with applicable laws and regulations, including child labor laws, policies and regulations governing occupational safety.

Students wishing to pursue an ELO under these guidelines must first present their proposal to their school counselor and/or the College and Career Readiness Coordinator. The name and contact information for the school's College and Career Readiness Coordinator can be found on the website in the School Counseling Department.

The Principal or designee will have primary responsibility and authority for ensuring the implementation of ELOs and all aspects of such programs. The Principal or designee will determine who will be responsible for approving student eligibility and such approval will include a consideration of the overall benefits, costs, advantages and disadvantages to both the student and the district.

The Principal or designee will review and determine credits that will be awarded for ELOs toward the attainment of a high school diploma. Parents/guardians and/or students may appeal decisions rendered by the Principal within the provisions below (see Appeal Process).

Students approved for an ELO must have parental/guardian permission to participate in such a program. Such permission will be granted through an application signed by the parent/legal guardian and returned to the school counselor or College and Career Readiness Coordinator before beginning the program.

All ELOs not initiated and designed by the District shall be the financial responsibility of the student or his/her parent/legal guardian. Students electing independent study, college coursework, internships, or other ELOs that are held off the high school campus will be responsible for providing their own transportation to and from the off-campus site. However, the District may provide transportation if feasible.

Students who have a financial or transportation need that would prevent such participation, may request school assistance through their school counselor. Such requests may be granted if District resources are available and at the discretion of the Principal. The Principal or a school counselor will assist students in seeking alternative means of financial or transportation assistance if so needed.

Students approved for off-campus ELOs are responsible for their personal safety and well-being. ELOs at off-campus sites will require a signed agreement among the school, the student, and a designated agent of the third-party host. The agreement should specify the roles and responsibilities of each party.

### **Application Process**

1. The application is to be completed by the student/parent/guardian seeking approval for the ELO.
2. The application should be completed and submitted at least ten (10) days prior to the beginning of the proposed program. However, the School Board recognizes that short-term notice opportunities may present themselves to students from time to time. As such, the Principal or designee may grant waivers to the ten (10) day submission requirement at his/her discretion, provided all other application criteria are satisfied. Such waivers will be granted on a case-by-case basis. All required information must be attached to the application and submitted to the student's school counselor.
3. The application will be reviewed by appropriate District staff and administration and a decision will be made within ten (10) days of receipt of the application. The student will be notified in writing of the status of the application. If additional information is requested, the information must be submitted within one week of receipt of the request.
4. It is the student's responsibility to maintain academic standing and enrollment in the approved program. Any failure to complete an approved program may jeopardize the student's ability to earn credit for the course. The student and parent/guardian recognize that in the event the student withdraws from an approved program, the District cannot guarantee placement in an equivalent District-offered course.
5. The District reserves the right to determine the number of credits to be awarded. Any credits earned may be calculated towards the overall Grade Point Average (please

see Program of Studies). The course name and actual grade earned will be noted on the student's official transcript. Credit for the course will be recognized when an official record of the final grade has been submitted to the Principal or designee. However, class rank and grade point average will be calculated at the end of each trimester.

6. Credit may be earned through alternative methods outside of regular classroom-based instruction offered by the District schools area 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.

7. The Program of Studies defines proficiency for different types of ELOs. ELO credits and grades will be recorded on the student's transcript and will be used to compute Class Ranking and Grade Point Averages. They will be used to determine eligibility for co-curricular and to determine a student's status as full time. No more than three (3) credits may be earned by way of ELO in any one school year. No more than eight (8) credits may be earned by way of ELO in a student's high school career.

Exceptions must be approved by school Principal.

### **Evaluation Criteria**

At a minimum, all ELOs must meet the following criteria:

- Provides for administration and supervision of the program
- Provides that certified school personnel oversee and monitor the program
- Requirement that each ELO meets rigorous standards, including the minimum standards established by the State Board of Education and all other applicable District curriculum standards

### **Appeal Process**

A student whose ELO has been denied may request a meeting with the Principal. The Principal will provide the student with rationale as to why the proposal was denied. Students may resubmit alternate proposals for consideration if such proposals are made within the timelines

established by this policy. All decisions made by the Principal shall be final.

**Program Integrity**

In order to insure the integrity of the ELO, the student may be required periodically or upon demand to provide evidence of progress and attendance. The Principal will be responsible for certifying course completion and the award of credits consistent with the District's policies on graduation.

If a student is unable to complete the ELO for valid reasons, the Principal or designee, and a content certified educator will evaluate the experience completed to date and make a determination and recommend an alternative experience.

If a student ceases to attend or is unable to complete the ELO for inadequate reason (lack of effort, failure to follow through, indecision, etc.), the Principal may determine that the student's transcript be adjusted to reflect the experience as a failure.

In order to certify completion of co-curricular programs and activities based upon specific instructional objectives aligned to the standards, the school will develop an appropriate process to monitor and document student progress and program completion.

It shall be incumbent upon the student or his/her parent/legal guardian to request that copies of the student's official transcript be sent from the former school.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306.04(a)(13), Extended Learning Opportunities*

*NH Code of Administrative Rules, Section Ed 306.26(f), Extended Learning Opportunities – Middle School*

*NH Code of Administrative Rules, Section Ed 306.27(b)(4), Extended Learning Opportunities – High School*

**(Adopted: 8/5/2019)**