

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

October 26, 2016 3:30 – 5:00

Central Office

Agenda

- I. Call to Order
- II. Policy Changes for Review from Requested Feedback
  - IHBH, R, R1, R2 – Extended Learning Opportunities
  - IHBI – Alternative Learning Plan
  - ICAA – Interdisciplinary Credit Toward Graduation
  - IKF – Graduation
  - ILBAA – High School Graduation Competencies
  - IMBC, R – Alternative Credit Options
  - IMBD – High School Credit for 7/8 Grade Advanced Coursework
- III. Questions/Discussion

The following three policies have been returned from the School Board for additional R review and action:

- GBEB – Staff Conduct with Students
- GBCD – Background Investigation & Criminal Records Check
- IJOC – School Volunteers

**Next Meeting:** December 14, 2016

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBH
Revised Draft to Policy Committee: March 9, 2016, September 14, 2016, <u>Policy Committee: October 26, 2016</u>	Page 1 of 3 <u>Category: Recommended</u>

## EXTENDED LEARNING OPPORTUNITIES

### Purpose

The Board encourages students to pursue Extended Learning Opportunities (ELO) as a means of acquiring knowledge and skills through instruction or study that is outside the traditional classroom methodology, contingent upon available support and resources. Extended Learning Opportunities may include, but are not limited to, independent study, private instruction, performing groups, internships, community service, apprenticeships, online courses/distance education, or other opportunities approved by the Superintendent or his/her designee, in conjunction with Board policies.

The purpose of extended learning opportunities 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 student achievement and meet diverse pathways for learning, this policy permits students to engage in Extended Learning Opportunities that are engaging and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by State minimum standards and applicable Board policies, and incorporate ORHS 21<sup>st</sup> Century Learning Expectations.

Extended Learning Opportunities may be taken for high school credit. If the Extended Learning Opportunity is taken for credit, the provisions of Policy IMBC, Alternative Credit Options, 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 Graduation Competency. Highly Qualified Teachers must authorize the granting of credit for learning accomplished through Extended Learning Opportunities.

### Roles and Responsibilities

All programs of study 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 instructional objectives aligned with the State minimum standards and District curriculum standards. All Extended Learning Opportunities will comply with applicable laws and regulations, including child labor laws and regulations governing occupational safety.

Students wishing to pursue an Extended Learning Opportunity under these guidelines must first present their proposal to the school's ELO coordinator for approval. The designated ELO coordinator will assist students in preparing the application form and other necessary paperwork. All ELOs must have parent/guardian approval.

The Principal or his/her designee will have primary responsibility and authority for ensuring the implementation of Extended Learning Opportunities and all aspects of such programs. The Principal or his/her 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, contingent upon available support and resources.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBH
Revised Draft to Policy Committee: March 9, 2016, September 14, 2016, <a href="#">Policy Committee: October 26, 2016</a>	Page 2 of 3 <a href="#">Category: Recommend</a>

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

Students approved for an Extended Learning Opportunity must have parental/guardian permission to participate in such a program. Such permission will be granted in writing, and signed by the parent/legal guardian, and returned to the ELO coordinator before beginning the program.

All Extended Learning Opportunities shall be the financial responsibility of the student or his/her parent/legal guardian. Students electing independent study, college coursework, internships, or other Extended Learning Opportunities that are held off the high school campus will be responsible for providing their own transportation to and from the off-campus site.

Students approved for off-campus Extended Learning Opportunities are responsible for their personal safety and well-being. All community program partners must meet SAU#5 volunteer requirements which include a background check.

#### Application Process

1. The application is to be completed by the student/parent/guardian a minimum of two weeks prior to beginning of an Extended Learning Opportunity.
2. The application will be reviewed by the ELO teacher and administrator. If additional information is requested, the information must be submitted within one week of receipt of the request.
3. It is the student's responsibility to maintain academic standing and enrollment in the approved program. Any failure to complete an approved program will 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.
4. The District reserves the right to determine the number of credits to be awarded.
5. Any credits earned will be calculated towards the overall Grade Point Average. This determination will be made prior to the start of an ELO by the principal and/or his/her designee. The course name and grade earned will be noted on the student's official transcript.

#### Evaluation Criteria

The Principal or his/her designee will evaluate all applications. At a minimum, all applications 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 Extended Learning Opportunity meets rigorous standards, including the minimum standards established by the State Board of Education and all other applicable District standards.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBH
Revised Draft to Policy Committee: March 9, 2016, September 14, 2016, <a href="#">Policy Committee: October 26, 2016</a>	Page 3 of 3 <a href="#">Category: Recommend</a>

### Extended Learning Opportunity Approval Appeal Process

A student whose application has been denied may request, in writing, a meeting with the Principal to review the status of their proposal. The written request should include the rationale for reconsideration. At the conclusion of the appeal, the principal's decision is final.

### Program Integrity

In order to insure the integrity of the Extended Learning Opportunity approved under this program, the student will be required periodically, or upon demand, to provide evidence of progress and attendance. The Principal and/or his/her designee will be responsible for certifying course completion and the award of credits consistent with the District's policies. If a student is unable to complete the Extended Learning Opportunity for valid reasons, the Principal, Principal's designee, or assigned Certified Teacher will evaluate the experience completed to date and make a determination for the awarding of partial credit or recommend an alternative experience.

If a student ceases to attend or is unable to complete the Extended Learning Opportunity for insufficient reason (lack of effort, failure to follow through, indecision, etc.), the Principal or his/her designee may determine that the student's transcript be adjusted to reflect the experience as a failure.

Students transferring from other schools who request acceptance of course credits awarded through similar Extended Learning Opportunity programs shall have their transcripts evaluated by the Principal or his/her designee.

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

### Cross Reference:

IHBH-R-R1-R2 -ELO Plan/ELO Proposal/VLAC

[IHBI – Alternative Learning Plan](#)

[IKAA – Interdisciplinary Credit Toward Graduation](#)

[IKF – Graduation](#)

ILBA - Assessment of Educational Programs

ILBAA - High School Competency Assessments

~~IMBC – Alternative Credit Options~~

[IMBD – High School Credit for 7/8 Grade Advanced Coursework](#)

### Legal References:

RSA 193:1 – Alternative Learning Plans

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

## Extended Learning Opportunity Plan Oyster River High School

<b>Focus</b>	
<b>Focus:</b> What is the broad focus of the study?	
<b>Goal:</b> What is the goal to be met?	
<b>Reason:</b> Why is this study interesting and important?	
<b>Essential question:</b> What broad question will drive your learning?	
<b>Methods</b>	
What resources do you plan to use? Include people, experiences, research materials, equipment, software, etc.	
How will you demonstrate your learning? What tangible evidence will you submit?	
How will you document your reflection?	
How will you communicate your progress to the school?	
How will you communicate with your community partner?	
<b>Standards</b>	
What academic discipline does your study address?	
Which standards will you meet?	
Which competencies	

will you meet?	
What credit will you hope to receive for this ELO?	
<b>Assessment</b>	
How will competencies be assessed during the final presentation?	
Which rubrics and/or other methods will be used to assess reflection, research, product, and presentation?	
If this ELO will receive a grade, what specific criteria will be used to calculate the student's grade?	
<b>Calendar</b>	
Beginning and ending dates	
Specific due dates	
Date of final presentation	
<b>Follow-Up</b>	
What do you need to do to make sure this ELO will appear on your transcript?	
How will you evaluate the ELO process?	
Do you need to thank or recognize anyone?	

## Extended Learning Opportunity Proposal

This form should be completed to propose an Extended Learning Opportunity. Please fill it out completely and return it to the ELO coordinator. Use additional paper as necessary.

Date of ELO Proposal: \_\_\_\_\_ Anticipated Date of ELO Completion: \_\_\_\_\_

**Student's Name:**

**Grade:**

**Email used most frequently:**

1. Describe the Extended Learning Opportunity you plan to complete.
  
2. Will anyone else be involved (a teacher, community partner, etc.)? Please include contact information.
  
3. Why is this ELO important to you? Is it needed for graduation?
  
4. Would you like to receive a grade for this ELO, or would you prefer to receive Pass/Fail?

Graduation Verification:

This ELO proposal **Does / Does not** support the students' 4-year graduation plan for the following reasons:

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School Counselor Signature: \_\_\_\_\_

The purpose of extended learning opportunities is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. I agree to engage fully in the ELO process and follow all guidelines.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_





OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBI
Date of Adoption: May 19, 1976      Previously - IGBH Date of Review: March 1979 Date of Code Revision Adoption: June 16, 2010 <u>Policy Committee: October 26, 2016</u>	Page 1 of 3  <u>Category: Recommend</u>

## ALTERNATIVE LEARNING PLANS

### Purpose

In an effort to reduce the number of students who do not complete the requirements to graduate from high school and earn a diploma, the Board establishes a program for alternative learning plans for students to obtain a high school diploma or its equivalent. The Oyster River Cooperative School District, through an Alternative Learning Plan team comprised of teachers, administrators, and ~~guidance~~-counselors, are directed to identify students who may be at risk for dropping out of high school, for developing alternative learning plans consistent with this policy, and for assisting students who are participating in alternative learning plans.

Alternative learning plans may include, but are not limited to, extended learning opportunities, independent study, private instruction, performing groups, internships, community service, apprenticeships, online courses/distance education, or other opportunities approved by the Superintendent or his/her designee, in conjunction with Board policies.

The purposes of alternative learning plans are to provide students with educational experiences that are meaningful, to provide students with opportunities to explore and achieve at high levels, and to meet State and District requirements to obtain a high school diploma or its equivalent. In order to maximize student achievement, this policy permits students to employ alternative learning plans that fulfill or exceed the expectations set forth by State minimum standards and applicable Board policy.

Alternative learning plans may include extended learning opportunities taken for credit or taken to supplement regular academic courses. If the alternative learning plan includes extended learning opportunities taken for credit, the provisions of *Policies IMBC, Alternative Credit Options* and *IHBH, Extended Learning Opportunities*, 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 ILBA, High School Competency Assessments. Highly Qualified Teachers 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 plan components shall have specific instructional objectives aligned with the State minimum standards and District curriculum standards. All alternative learning plans will comply with applicable laws and regulations, including child labor laws and regulations governing occupational safety.~~

~~Teachers, Guidance Counselors and Administrators should inform students of the District's promotion of alternative learning plans and similar programs. District employees who believe a student may be at risk for dropping out of high school should inform either the Principal or the Guidance Counselor of the Teacher's concerns. The Principal will then schedule a meeting with the student, the Principal, the Guidance Counselor, and the student's parent/guardian to discuss the student's participation in an alternative learning program. Students expressing interest in pursuing such a plan or program should be referred to the Guidance Counselor, Principal, or the Principal's designee.~~

~~The Guidance 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 plans. The alternative learning plan 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.~~

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBI
Date of Adoption: May 19, 1976 Date of Review: March 1979 Date of Code Revision Adoption: June 16, 2010 <u>Policy Committee: October 26, 2016</u>	Previously - IGBH Page 2 of 3 <u>Category: Recommend</u>

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

~~Parents/guardians and/or students may appeal decisions rendered by the Principal within the provisions set forth below (see Appeal Process).~~

~~Students approved for alternative learning plans must have parent/guardian permission to participate in such a program. Such permission will be granted through a Memorandum of Understanding for Educational Services signed by the parent/legal guardian and returned to the district before beginning the program. For alternative learning plans that require off-campus attendance, the District 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.~~

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

### ~~Approval Process~~

- ~~1. The student/parent/guardian seeking an alternative learning plan shall meet with the guidance counselor or principal to discuss alternative learning plan options and initiate the formation of an alternative learning plan team. The team, including the student and parent/guardian, will meet to design the alternative learning plan designed to enable the student to remain enrolled in school and complete educational requirements.~~
- ~~2. The Superintendent or Superintendent's designee will review the paperwork and will determine whether or not to approve the alternative learning plan. The Superintendent or designee'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 and enrollment in the approved program. Any failure to complete an approved program 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 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 will be noted on the student's official transcript.~~

### ~~Evaluation Criteria~~

~~The Superintendent or designee will evaluate all applications of students wishing to participate in an alternative learning plan or program. At a minimum, any alternative learning plans must meet the following criteria:~~

~~Provides for proper administration and supervision of the program or plan~~

- ~~• Provides that certified school personnel oversee and monitor the program~~
- ~~• Requirement that each extended learning opportunity, if included in the alternative learning plan, meets rigorous standards, including the minimum standards established by the State Board of Education and all other applicable District standards~~

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBI
Date of Adoption: May 19, 1976 Date of Review: March 1979 Date of Code Revision Adoption: June 16, 2010 <u>Policy Committee: October 26, 2016</u>	Previously - IGBH Page 3 of 3 <u>Category: Recommend</u>

- Includes age-appropriate academic rigor and the flexibility to incorporate the student's interests and manner of learning
- Are developed and amended, if necessary, in consultation with the student, a school Guidance Counselor, the school Principal and at least one parent/guardian of the student

### **Appeal Process**

If the submitted plan is rejected, the Superintendent or designee will provide the student/parents with a rationale as to why the proposal was rejected. Students whose application has been denied by the Superintendent may appeal that decision to the School Board. The School Board will place the item on its agenda for its next regularly scheduled meeting. Alternatively, if scheduling and time constraints do not allow for the matter to be placed on the agenda at the Board's next meeting, the Board may hold a separate meeting to hear the matter. The matter will be discussed in non-public session, pursuant to RSA 91-A:3, II, unless the parents request the Board hear the matter in public session, in which case the request will be honored. If the School Board upholds the Superintendent's determination, the decision of the School Board may be appealed to the State Board of Education, consistent with applicable law. The School Board will inform the student/parents of their appeal rights.

### **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 plan 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 plan 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 plan for insufficient 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 curricular programs and activities based upon specific instructional objectives aligned to the standards, the Principal will develop appropriate mechanisms to document student progress and program completion on student personnel records.

### **Cross Reference:**

IHBH, R, R1, R2 – Extended Learning Opportunities  
IKAA – Interdisciplinary Credit Toward Graduation  
IKF – Graduation  
ILBAA – High School Graduation Competencies  
IMBD – High School Credit for 7/8 Grade Advanced Coursework

### **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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ICAA
Draft to Policy Committee: January 27, 2016 School Board First Read – February 10, 2016 School Board Second Read/Adoption: March 2, 2016 <a href="#">Policy Committee Review: October 26, 2016</a>	Page 1 of 1

### **Interdisciplinary Credit Toward Graduation**

The Oyster River Cooperative School recognizes the need to identify coursework taught in one content area as relevant with regard to earning graduation credits in another content area. The parameters for this policy are subject to the following conditions:

- (1) Graduation requirements met by interdisciplinary credit shall be clearly designated on student transcripts;
- (2) Interdisciplinary credit shall be counted only once in meeting graduation requirements; and
- (3) The high school principal may approve a particular course for interdisciplinary credit if he/she determines that:
  - a. The course has been adopted by a faculty team; and
  - b. The course addresses the objectives for the subject area in which the credit is to be counted.

#### **Cross Reference:**

- [IHBH, R, R1, R2 – Extended Learning Opportunities](#)
- [IHBI – Alternative Learning Plan](#)
- [IKF – Graduation](#)
- [ILBAA – High School Graduation Competencies](#)
- [IMBD – High School Credit for 7/8 Grade Advanced Coursework](#)

Oyster River High School Current Program of Studies

#### **Legal Reference:**

Ed.306.27(q) High School Curriculum, Credits, Graduation Requirements, and Co-curricular Program

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IKF
Date of Adoption: December 10, 1986 Date of Revision: May 1, 1996; August 9, 2006 First Read to SB: September 21, 2011 Second Read/Adoption to SB: October 5, 2011 <u>Policy Committee: October 26, 2016</u>	Page 1 of 1

## GRADUATION

Graduation from our public schools implies that students have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with the State of New Hampshire Code of Administrative Rules (Ed. 306.27m) standards for credit and course requirements and in accordance with their respective abilities to achieve and that they have satisfactorily passed any examinations and other requirements set by the faculty. In addition, students shall have maintained a satisfactory record of citizenship during their progression through the instructional program of the schools.

The faculty will establish their detailed requirements to agree with the goals of our schools as adopted by the board. It is expected that insofar as possible the faculty will apply measures of achievement to provide evidence that each student has progressed far enough toward school goals to warrant his/her graduation according to the terms of the above paragraph.

At the beginning of the final examination period, students who are expected to earn all credits by the end of their senior year, as determined by the principal, may be allowed to participate in graduation and commencement exercises. If, after final exams, such students fall short in their credit requirements, they will not be allowed to participate in the ceremony. The deficiencies must be correctable no later than the beginning of the fall school term which immediately follows in order to receive their same year diploma. Total required credits for graduation are 22.

The staff will arrange each spring for appropriate awards and recognition programs and graduation exercises. There will be no formal graduation exercises for elementary and middle schools.

The following credit hour distributions are required for graduation and must be successfully completed to earn an Oyster River High School diploma:

English	4 credits
Social Studies	2 ½ credits
Mathematics	3 credits
Science	2 credits
Physical Education and Health	2 credits
Fine and Practical Arts	½ credit
Economics	½ credit
Computer Science	½ credit
Electives	7 credits

Electives – Each student shall elect the remainder of credits from among electives suited to individual needs, interests, abilities, and plans for the future.

### Cross Reference:

- [IHBH,R,R1,R2 – Extended Learning Opportunities](#)
- [IHBI – Alternative Learning Plan](#)
- [IKAA – Interdisciplinary Credit Toward Graduation](#)
- [ILBAA – High School Graduation Competencies](#)
- [IMBD – High School Credit for 7/8 Grade Advanced Coursework](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ILBAA
School Board First Read: April 15, 2015 School Board Second Read/Adoption: May 6, 2015 <a href="#">Policy Committee: October 26, 2016</a>	Page 1 of 2 Category: Priority

## HIGH SCHOOL GRADUATION COMPETENCIES

The following definitions are established for the purposes of assessment of Oyster River High School course work through the demonstration of student mastery of course competencies:

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

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

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

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

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

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

### **Cross References:**

IHBH – Extended Learning Opportunities

[IHBI – Alternative Learning Plan](#)

[IKAA – Interdisciplinary Credit Toward Graduation](#)

[IKF - Graduation](#)

IL – Evaluation of Curricular Programs

ILBA – Assessment of Educational Programs

[IMBC – Alternative Credit Options](#)

[IMBD – High School Credit for 7/8 Grade Advanced Coursework](#)

ORHS – Student Handbook

### **Legal References:**

Ed 306.02(d), Competencies, Ed 306.02(g) District competencies, Ed 306.02(j) Graduation competencies  
Ed 306.04(l) Mastery, Ed 306.04(a)(16) Tracking Achievement of Graduation Competencies,  
Ed 306.04(a)(25)(26) Graduation competencies, Ed306.141(a)(6) Achievement of District and Graduation Competencies

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IMBC
School Board First Read: March 20, 2013 School Board Second Read/Adoption: September 18, 2013 <u>Policy Committee: October 26, 2016</u>	Page 1 of 1 Category: Priority

## **RECOMMEND TO DELETE**

### **ALTERNATIVE CREDIT OPTIONS**

~~Credit may be earned through alternative methods outside of regular classroom-based instruction offered by the Oyster River Cooperative School district schools. Awarding of credits to be applied toward high school graduation will be determined by the high school principal, and will be granted only if the request fulfills the following:~~

~~The request is submitted with a plan to achieve competency that meets or exceeds the rigorous academic standards required by the school for students enrolled in a credit course offered by the school.~~

- ~~• The plan includes clear expectations for performance.~~
- ~~• The plan includes clearly defined methods and expectations for assessment.~~
- ~~• Verification of the plan's merit can be evaluated in a timely fashion and does not cause unnecessary burden of the resources of the administration.~~

~~The Board supports nontraditional educational options for all students. Students earning credit via alternative methods will participate in all assessments required by the statewide education improvement and assessment program or nationally or internationally recognized assessment tool.~~

~~If a student demonstrates knowledge and abilities on a placement pre-test developed by the school district for a particular course, the student shall not receive credit for the course, but shall be allowed to take a more advanced level of the subject or an elective.~~

#### **Funding**

~~Unless otherwise recommended by the Superintendent and approved by the Board, under ordinary circumstances students or their parents/guardians are responsible for all related expenses including tuition and textbooks. The District may pay the fee for expelled students who are permitted to take courses in alternative settings. If paid by the district and the course is not completed, the student must reimburse the district for the expenses.~~

#### **Cross Reference:**

~~————— IMBD – High School Credit for 7/8 Grade Advanced Coursework~~

#### **Legal References:**

~~*NH Code of Administrative Rules, Section Ed. 306.04(a)(13), Alternative Means of Earning Credit*~~

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IMBC-R
School Board First Read: March 20, 2013 School Board Second Read/Adoption: September 18, 2013 <u>Policy Committee: October 26, 2016</u>	Page 1 of 1 Category: Priority

## RECOMMEND TO DELETE

### ALTERNATIVE CREDIT OPTIONS

The Oyster River Cooperative School Board directs the Superintendent to establish regulations and procedures for implementing this policy that will include:

- Definitions of allowable alternative learning opportunities
- Reasonable limits on the number of approved alternative courses that can be administered each school year—school-wide and per student
- The number of alternative credits each student may use toward graduation requirements
- Application and approval process
- Criteria for determining which requests satisfy a particular subject area requirement
- Identification of person(s) responsible for approval, supervision, and monitoring progress
- Requirements that alternative opportunities meet the same rigorous academic outcomes as traditional classroom delivery
- Assurance of student safety including physical and technological
- Assurance of equal access for all students
- Assurance that approved alternative learning opportunities are consistent with all policies of this board
- The procedure will be made available to the public.

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

- Competency testing in lieu of enrollment under the provisions of Policy ILBAA
- Interdisciplinary credit
- Satisfactory completion of course requirements at another public school district, an approved private school or a home-schooling experience
- Transfer of credits earned by students before enrolling in the district, such as students moving into New Hampshire from another state or country
- Extended learning opportunities under the provisions of Policy IHBH
- Online/virtual learning opportunities under the provisions of Policy IMBA
- College Credit/Dual Credit
- Early Graduation
- Middle school acceleration to the extent that the course work exceeds the requirements for seventh or eighth grade, is consistent with the related high school course(s), and the student achieves satisfactory standards of performance.

#### **Cross Reference:**

————— Policy IMBC – Alternative Credit Options



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IMBD
New Policy School Board Adoption: September 22, 2010 <u>Policy Committee: October 26, 2016</u>	Page 1 of 1 <u>Category: Optional</u>

## **HIGH SCHOOL CREDIT FOR 7<sup>th</sup> AND 8<sup>th</sup> GRADE ADVANCED COURSEWORK**

Students in 7<sup>th</sup> or 8<sup>th</sup> grade may take advanced courses and apply the credit of those courses toward high school graduation, provided the course demonstrates content requirements consistent with related high school courses and the student achieves satisfactory standards of performance. School Board policies relative to assessment, mastery and competency shall apply.

The high school principal shall approve such course work and credit prior to the student enrolling in the class in order for such credit to be applied toward high school graduation.

### Cross Reference:

[IHBH, R, R1, R2 – Extended Learning Opportunities](#)

[IHBI – Alternative Learning Plan](#)

[IKAA – Interdisciplinary Credit Toward Graduation](#)

[IKF – Graduation](#)

[ILBAA – High School Graduation Competencies](#)

### Legal References:

N.H. Code of Administrative Rules, Section Ed 306.26(e), Applying Credit Toward High School Graduation

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBEB
Date of Adoption: May 2, 2007 Revision per Ann Chapman; January 27, 2010 to Policy Comm. Policy Committee Review: October 12, 2016 School Board First Read: October 19, 2016 Back to Policy Committee: October 26, 2016	Page 1 of 2 <u>Category: Recommended</u>

## STAFF CONDUCT WITH STUDENTS

The Oyster River School Board expects all staff members, including teachers, coaches, counselors, administrators and others to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools.

### *Prohibited Conduct*

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

1. Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the school board's discrimination and harassment policies;
2. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
3. ~~for non-counseling staff, encouraging~~ Encouraging students to confide their personal or family problems and/or relationships for inappropriate reasons. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
4. Sexual banter, allusions, jokes or innuendoes with students;
5. Asking a student to keep a secret;
6. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;
- ~~7. addressing students in an overly familiar manner; and~~
- ~~8. permitting students to address you in any overly familiar manner.~~
- ~~9.7. "Friending" students on Limit social networking sites to (outside of any school-approved activityactivities only)~~

Before engaging in the following activities without parents, staff members will review the activity with their building principal or supervisor, as appropriate:

1. Being alone with individual students out of public view;
2. Inviting or allowing students to visit the staff member's home unless accompanied by the student's parent or with parental permission;
3. Visiting a student at home, unless on official school business (this does not preclude a staff member or his/her child visiting a student's home at the parent's invitation for a social or other event);
4. Maintaining personal contact with a student outside of school by telephone, e-mail, Instant Messenger, Internet chat rooms or other technologies, or letters (beyond homework or other legitimate school business);

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBEB
Date of Adoption: May 2, 2007 Revision per Ann Chapman; January 27, 2010 to Policy Comm. Policy Committee Review: October 12, 2016 <a href="#">School Board First Read: October 19, 2016</a> <a href="#">Back to Policy Committee: October 26, 2016</a>	Page 2 of 2

### STAFF CONDUCT WITH STUDENTS (continued)

5. Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
6. Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling and recreational activities) outside of school-sponsored events. (This prohibition does not extend to community activities such as church or other events where there may be incidental social contact with students.)

In formulating this policy, the Board understands that there are circumstances when staff members and/or their children have personal relationships with the families of students outside of school. The intent of this policy is not to prohibit all social contact between staff members and families outside of school. However, because of the trust placed in school staff by the community and our schools' responsibility to protect the well-being of students, staff members are expected to be sensitive to the appearance of impropriety in their conduct with students at all times. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct or a planned activity may constitute a violation of this policy.

#### Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the principal (or other appropriate administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

#### Disciplinary Action

Staff violation of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Human Services and may result in referral to law enforcement, in accordance with the school board's policy on reporting child abuse and neglect and state law.

#### Dissemination

This policy shall be included in all employee, student and volunteer handbooks and located in the Policies link on the school district web site.

[Cross Reference: IJOC – School Volunteers](#)

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: GBCD</u>
<u>Date of Adoption: January 3, 2007</u> <u>Policy Committee Review: June 11, 2014 &amp; June 8, 2016</u> <b>Attorney review and revisions to Policy 9/14/16</b> <u>School Board First Read: October 19, 2016</u> <u>Back to Policy Committee: October 26, 2016</u>	<u>Page 1 of 3</u> <u>Category: Priority</u>

### Background Investigation and Criminal Records Check

#### **Background Investigation**

The Oyster River Cooperative School District Superintendent, or his/her designee, shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the District. This investigation shall be completed prior to making an offer of employment.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of any crime **that has not been annulled by a court** and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions **that have not been annulled by a court** or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any person for whom the Board requires a Criminal Records Check, with the exception of substitutes, the District shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the Criminal Records Check, unless otherwise determined by the Board.

#### **Criminal Records Check**

Each person considered for employment by the Board whose duties require regular contact with pupils must submit to a State and FBI Criminal Records Check.

“Persons regularly in contact with students” means a person or persons who, in the performance of his/her duties, (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g., once or twice a week, with students, including, but not limited to, an art, music, or physical education teacher, (3) a substitute teacher who comes in direct contact with pupils on a limited basis, or (4) any other persons whom the Superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a Criminal Records Check.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check.

#### **Volunteers**

~~Designated~~ Volunteers are subject to a background investigation/criminal records check and the provisions of this policy. ~~“Designated Volunteers” are defined and so designated pursuant to Policy IJOC.—Volunteers not categorized as “Designated Volunteers” per Policy IJOC will not be subject to a background investigation or criminal records check.~~

#### **Conditional Employment**

Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State and FBI Criminal Records Check.

No selected applicant for employment shall be extended a conditional offer of employment until the Superintendent, or his/her designee, has initiated the formal State and FBI Criminal Records Check process and has completed a background investigation.

<a href="#"><u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u></a>	<a href="#"><u>Policy Code: GBCD</u></a> <a href="#"><u>Category: Priority</u></a>
<a href="#"><u>Date of Adoption: January 3, 2007</u></a> <a href="#"><u>Policy Committee Review: June 11, 2014</u></a> <a href="#"><u>Attorney review and revision to policy 9/14/16</u></a> <a href="#"><u>School Board First Read: October 19, 2016</u></a> <a href="#"><u>Back to Policy Committee: October 26, 2016</u></a>	<a href="#"><u>Page 2 of 3</u></a>

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a Criminal Records Check which is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.

### **Contract Services**

**Any person performing contracted services and employees of the contractor whose duties require regular contact with students (e.g., bus drivers, service providers, cafeteria workers) or are designated by the Superintendent or School Board shall be subject to the State and FBI Criminal Records Check.**

### **Final Offer of Employment**

A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check which is satisfactory to the Board.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has charges pending or has been convicted of the following offenses, as referenced in RSA 189:13-a, V: murder; child pornography; aggravated felonious sexual assault; felonious sexual assault; **sexual assault**; kidnapping; manufacturing, selling, administering, dispensing or distributing any controlled substance(s) on school property; or sexual misconduct within an education setting; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed above, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any **felony crime** such determination will be made by the Board, on a case by case basis.

~~The Superintendent, or designee, will transmit this policy to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.~~

~~**When the District receives a notification of a felony conviction from the State Police on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four (24) hours of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.**~~

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

<a href="#">OYSTER RIVER COOPERATIVE SCHOOL BOARD</a>	<a href="#">Policy Code: GBCD</a> <a href="#">Category: Priority</a>
<a href="#">Date of Adoption: January 3, 2007</a> <a href="#">Policy Committee Review: June 11, 2014</a> <b><a href="#">Attorney review and revision to policy 9/14/16</a></b> <a href="#">School Board First Read: October 19, 2016</a> <a href="#">Back to Policy Committee: October 26, 2016</a>	<a href="#">Page 3 of 3</a>

### **Hiring Contracted Service Providers/Accepting Volunteers**

**The School District will not hire contracted service providers or accept the services of volunteers who would be disqualified from employment under this Policy.**

### **Additional Criminal Records Checks**

The [Superintendent and/or the](#) Board may require a Criminal Records Check of any employee at any time.

### **Legal Reference:**

RSA 189:13-a, School Employee and Designated Volunteer Criminal History Records Check  
**[RSA 651:5,X\(f\) Questioning an applicant for employment](#)**

### **Cross Reference:**

[IJOc -R, R1 School Volunteers, Application Form, Confidential Form](#)

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT	Policy Code: IJOC
Attorney Review to Policy Committee: 09/14/16 School Board 1 <sup>st</sup> Read: October 19, 2016 Back to Policy Committee: October 26, 2016	Page 1 of 1 Category: Priority

## SCHOOL VOLUNTEERS

The [Oyster River Cooperative School](#) Board supports the use of community resources, including volunteers, to complement and support instructional programs and extracurricular activities in the schools. Volunteers work in partnership with, under the supervision of, and at the request of school administrators and staff.

The purposes of the volunteer program are to:

1. Assist teachers in providing more individualized instruction and enrichment opportunities for students; assist staff with school projects; supervise or chaperone student activities; and perform clerical work;
2. Build an understanding of and support for school programs among interested citizens; and
3. Strengthen school/community relations.

Prospective volunteers must complete an application form and confidentiality agreement. ~~Reference checks will be performed for all prospective volunteers. Designated volunteers~~ [Volunteers](#) will also be required to undergo a criminal records check as per Policy GBCD. ~~“Designated volunteers” include any volunteers~~ [Volunteers include any individuals](#) who work with students on a one-to-one basis, come in direct contact with students on a daily basis or meets regularly with students, volunteers who supervise students on school trips and any other volunteers as deemed appropriate by the school principal.

Applications will be screened and approved by the school principal. The school principal is authorized to use their discretion to decline an application or terminate the services of a volunteer if they determine it is in the best interests of the school department for any reason.

The school principal must approve all volunteer assignments before volunteers begin work. The supervising staff member is responsible for giving volunteers a clear understanding of the duties, procedures and expectations necessary to perform their assignments.

All volunteers who are approved to work with students and/or in support of school programs are expected to comply with the following requirements.

1. Volunteers shall attend any required volunteer orientation/training sessions provided by the school district.
2. Volunteers will work with students under the immediate supervision and direction of authorized school staff.
3. Volunteers shall perform only such duties and tasks specifically approved and assigned by an administrator or supervising staff member. Any concerns about students should be referred to appropriate school staff.
4. Volunteers must keep all student and staff information strictly confidential. Volunteers may not access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. This requirement applies even after a volunteer stops performing services for the schools.
5. Volunteers will conduct themselves in a professional manner and comply with all Board policies, school rules and directions from school personnel.

[Cross Reference: IJOC-R, R1 – Volunteer Application Form, Confidentiality Form](#)  
[GBCD – Background Investigation and Criminal Records Check](#)  
[GBEB – Staff Conduct with Students](#)

[Legal Reference: RSA 189:13-a -School Employee and Designated Volunteer Criminal History Records Check](#)