

Policies for Review - 1st Reading

June 14, 2022

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

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)~~ 5 (five) 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
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(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)

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~~ **their** 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~~ **their** 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.~~

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

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~~ **their** 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)