

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

CONTOOCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

Tuesday, May 17, 2022

6:00 PM

Location: SAU Finch Conference Room

Agenda

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

- 1. Call to order**
- 2. Approval of the May 3, 2022 Minutes**
- 3. Policy Review**
 - EHB: Data/Records Retention
 - EBCF: Pandemic/Epidemic Emergencies
 - JLCG: Exclusion of Students Who Present A Hazard
- 4. Policy Review (Spring Update) not ConVal Policy**
 - IKL: Academic Integrity and Honesty
 - DFGA: Crowdfunding
 - FF: Naming of District Buildings and Facilities and Dedication of Areas
- 5. Policy Review (Spring Update) (Policies ConVal presently has)**
 - BIE: Board Member Indemnification
 - IJOC: Volunteers
 - IHBB: Programs for Gifted and Talented Students
 - GBCD: Background Investigation and Criminal History Records Check
- 6. 1st Read- 5/17/22 School Board Agenda**
 - DJE: Bidding Requirements
 - JLCJ: Concussions and Head Injuries

7. 2nd Read-5/17/22 School Board Agenda

- JLCJA- Emergency Plans for Sports Related Injuries and Additional Protocols for Athletics Participation
- DID/DID R- Fixed Assets
- FAA- Annual Facility Plan
- FA- Facilities Development Goals/Priority Objective
- FE- Facilities Construction

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

9. Policy Status Update:

Under review/revision by Administration:

- EHAC: Electronic & Digital Records

Under review by Legal:

- EBB: Safe Schools
- JCA: Change of Class of School Assignment Best Interests and Manifest Hardship
- JLCF: Wellness
- JLCE: Emergency Care and First Aid

Under review by Education Committee:

- LCC: Dual Enrollment
 - Under review by district personnel, the Equity Committee will review.
- LC: Relations with Education Research Agencies
 - Under review by administration

Under review by Budget and Property:

- Capital Plan Policy

Under review with Nurses:

- JLC: Student Health Services
- JLCA: Physical Examination of Students
- EBCG: Communicable Diseases

Future Agenda Items:

- JBAB: Transgender Students
- Spring Update Items

EHB – Data/Records Retention

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a, 186-C:10-a, and the New Hampshire Department of Education regulations, as well as all other pertinent state and federal law. These procedures should also address retention/destruction of all other records which are not subject to specific statutes or regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. The Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information consistent with the Family Educational Rights and Privacy Act (FERPA).

This policy shall apply to all district records, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, or other media.

Although not exhaustive, the retention of specific records and under specific circumstances are addressed below. However, a review of the procedures referenced above should always occur prior to the destruction of any records.

A. Records Pertaining to Students' Attendance and Scholarship

In accordance with Ed 306.04(h), the District shall maintain complete and accurate records of students' attendance and scholarship permanently safely stored in a fire-resistant file, vault, or safe.

B. Special Education Records

1. Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.
2. The parent(s)/guardian(s), or adult student who has graduated or is over the age of 21, may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
3. Absent any request by a student's parents or adult student who has graduated or is over the age of 21, to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.

4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.
5. The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of parental rights to the adult student, whichever occurs first.
6. The District shall provide public notice of its document destruction policy at least annually. The method of destruction for digital, electronic, and cloud-based records shall be thorough enough to ensure that they are deleted and no longer accessible.

C. Litigation Hold

On receipt of notice from legal counsel representing the District that a litigation hold is required, the routine destruction of governmental records, including paper and electronic or digital records, which are or may be subject to the litigation hold shall cease. All third-party letters and notices requesting a litigation hold shall promptly be forwarded to legal counsel for the District, and routine destruction of potentially relevant records shall be suspended pending advice of counsel.

The destruction of records subject to a litigation hold shall not resume until the District has received a written directive from legal counsel authorizing resumption of the routine destruction of those records in accordance with the retention requirements of this policy and the associated procedures.

D. Right-to-Know Request Hold

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for no less than ninety (90) days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from legal counsel representing the District authorizing destruction of the records has been received.

Legal References:

- *RSA 91-A, Right to Know Law*
- *RSA 186-C:10-a Retention of Individualized Education Programs*
- *RSA 189:29-a, Records Retention and Disposition*

- *NH Code of Administrative Rules, Section Ed 306.04(a)(4), Records Retention*
- *NH Code of Administrative Rules, Section Ed 306.04(h), Records Retention*
- *NH Code of Administrative Rules, Section Ed. 1119.01, Confidentiality Requirements*
- *20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)*

Category: Priority – Required by Law

Related Policies: EH, EHAB, JRA

See also: EHB-R (Records Retention Schedule)

1st Reading:

2nd Reading:

Adoption:

EBCF - PANDEMIC/EPIDEMIC EMERGENCIES

(Download policy)

Category O

The Board recognizes that a pandemic/epidemic is a serious threat that stands to affect students, staff, and the community as a whole. The Board establishes this policy in the event the town/ municipality and/or school district is affected by a pandemic or epidemic. At all times the health, safety and welfare of the students shall be the first priority. The District shall follow the advice and recommendations ~~in the State of New Hampshire's Influenza Pandemic Public Health Preparedness & Response Plan, as prepared by the Dept. of~~ add below:

from the New Hampshire Department of Health and Human Services ("NH DHHS"), the New Hampshire Department of Education, and the United States Public Health Services Centers for Disease Control ("CDC").

Commented [1]: add

Planning and Coordination

Planning for a pandemic requires a multi-faceted effort, and school preparedness should include input from a team of individuals to address their specific areas of expertise.

The Superintendent shall designate one or more employees to serve as a liaison between the school district and local and State health officials. This designee is responsible for communicating with health officials to identify local hazards, determine what crisis plans exist in the school district and community, and to establish procedures to account for student well being and safety during such a crisis. The designee shall work with local health officials to coordinate their pandemic/epidemic plans with that of the school district. The Board encourages the designee to become a member of the Health Alert Network through the New Hampshire Department of Health & Human Services.

~~The principal and/or school nurse or other designee shall develop a curriculum component to health classes that is designed to teach students about preventing or limiting the spread of communicable diseases.~~

Commented [2]: Is this necessary? It should be part of the general health ed curriculum.

Commented [DBE3R2]: Agreed

With fiscal concerns in mind, the district may purchase and store supplies necessary for an epidemic/pandemic response, including but not limited to disinfectant products, face masks, water, examination gloves, and other supplies as recommended by the school nurse. The Superintendent may engage with such other local medical professionals as may assist the District in its local response to a health crisis.

~~The Superintendent shall develop procedures and plans for the transportation of students in the event students are released from school early.~~

Commented [4]: This is also something that should be part of general planning and may be needed for events other than pandemic.

Commented [DBE5R4]:

Recommend: "The Superintendent and/or his/her designee(s) shall develop procedures and plans to enhance the safety of student transportation during a health crisis such as a pandemic.

Commented [6]: This could be procedure.

Response

In the event anyone within the school is discovered or suspected to have a communicable disease *during a pandemic* that may result in transmission to other students, faculty, or staff, that person shall be immediately isolated pending further medical examination. The New Hampshire

Communicable Disease Control Section of the Department of Health and Human Services shall be notified immediately.

Commented [7]: add" during a pandemic"

Infection Control

Any student or staff member found to be infected with a communicable disease that may bear risk of transmission will be excluded from school until that individual's primary care physician or other medical personnel indicating that the individual does not bear the risk of transmitting the communicable disease and provide medical clearance for a return to school. The Superintendent or her designee shall develop a procedure for implementing this infection control.

Commented [8]: Procedure?

Staff members who are forced to miss excessive days of work shall first use any leave entitled to them through the Family and Medical Leave Act and/or accrued sick leave. If a staff member has still not received medical clearance to resume his/her work duties, absences in excess of a staff member's allotted leave will not affect the employee's right to continued employment.

Continuance of Education

Consistent with State Department of Education regulations, the Superintendent is authorized to develop a plan for alternate means of educating students in the event of prolonged school closings and/or extended absences. Such a plan may include providing students with assignments via mail, electronic mail communication, digital platforms, digital learning and communication platforms, remote meeting platforms, local access cable television, and/or the school district's website as well as any appropriate combination of on-site and off-site education services, supports and instruction.

Commented [9]: Update with current technology

The Superintendent is authorized to amend the traditional class schedule and schedule of days. Such a plan may include extending the school day, having school days held on Saturdays, the use of previously scheduled vacation days, and/or extend the school year beyond the previously established end of school year.

Legal References:

Influenza Pandemic Public Health Preparedness & Response Plan, New Hampshire Department of Health & Human Services, Updated March 2, 2006, www.dhhs.nh.gov/DHHS/CDCS/LIBRARY/Policy-Guideline/dphs-influenza-plan.htm

Revised: February 2007

New Policy: August 2006

Commented [10]: for current procedures

This is a document that can be used as a procedure

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CV Staff and Admin have reviewed this policy.

EXCLUSION OF STUDENTS WHO PRESENT A HAZARD

Category: Recommended

Related Policy: EBCG

A student may be excluded from school when he/she exhibits symptoms of a contagious or communicable illness, or is otherwise a hazard to him/herself or others. Determinations to exclude a child based upon a contagious or communicable illness, or other medical conditions shall be made by the Principal on the advice and recommendation of the School Nurse with due consideration of the medical opinions of any medical providers evaluating or treating the child.

The school principal may recommend exclusion based upon hazards other than contagious or communicable disease, but such an exclusion may only occur with the approval of the Superintendent or her/his designee

Parents will be notified if their child is excluded from school and provided with criteria for readmission.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to a child with a qualifying disability this policy shall be applied in a manner consistent with the disability protections and rights afforded to the student by the law.

Legal and Other References:

RSA 186-C, Special Education

RSA 193:38, Discrimination in Public Schools

RSA 200:32, Physical Examination of Students

RSA 200:39, Exclusion from School

The Rehabilitation Act of 1973, 29 U.S.C. 705 and 794

Title II of The Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq.

NH Dept of Ed. Rules 1102.01(t) and 1124.01

ACADEMIC INTEGRITY AND HONESTY

Category: *Optional*Related Policies: *EGAD, JICD & JICL***ADOPTION/REVISION NOTES –***Text between the highlighted lines “~ ~ ~ ~”, and highlights in this sample should be removed prior to adoption.*

- (a) *New policy May 2022.*
- (b) **USER SUGGESTION** – *Because of ADA compliance requirements, and other technological restrictions, some intended formatting does not appear on sample policies available through the NHSBA main policy database page. For MS Word versions of the samples (after 2008), we recommend accessing samples through the “Previous Policy Updates” link on the bottom of the NHSBA policy homepage. The password is the same as for the main policy database page.*
- (c) *General – As with all sample policies/procedures, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.*
- (d) **Highlighted language** or blank, underscored spaces indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- (e) **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.

- A. **STATEMENT OF POLICY.** All students are expected to demonstrate academic integrity and honesty. Students are expected to put forth their best effort on tests and assignments. Students are expected to demonstrate respect toward their instructors and peers by encouraging and facilitating learning. Engaging in various forms of cheating or academic dishonesty does not permit students to realize the full extent of the educational experience or their full academic potential. These expectations are directly related to the Board’s educational objectives for students to learn to be responsible for and accept the consequences of their behavior.
- B. **PROHIBITED BEHAVIOR.** In addition to any standards or rules established by individual classroom teachers, the following behaviors are in violation of the standards of academic integrity and honesty and are specifically prohibited:
 - 1. **Cheating.** Cheating is any act of academic dishonesty, which includes such things as receiving or communicating information to another student during a test or other assessment; looking at another’s test or assessment during the exam; using notes or obtaining information during a test or assessment when prohibited; obtaining information about the questions or answers for an assessment prior to the administration of the exam; or whatever else is deemed contrary to the rules of fairness with respect to school work or assessment, including special rules developed by the instructor of the course.
 - 2. **Plagiarism.** Plagiarism is the representation of someone else’s ideas or words as one’s own without crediting the source. It is the use, whether by paraphrase or direct quotation,

ACADEMIC INTEGRITY AND HONESTY

of the published or unpublished work of another without full and clear acknowledgment through proper citation format. The submission of an assignment or parts of an assignment written by someone other than the student, including but not limited to, other students, commercial organizations, or electronic sources.

3. **Academic Misrepresentation.** Academic misrepresentation occurs when a student has another student or individual substitute for himself or herself during the taking of a test or other assessments.
4. **Academic Collusion.** Academic collusion is the sharing of test or other assessment questions or answers with another student without the instructor's permission. Academic collusion includes copying another student's homework without the instructor's permission or allowing another student to copy one's work. It also includes group collaboration on individual assignments without the instructor's permission.
5. **Dishonesty in Papers.** Dishonesty in papers entails using a writing service or having someone else write a paper for the student. All work submitted for a course must be the student's own original work unless the sources are cited.
6. **Self-Plagiarism (Work Done for One Course and Submitted in Another).** Self-Plagiarism occurs when a student for a class refers to work previously submitted in another class in order to fulfill the academic requirements in that latter class. In some instances, instructors may allow a certain amount of work from a prior course to be repurposed; students who wish to do this must seek express approval from the instructor in advance.
7. **Unfair academic advantage.** Unfair academic advantage occurs when a student acts in such a way as to prevent or hinder another student's performance with respect to an academic activity. Examples include: concealing, destroying, or stealing research or library materials with the purpose of depriving others of their use; sabotaging another student's work; or attempting intimidation for academic advantage.
8. **Facilitating academic dishonesty.** Facilitating academic dishonesty occurs when one student completes an academic activity (e.g., homework, test, paper, etc.) for another student, or collaborates with another student on an academic activity when instructions have called for independent work.
9. **Other Academic Dishonesty.** This policy also prohibits any intentional act that violates the spirit of academic integrity and this policy. Such prohibited conduct includes, but is not limited to, stealing assessments; tampering with academic records; including inaccurate academic information on any application or resume; altering academic tests or assessments, grades or other student records; distributing materials for the purpose of cheating or facilitating; inappropriate or unethical use of technology (pre-program of graphing calculator, smart phones, etc.); or feigning illness or personal circumstances to avoid an academic activity (e.g., test, quiz, paper, homework, lecture, etc.).

C. CONSEQUENCES.

The disciplinary consequences for violations of this policy shall be consistent with Board policy and the Student **Code of Conduct** _____. The minimum consequence

ACADEMIC INTEGRITY AND HONESTY

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

District Policy History:

First reading: _____

Second reading/adopted: _____

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: New policy – May 2022

NHSBA revision notes, May 2022, new policy prepared at the request of multiple NHSBA member boards.

w/p-update/2022-U1 Spring/IKL - Academic Integrity & Honesty 2022-U1 (f)

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CROWD FUNDING

Category: Recommended¹~~delete fn.~~

Related Policies: EHAB, GBEBC, JJE, JLCF, JRA & KCD

ADOPTION/REVISION NOTES –

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A. Purpose and General Policy Statement.

The purpose of this policy is to establish and regulate parameters for use of crowdfunding or other forms of online fundraising and solicitations for classroom, school or district programs.

The School Board recognizes that crowdfunding campaigns and other forms of online fundraising have become an increasingly popular method by which teachers and school sponsored activities or organizations can procure funding for specific projects and/or programs. The revenue-raising potential that crowdfunding campaigns may provide may be a benefit for District programs and classrooms. The Board further recognizes, however, that unregulated employee use of crowdfunding campaigns on behalf of the District can subject both the District and its employees to significant potential legal liability.

For purposes of this policy, “crowdfunding” is the practice of using online sites to solicit donations, whether monetary or in-kind, on behalf of the School District. A crowdfunding campaign is considered “to be on behalf of the School District” if it uses imagery, logos or language that would lead a reasonable person to believe that (1) the School District or any school within the District, or program/activity of a school within the District, is associated with the

¹ ~~Delete~~ The “recommendation” is that a Board should have a policy relative to crowdfunding. A school Board could adopt a policy prohibiting all crowdfunding. A sample policy prohibiting crowdfunding is available upon request.

CROWD FUNDING

campaign or (2) the campaign has the purpose or effect of providing resources or a benefit to the District.

B. Unapproved Crowdfunding Prohibited.

Crowdfunding on behalf of the District is prohibited unless undertaken by an employee with prior written approval under this policy. No public action towards initiating a crowdfunding campaign on behalf of the District may be taken until the campaign is approved in writing pursuant to this policy.

No employee or student will be compelled to initiate or participate in a crowdfunding campaign on behalf of the District. Students are permitted to participate in publicizing an employee's approved crowdfunding campaign but are prohibited from otherwise engaging in crowdfunding on behalf of the District. Employees or students who participate in crowdfunding on behalf of the District are acting in their capacity as employees or students and are subject to all rules governing employee and student conduct.

Except in furtherance of an approved campaign, employees are prohibited from doing any of the following as part of a crowdfunding campaign: identifying as an employee of or stating an association with the District; using a District email address, school name, logo, or mascot; or linking to or referencing any school website, social media site, platform, or account associated with the District.

Approved crowdfunding campaigns will operate in compliance with all laws and other Board policies and regulations.

C. Crowdfunding Request and Approval Procedures.

1. **Crowdfunding Requests.** Any request for approval of a crowdfunding campaign shall be in writing and shall include the following information:
 - a. the employee's name, job title, school, and email address;
 - b. the approved crowdfunding website to be used;
 - c. the nature and quantity or amount of donations being requested;
 - d. the classroom, program, or activity to be benefitted and the educational purpose to be served;
 - e. the exact language that will be used in the crowdfunding campaign, as well as any graphics that will be included;
 - f. the start and end dates of the crowdfunding campaign; and
 - g. a statement of recognition by the requester that any proceeds of the campaign are school property.

The Superintendent may create and make available a form, which may be online, to be used for such requests.

CROWD FUNDING

2. Approved Crowdfunding Sites

The Superintendent or designee shall create a list of approved crowdfunding sites. All approved crowdfunding sites must (1) be operated by an entity with no known significant history of fraud, unlawful activity, financial mismanagement, or other misconduct and (2) have a policy requiring all donations on behalf of the District to go directly to the District. The Superintendent/designee shall encourage the use of sites focused on K-12 education.

If no site meets these requirements or the Superintendent or designee does not approve any sites, no crowdfunding requests will be approved.

3. Approval Process. Notwithstanding anything to the contrary in Board policy {**}KCD, Gifts and Bequests, the terms of this section control the approval of proposed online crowdfunding campaigns.

- a. Review by the Building Principal. To be eligible for approval under this policy, employees must submit in writing a fully completed approval request form to the building Principal. Notwithstanding any contrary provision in Board policy {**}KCD, the building Principal has authority to approve proposed campaigns seeking a dollar value up to the amount of \$250. [² delete fn.]. Regardless of the amount sought to be donated, the Building Principal has authority to deny a proposed campaign because the campaign is not in compliance with the requirements of this policy or because, in the judgment of the Building Principal, the proposed campaign would produce unacceptable inequity in the educational environment.

If a proposed campaign seeks a dollar value in excess of \$250, and the building Principal believes that the proposed campaign is in compliance with the requirements of this policy and should be accepted, the building Principal shall refer the proposed campaign to the Superintendent or designee.

- b. Review by the Superintendent. The Superintendent or designee shall review referred approval request forms and seek additional information about proposed campaigns as appropriate. The Superintendent or designee has authority to approve proposed campaigns seeking a dollar value up to \$500 [³delete fn.]. Regardless of the amount sought to be donated, the Superintendent or designee may deny a referred campaign because the campaign is not in compliance with the requirements of this policy or because, in the judgment of the Superintendent or designee, the proposed campaign would produce unacceptable inequity in the educational environment.

² [Delete fn.] NHSBA's sample policy KCD allows the Superintendent to approve gifts up to the value of \$500. This policy sets an amount which the Building Principal may approve without the Superintendent's approval. A Board may set different values for what requires prior approval from the Superintendent or Building Principal (or even exclude such authority). The only place the Board does not have flexibility is in receipt of gifts exceeding \$5,000, which gifts must go through the process described in policy KCD re unanticipated revenue as defined under RSA 198:20-b.

³ [Delete fn.] See footnote 2.

CROWD FUNDING

If a proposed campaign seeks a dollar value in excess of \$500, and the Superintendent or designee believes that the proposed campaign is in compliance with the requirements of this policy and should be accepted, the Superintendent or designee shall refer the proposed campaign to the Board.

- c. Review by the Board. Subject to the requirements of RSA 198:20-b, only the Board has the authority to approve a campaign that seeks a dollar value in excess of \$500. ⁴ ~~delete fn.~~ After considering the Superintendent's or designee's recommendation, the Board will decide whether to approve or deny the proposed campaign.
4. Criteria of Approval of Crowdfunding Requests. Crowdfunding requests will not be approved unless the proposed campaign:
 - a. meets all requirements of applicable Board policies and administrative regulations, and is consistent with the requirements of Title IX, FERPA, the IDEA, and any other applicable state or federal laws or regulations;
 - b. uses a crowdfunding site that has been approved by the Superintendent pursuant to Section C.2, above;
 - c. is consistent with the District's approved curriculum;
 - d. does not create significant disparities or inequities among similarly situated students;
 - e. does not solicit funds for items or projects that are religious or political in nature or that have a religious or political purpose;
 - f. seeks donations that are compatible with the District's Data and Privacy Governance Plan, as confirmed by the District's Director of Technology or designee.
 - g. has a specific, pre-determined beginning and ending date;
 - h. does not disparage the District or any of its buildings, programs, representatives, employees, or students;
 - i. does not include pictures or the identifying or confidential information of any District student, unless specifically approved by the student's parent or guardian in writing and attached to the approval request form;
 - j. furthers the educational mission of the school and is not used for the unrelated personal gain of any individual;
 - k. does not result in donations being delivered directly to the requester;
 - l. is not contingent on the District matching funds or making any expenditure;
 - m. does not request food or beverage items inconsistent with the District Wellness Policy ~~{**} JLCF;~~
 - n. does not suggest or state that the donation sought is required for or integral to a

⁴ ~~[Delete fn.]~~. See footnote 2.

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student's special education program, a student's ability to achieve his or her IEP goals, or the participation of students with disabilities in any school program.

Any crowdfunding campaign that does not fully comply with the requirements of this policy is prohibited. It is the responsibility of the employee implementing an approved crowdfunding campaign to ensure that all applicable policies, regulations, and laws, including the requirements of the crowdfunding site, are followed.

The Board reserves the right to terminate any approved crowdfunding campaign or refuse any donation for any reason and at any time.

D. Receipt and Allocation of Donations

All monetary donations will be made payable to and deposited into an account designated by the SAU business office. All in-kind donations must be inventoried in accordance with Board policy and District procedures.

All donations, regardless of their form, obtained through crowdfunding on behalf of the District are school property. As a general matter, the employee who completed an approved crowdfunding campaign should be given preference in the use of the donations obtained. Employees shall only use donations from a crowdfunding campaign for the approved purpose stated in the campaign. The Board reserves the right to transfer donations to a different use at the Board's sole discretion.

E. Record Keeping

After donations obtained through an approved crowdfunding campaign have been utilized, the employee must file a written report with the Superintendent or Building Principal detailing how the donations were used and how students benefited. Such records will be forwarded to the District's business office.

District Policy History:

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

Legal References:

RSA 198:20-b – Appropriation for Unanticipated Funds Made Available During Year

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

CROWD FUNDING

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NHSBA history: New policy – May 2022.

NHSBA notes, May 2022, NHSBA created policy FF in response to multiple requests from member school districts.

w/p-update/2022-U1 Spring/DFGA Crowd Funding 2022-U1 (f)

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

NAMING OF DISTRICT BUILDINGS AND FACILITIES AND DEDICATION OF AREAS

Category: Optional

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### ADOPTION/REVISION NOTES –

*Text between the highlighted lines “~~~~”, and highlights in this sample should be removed prior to adoption.*

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

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A. PURPOSE AND GENERAL POLICY

The purpose of this policy is to establish a process and guidelines for the naming of School District school buildings or facilities, and dedication of areas of buildings or facilities.

The naming of a building or facility, or the designation of an area of a building or facility, is an extraordinary and rare event falling within the authority of the School Board as the District’s governing body. The Board should not consider such actions lightly nor base them on recent notable events.

For purposes of this policy, “buildings and(or) facilities” shall mean and include every school, school district building, [stadium], athletic field, playground, or other real estate owned or leased by the District, or otherwise under the jurisdiction of the School Board.

“Area of buildings or facilities” refers to identifiable spaces/core areas within a building or facility, including but not limited to such spaces as media centers, gymnasiums, auditoriums, hallways, wings, etc.

The Board retains the authority in its sole discretion to name, rename or change, in whole or in part, the name of any building or facility, or the designated name of any area of a building or facility. Such naming, renaming, or changing may be considered at any time the Board so chooses, including, without limitation, naming proposals recommended prior to construction,

NAMING OF DISTRICT BUILDINGS AND FACILITIES AND DEDICATION OF AREAS

when construction is in progress, or after being acquired, by the district.

B. GENERAL GUIDELINES FOR NAMING OF BUILDINGS OR FACILITIES OR FOR DEDICATION OF SPACES.

1. The naming of school buildings or facilities or dedication of building/facility spaces is the ultimate responsibility of the School Board. Individuals or groups may submit a written naming or dedication proposal to the Superintendent. Naming or dedication proposals should include any information relating to the guidelines below, along with any other information the person/group making the proposal deems appropriate to enable the Board to make an informed decision.
2. The Superintendent will place the proposal on a Board^[1 delete fn.] meeting agenda, with his/her ^[the committee's] recommendation as to how to proceed.
3. If the Board determines that further study is required, or if the naming/dedication is at the Board's own initiative, the Board may establish a committee or may delegate to the Superintendent the responsibility of evaluating the proposal, or for determining a process for naming a specific building or facility, or dedicating an area of a building or facility.
4. Whether included in an original proposal or not, the Board will consider required fiscal or personnel resources that might be associated with the naming/renaming or dedication.
5. Before making any final decision regarding naming/renaming or dedication, the Board shall solicit input from the students and staff of the particular building or facility as well as from the public at large.
6. The final decision to name/rename a building or facility, or to dedicate/re-dedicate any building or facility area shall be made by the Board by way of formal resolution, which may simply be an approval of a written proposal or recommendation.

C. GUIDELINES FOR NAMING OF BUILDINGS AND FACILITIES

The School Board recognizes that the official names of district buildings and facilities are vital to the district's public image and must stand the test of time. Accordingly, when selecting names for facilities, the Board will emphasize effective public communication and the honor and integrity that the name will reflect upon the building or facility.

A name for building or facility shall be that of:^[2 delete fn.]

¹ ^[Delete fn.] If a District has a "facilities" or some such committee, the policy could assign the review/recommendation step to that committee.

² ^[Delete fn.] Boards considering using for profit companies for sponsorship or naming rights should consult with private counsel, especially when the facilities to be named were/are constructed or improved with proceeds of tax-exempt bonds or a tax-exempt lease/purchase. Similarly, naming of a building or facility "in consideration" for a financial contribution should be reviewed by counsel to determine and establish a formal understanding/agreement of the extent of the naming rights (e.g., term of years, upkeep, etc.).

NAMING OF DISTRICT BUILDINGS AND FACILITIES AND DEDICATION OF AREAS

1. The community, location, road or street where the public school building is located;
2. A significant and distinguishable landmark or geographical feature which will identify the school's location;
3. An educational practice, concept or aspiration;
4. A deceased person [³delete fn.] who made significant contributions to the nation, the State of New Hampshire, the [Town of ____ {OR if a coop} the ____ District or the town in which the school building/facility is located] taking into account the following criteria:
 - a) Outstanding and exceptional support of and service to or on behalf of public school students or schools;
 - b) Outstanding citizenship and character;
 - c) General service to the community;
 - d) Superior ethical standards; and/or
 - e) Philanthropic or financial contributions made by the person to the school district.

The person shall have been deceased a minimum of ____ years.

5. The mascot of a District school.

D. GUIDELINES FOR DEDICATION OF A BUILDING OR FACILITY AREA

Dedication of spaces or areas in a building or facility may be made using the same criteria for naming of buildings or facilities but may also recognize the outstanding service of a living school district employee, school district official, volunteer or community leader provided a minimum of ____ years has elapsed from the date of completion of service of the person to be honored.

District Policy History:

First reading: _____ Last revised: _____

Second reading/adopted: _____ Reviewed/reaffirmed: _____

Other district policy history: _____

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

³ [Delete fn.] As with the balance of this policy, the "deceased" requirement is optional. Some districts merely have an "X numbers of years since retirement" option as well.

NAMING OF DISTRICT BUILDINGS AND FACILITIES AND DEDICATION OF AREAS

NHSBA history: New policy – May 2022.

NHSBA revision notes, May 2022, NHSBA created policy FF in response to multiple requests from member school districts.

w/p-update/2022-U1 Spring/FF Naming of District Buildings and Facilities 2022-U1 (f)

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BOARD MEMBER INDEMNIFICATION

Category: *Recommended*

Related Policies: *BBB*

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### **ADOPTION/REVISION NOTES –**

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- (e) *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

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The members of the Board and its employees and agents act as agents of the District. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the District and the state and federal governments.

In order to protect the individual members of the Board, its employees and other agents, and the educational interest of the community, the Board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify Board members and agents of the District for their official actions in the service of the School District.

Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who violates the oath of office, or otherwise engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

District Policy History:

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

BOARD MEMBER INDEMNIFICATION**Legal References:**

RSA 31:104, Powers and Duties of Towns: Liability of Municipal Executives
RSA 31:105, Powers and Duties of Towns: Indemnification for Damages
RSA 31:106, Powers and Duties of Towns: Indemnification: Civil Rights Act
RSA 31:107, Powers and Duties of Towns: Purchase of Insurance
RSA Ch. 92, Tenure and Oath of Office in Certain Cases
RSA 194:1, What Constitutes a District (replace "town" with "district" in town statutes).

***Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

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NHSBA history: Revised – May 2022, Nov. 1999, July 1998

NHSBA revision notes, May 2022, revised to include exception to indemnification when board member violates his or her oath of office, or otherwise acts outside his/her authority. Also included additional legal references.

w/p-update/2022-U1 Spring/BIE Board Member Indemnification 2022-U1 (2)

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BIE – Board Member Indemnification

The members of the School Board and its employees and agents act as agents of the District. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the District and the state and federal governments.

In order to protect the individual members of the Board, its employees and other agents, and the educational interest of the community, the Board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify Board members and agents of the District for their official actions in the service of the School District.

Legal References:

RSA 31:104, Powers and Duties of Towns: Liability of Municipal Executives

RSA 31:105, Powers and Duties of Towns: Indemnification for Damages

RSA 31:106, Powers and Duties of Towns: Indemnification: Civil Rights Act

RSA 31:107, Powers and Duties of Towns: Purchase of Insurance

1st Read: February 5, 2013

2nd Read: February 19, 2013

Adopted: February 19, 2013

< BID -- Payment for Services Rendered by School District Officers

BK -- School Board Memberships (<https://schoolboard.convalsd.net/district-policies/bk-school-board-memberships/>)

VOLUNTEERS

Category: *Recommended*

Related Policies: *ABA, GBCD, GBCE & IJOA*

See also: *Form IJOC-R*

ADOPTION/REVISION NOTES –

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- (e) **Withdrawn & earlier versions of revised policies** should be maintained separately as part of the permanent records of the District.

A. General Policy. The School Board supports and encourages the use of parent and community member volunteers in our schools to assist school and District staff in meeting the needs of students and serving the school community at large.

B. Definitions

1. **Volunteer.** Under the Fair Labor Standards Act (“FLSA”), “volunteers” are persons who perform service (1) without promise, expectation or receipt of compensation for the services rendered (reimbursements, and modest stipends excepted); (2) have offered their services freely and without pressure or coercion from any employer, and (3) are not otherwise employed by the District to perform the same type of services for which the individual intends to volunteer.

This expansive definition includes such services whether for classroom or other student programs or activities, or for services such as committee work, chaperones, trades work, etc..

2. **“Designated Volunteer”** as used in this policy shall have the same definition as in Board policy **{**}**GBCD - Background Investigation and Criminal Records Check.¹ **[delete fn.]**

¹ **[delete fn.]**NHSBA moved the definition of “Designated Volunteer” to policy GBCD to help assure that district personnel charged with background checks are aware of the application to certain volunteers. A board could

VOLUNTEERS

Before a person may volunteer in a position or perform a function falling within the definition of Designated Volunteer, such person must undergo a background investigation and criminal history Records check as described in policy {**}GBCD.² [delete fn.] Additionally, as required by RSA 189:13-a, XII and policy {**}GBCE, all Designated Volunteers must receive training and information relative to child abuse prevention.

- C. **Coaches.** All coaches, including assistant coaches, whether receiving a stipend or not, are Designated Volunteers as defined in paragraph B above. Additionally, head coaches of team or individual sports must be in compliance with all regulations and certification requirements for that sport as set by NHIAA or the applicable organization within which the athletes/members compete or participate. Assistant coaches must meet the same requirements as head coaches or be under the direct supervision of the head coach.
- D. **Volunteer Application, Selection and Assignment.** Persons wishing to volunteer at the District should complete a Volunteer Application form describing their skills, interests and availability. Such forms will be made available at the Principal's or SAU office.

Volunteer selection shall be made based on the qualifications and availability of the volunteer.

Volunteers shall be provided appropriate training at the building level consistent with their tasks, existing District standards and applicable laws and Board policies. This training shall be coordinated under the leadership of the principal or other supervising administrator. At a minimum, such training will include (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) work schedule and place of work; (4) expected relationship to regular staff; and (5) information on non-discrimination and prohibition against teaching or advocating discriminatory concepts.

Volunteer assignments shall be made by the building or administrator responsible for that program, or the appointing authority in the event of a committee.

Volunteers shall be assigned only to those staff members who have requested volunteer assistance through their administrative supervisor (e.g., principal, athletic director, facilities director) [or volunteer coordinator], or to administrative or district level committees.

- E. **Supervision.** Volunteers may not be assigned to perform any services within school buildings or during school activities during times that students may reasonably be expected to be in attendance, unless the volunteer is either a Designated Volunteer (i.e., has undergone a background investigation and Criminal History Records Check, or is under the immediate direction of a staff or administration member within the pertinent program).

determine to copy the definition in this policy as well. However, it would then need to assure that any future revision to that definition is made in both locations.

² [Delete fn.] See footnote 9 in NHSBA sample policy GBCD regarding additional background checks when there is a break in service. If adding a requirement for mandated additional checks in GBCD, no need to add or consider here.

VOLUNTEERS

- F. Volunteer Responsibilities and Duties.** Other than committee volunteers, and head coaches/directors, volunteers may only serve in the capacity of assistants. Instructional services shall be rendered only under the supervision of certified staff.

All volunteers will sign a confidentiality agreement provided by administration, and shall refrain from discussing the performance or actions of a student except with the student's teacher, counselor, Principal, or other school district employee who has a legitimate educational purpose for discussing such information.

Volunteers with special talents, hobbies or experiences may share those with students in a suitable educational setting scheduled by the staff or administrative member responsible for supervising the class, activity, program or project.

Volunteers will refer to their immediate supervisor or other regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.

- G. Volunteer Termination.** Volunteers serve at the pleasure of the District. Except as may be provided in an individual volunteer's agreement, services of a volunteer may be terminated, without notice, at any time when circumstances in the judgment of the supervising administrator warrant termination.

- H. Implementation.** The Superintendent is authorized to develop and administer any regulations or procedures s/he deems necessary or appropriate to implement this policy.

District Policy History:

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

Legal References:

29 U.S.C. 201-219, Fair Labor Standards Act
 29 C.F.R. § 553.101, "Volunteer" defined (state and local governments).
 RSA 189:13-a, School Employee and Volunteer Criminal History Records Check
 RSA 193:40, Prohibition on Teaching Discrimination
 RSA 354-A:32, Prohibition on the Content of Government Programs and Speech
 RSA 508:17, Volunteers; Nonprofit Organizations; Liability Limited.

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VOLUNTEERS

NHSBA history: Revised – May 2022, July 2019, September 2017, April 2011, August 2007, July 2004 & November 1999

NHSBA revision notes, May 2022, moved the definition of designated volunteer to sample GBCD; added FLSA definitional standards for “volunteer”; included formatting changes to improve useability; added information relating to assuring that volunteers are aware of the prohibition under the State human rights laws (RSA 354-A:31 & 32) against advocating or advancing discriminatory concepts (similar but broader than the prohibition against teaching such concepts under 193:40; and finally, changed classification to “Recommended” as the former “required” component regarding designated volunteers is now included in sample GBCD.

w/p-update/2022-U1 Spring/IJOC Volunteers 2022-U1 (f)

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IJOC – Volunteers

The District recognizes the valuable contribution made by volunteer assistance of parents and other citizens. The Superintendent is responsible for developing and implementing procedures for the selection and utilization of volunteers, as required by state regulation. School district employees who desire the assistance of a volunteer should request a volunteer through proper administrative channels.

Designated Volunteers

Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated volunteer" means any volunteer who:

1. Comes in direct contact with pupils on a regularly scheduled basis; or
2. Meets with students on a one-on-one basis; or
3. Any other volunteer so designated by the School Board or Superintendent.

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.

Volunteer Application & Selection

Persons wishing to volunteer at the District should complete a Volunteer Application form describing their skills, interests and availability. Such forms will be made available through the Principal's office.

Volunteer selection shall be made based on the qualifications and availability of the volunteer. Volunteers shall be assigned only to those teachers who have requested volunteer assistance. Staff should request volunteers through administrative channels for selected activities and as resource persons.

Assignment shall be made by the school administrator or designee.

Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal. Exceptions would be district-wide programs established by the administration whereby general volunteer programs would be defined.

A volunteer may be asked to terminate his/her services when circumstances, in the judgment of the administrator, necessitate termination. A building administrator's decision to terminate service is not subject to appeal.

Volunteer Duties

Selected volunteers will serve in the capacity of assistants and will not be assigned to roles that require specific professional training. Instructional services shall be rendered only under the supervision of certified staff.

All volunteers will sign a confidentiality agreement and shall not discuss the performance or actions of a student except with the student's teacher, counselor, or principal.

The Confidentiality Agreement is included as Appendix IJOC-R.

Assignments shall be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, housekeeping and material preparation tasks. Assignments shall be limited to situations that will be supervised by a certified staff person.

In some instances, volunteers may perform clerical and material preparation tasks away from the school site.

Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting.

Volunteers will refer to their immediate supervisor or other regular staff member for final solution of any student problems which arise, whether of an instructional, medical or behavioral nature.

Volunteers will receive orientation, including: (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) work schedule and place of work; and (4) expected relationship to regular staff.

Volunteers will receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the principal.

Coaches

Volunteer coaches of individual sports must be certified in that sport and be in compliance with all other regulations and standards as set by NHIAA.

Legal References:

*RSA 189:13-a, School Employee and Volunteer Criminal History Records Check
Appendix: IJOC-R*

Revised: April 2011

Revised: November 1999, July 2004, August 2007

Category: P

See also ABA, GBCD

1st Read: June 7, 2011

2nd Read: July 19, 2011

Adopted: July 19, 2011

< IJOA-R Request for Educational Field Trip

IJOC-R Volunteers (<https://schoolboard.convalsd.net/district-policies/ijoc-r-volunteers/>)

PROGRAMS FOR GIFTED AND TALENTED STUDENTS

Category: *Recommended*Related Policies: *IHBH, IHBI, IHCD/LEB, IK
IKFA, IMBC & IMBD***ADOPTION/REVISION NOTES –***Text between the highlighted lines “~~~~”, and highlights in this sample should be removed prior to adoption.*

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The Board recognizes the benefit of programs for gifted and talented students. For the purposes of this policy, “gifted and talented student” shall mean “a student identified as having unique academic, artistic, or athletic potential.” ¹**[delete footnote]**

[OPTIONAL paragraph] The Superintendent [may **[OR]**/shall] make recommendations to the Board regarding assessments, data and indicators used to determine gifted and talented status and/or regarding programs for such students.] The District will actively assist and support professional development for teachers, educational services staff, and school leaders in the area of gifted and talented instruction.

[OPTIONAL - Only include this paragraph if District has G&T programing/processes] The district shall make detailed information available on its website regarding the policies and procedures used to identify students as gifted and talented and the continuum of services offered

¹ **[Delete footnote.]** The quoted language is taken directly from the definition provided in RSA 189:29-a. The full definition reads as follows: “means a student identified as having unique academic, artistic, or athletic potential according to **assessments selected and administered locally.**” In short it leaves the substantive components of the qualitative definition to the local school district. This sample policy directs the Superintendent to establish such standards. The last paragraph of the policy restates the reporting requirement of RSA 189:29-a.

PROGRAMS FOR GIFTED AND TALENTED STUDENTS

to gifted and talented students. The information shall include the criteria used for consideration for eligibility for the gifted and talented services, including the multiple measures used in the identification process to match a student's needs with services, and any applicable timelines in the identification process.

Beginning in the 2022-2023 school year, the Superintendent shall submit to the New Hampshire Department of Education, no later than August 1, an annual narrative report detailing the policies, programs, and procedures that are in place to identify and accommodate the unique needs of gifted and talented students. If no such policies, programs, or procedures exist, the report shall so state.

District Policy History:

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

Legal References:

RSA 189:29-b, Identification and Accommodation of Gifted and Talented Students

***Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

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NHSBA history: Revised – May 2022, Nov. 1999, July 1998

NHSBA revision notes, May 2022, revised to include the definition of gifted and talented now provided in RSA 189:29-b (enacted in 2021, see HB321), as well as the requirement under that statute for districts to provide a narrative report to the N.H. Dept. of Education describing the district's programs for gifted and talented students; recategorized as "recommended" because of mandated reporting requirement; added provisions to encourage more robust programming/input from boards; and minor edits.

w/p-update/2022-U1 Spring/IHBB Gifted and Talented Students 2022-U1 (1)

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IHBB – Child Find

The Contoocook Valley School District ensures that all children with disabilities who are two and-a-half (2.5) years of age or older but less than twenty-one (21) years of age, within its geographic boundaries, including children with disabilities who are homeless, wards of the State, or attending private schools, regardless of the severity of their disability, and who are or may be in need of special education and related services, are identified, located and evaluated.

Legal References:

NH Code of Administrative Rules, Section Ed 1105, Child Find

See Also: IHBB-R

1st Reading: February 17, 2009

2nd Reading: March 17, 2009

Adopted: March 17, 2009

< IHBBAC- Student Evaluations: Specific Learning Disabilities

IHBBA - Limited English Proficiency Instruction (<https://schoolboard.convalsd.net/district-policies/i-instructional-programs/ihbba-limited-english-proficiency-instruction/>)

IGBB – Programs For Gifted Students

The Contoocook Valley School Board, realizing the need for programs dealing with the gifted and talented shall endeavor to provide the level of monetary support it deems proper to enhance programs for the gifted and talented.

Category: 0

1st Read: January 7, 2014

2nd Read: January 21, 2014

Adopted: January 21, 2014

< IGA – Curriculum Development

IGD - Curriculum Adoption (<https://schoolboard.convalsd.net/district-policies/i-instructional-programs/igd-curriculum-adoption/>)

BACKGROUND INVESTIGATION AND CRIMINAL HISTORY RECORDS CHECK

Category: Priority/Required by Law

Related Policies: EEAE, EEAEA, GBCE, GDF & IJOC

ADOPTION/REVISION NOTES –

Text between the highlighted lines “~~~~”, and highlights in this sample should be removed prior to final adoption.

- (a) **USER SUGGESTION** – *Because of ADA compliance requirements, and other technological restrictions, some intended formatting does not appear on sample policies available through the NHSBA main policy database page. For MS Word versions of the samples (after 2008), we recommend accessing samples through the “Previous Policy Updates” link on the bottom of the NHSBA policy homepage. The password is the same as for the main policy database page.*
- (b) *Although many components of this policy restate requirements of RSA 189:13-a, several other components are areas – both in the policy and the statute - where the local board has discretion to alter provisions according to local circumstances and priorities. (see, e.g., footnotes 2, 4, 5, 6, 8 & 9). The policy does not include the mechanics or specific procedures for initiating and conducting a criminal history records check, as those processes are regulated and subject to change by the State Police and, to a lesser extent, the NH Dept. of Education.*
- (c) *General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.*
- (d) **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- (e) **Highlighted footnotes** should be removed before final approval of the policy.
- (f) *Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

To help assure the safety of District students, it is the policy of the _____ School Board that before any person is employed by the School District, or are otherwise placed into positions whereby they have frequent close contact with - or supervision of - students, that the administration conduct proper investigation into such person’s background, including, without limitation, a criminal history records check under RSA 189:13-a – 189:13-c.

A. **Definitions.** As used in this policy:

1. **“Applicant”** shall mean and include an applicant for employment or any person seeking to serve in any position falling within the term “Covered Person” as defined below, who is selected by the District for further consideration for such position.
2. **“Background investigation”** means an investigation into the past employment and other background of an Applicant with the intent of determining whether:
 - a. The applicant/covered person is qualified for the position for which he/she has applied, will/would be assigned, or will/would perform, and

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- b. The applicant has been found guilty of any criminal activity or conduct that would make him/her ineligible or unsuitable for employment or service in the district.
3. **“Conditional offer of employment”** means an offer of employment extended to a selected Applicant subject to a successful completed criminal history record check (defined below) which is satisfactory to the SAU or school district.
4. **“Contractor”** means a private business or agency or an employee or employees of the contractor which contracts with a SAU, school district, or charter school to provide services including but not limited to:
 - a. cafeteria workers,
 - b. school bus drivers,
 - c. custodial personnel,
 - d. any other direct service or services to students of the district or charter school.
5. **“Covered Person”** shall mean every employee, stipended position (e.g., coach, trainer, drama coach, etc.), candidate, designated volunteer (whether direct or through a volunteer organization), or any other service where the contractor or employees of the contractor provide services directly to students of the District,^[1 delete fn.] or any applicant/person seeking to serve in any of those positions. NOTE: Only those volunteers who meet the definition of “Designated Volunteer” below are considered “Covered “Employees”. See Board policy ~~{**}~~JOC for additional provisions relating to all volunteers. All Covered Persons are required to undergo training as provided in Board policy ~~{**}~~GBCE.
6. **“Criminal History Records Check” or “CHRC”** means a criminal history records inquiry under RSA 189:13-a – 13-c, conducted by the New Hampshire State Police through its records and through the Federal Bureau of Investigation.
7. **“Designated Volunteer”**^[2 delete fn.] is any volunteer who:
 - a. Comes in direct contact with students on a predictable basis (e.g., library volunteer, overnight field trip chaperone;
 - b. Meets regularly with students (e.g., community mentor, volunteer assistant coach);
 - c. Meets with students on a one-on-one basis [without the presence of a teacher or other such professional staff member]; OR
 - d. Any other volunteer so designated by the School Board or Superintendent.

The administrative supervisor for the applicable activity or program (e.g., building principal, athletic director), shall have the responsibility of determining whether a volunteer position is a “Designated Volunteer”, subject to any additional rules or procedures established by the Superintendent.
8. **“Educator Candidate”** means a student at an institution of higher education in New Hampshire who has been selected to participate in a K-12 educator preparation program

¹ ~~[Delete footnote]~~ the term “covered person” is a term coined by NHSBA in order to clarify that the requirements of the policy, as well as under RSA 189:13-a, extends far beyond applicants for “employment”. As used in this sample, it includes all of the positions included in the statute (e.g., applicants, designated volunteers, representatives of contractors, student teachers, short term substitutes, coaches, etc.).

² ~~[Delete footnote]~~ RSA 189:13-a does not define “designated volunteer” (i.e., what volunteers are required to have background checks). Rather, the statute requires local school boards to define that category. A board could have a narrower, less protective definition, (not recommended), or a broader, more protective one.

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(RSA 189:13-c, I(b)). This definition includes both Educator Candidates who are placed as student teachers in the district, and those who might be in the District for a different purpose (e.g., Methods, etc.).

9. “Section V Offense(s)” are those criminal offenses listed in RSA 189:13-a, V, as that list may be amended by the Legislature from time to time. The current of offenses may be accessed at:

<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm>

“Non-Section V Offenses” are all other crimes offenses, whether felonies or misdemeanors.

10. “Designee” shall mean, a person designated by the Superintendent to receive and inspect results of the Criminal History Records Check. Under RSA 189:13-a, II, the Designee for purposes of CHRC may only be an assistant superintendent, head of human resources, the personnel director, the business administrator or the finance director.³ delete fn.]

- B. **Background Investigation.** The Superintendent will require a Background Investigation of any Applicant or Covered Person as defined in this policy. The Superintendent may assign the Background Investigation (but not the CHRC) to someone other than Designee, but shall be completed prior to making a final offer of employment, approving the contract with an individual contracting directly with the District, student teacher, or a Designated Volunteer to work or serve within the District. For Covered Persons who are employed by a third-party contractor or assigned as a Designated Volunteer by a volunteer agency, the Superintendent or Designee may waive the Background Investigation and instead rely on suitable assurances from the contracting company or agency regarding a background investigation. The requirement for a Criminal History Records Check under paragraph D, below, however, may not be waived. All decisions regarding employment and the pre-employment process shall conform to the District’s Anti-Discrimination and Equal Opportunity policy, ****}AC**.

As part of the application process, each Applicant shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The Applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or until notified that s/he will not be hired. Failure to report will be treated in the same manner as falsification of information under Section C___, below.

General record of completion of a Background Investigation (but not copies of the results of a CHRC) shall be retained in an employee’s personnel file and retained pursuant to the District’s Record Retention Schedule ****}EHB-R**.

- C. **False Information.** The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for

³ [Delete footnote] Prior to the 2021 amendments to RSA 189:13-a, only the superintendent could receive and review results of the mandated CHRC. The amendments allow the superintendent to delegate those functions to Asst. Super, BA, or directors of HR, personnel director or finance. The discretion to delegate is the Superintendent’s.

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disqualification from consideration for employment, withdrawal of any offer of employment, or immediate discharge from employment.

D. Criminal History Records Check.

1. **General.** As part of the District's Background Investigation, each Applicant must submit to a Criminal History Records Check ("CHRC") through the State of New Hampshire in full compliance with RSA 189:13-a. No Covered Person/Applicant shall be employed, extended a Conditional Offer of Employment, or begin service in the District, until the Superintendent, or his/her designee, has initiated a CHRC. ⁴~~delete fn.~~

The Applicant shall provide the District with a criminal history records release form as provided by the New Hampshire State Police along with a full set of fingerprints taken by a qualified law enforcement agency according to RSA 189:13-a, II.

Refusal to provide the required criminal history records release form (with fingerprints) and any other required releases to authorize the CHRC will result in immediate disqualification of the Applicant/Covered Person and will not be considered for the position.

2. **Special Provisions for Educator Candidates, Bus Drivers & Bus Monitors** ~~optional~~, **and Substitutes**.
 - a. **Educator Candidate.** Educator Candidates who are placed in the District as a student teacher shall undergo a CHRC prior to beginning in the District. For Educator Candidates in the District under a status other than student teacher (e.g. observation, Methods Course or Practicum student), the Superintendent or Designee will determine whether to require a CHRC using the same parameters included in the Designated Volunteer definition, above.
 - b. **Bus Drivers and Bus Monitors.** Pursuant to RSA 189:13-a, VI and RSA 189:13-b, criminal history records checks for bus drivers and bus monitors shall be processed through the New Hampshire Department of Education ("NHED"). ⁵~~delete fn~~ Although NHED will conduct the CHRC, the Superintendent or designee shall require a Background Investigation in accordance with paragraph B.
 - c. ~~Optional paragraph for multi-district SAUs~~⁶ **Substitute Teachers.** Applicants for substitute teaching positions who have submitted to a CHRC within 3 years in any district within SAU shall not be required to undergo an additional CHRC before substituting in this District, unless otherwise required by the Superintendent.

⁴ ~~Delete footnote~~ A board may choose to require the records check to be completed before allowing assignment. This provision, however, could lead to staffing concerns, especially near the beginning of the school year.

⁵ ~~Delete footnote~~ Under a 2020 bill intended to provide greater mobility for bus drivers & monitors, DOE now provides a records check every 5 years for bus drivers/monitors (every five years). The DOE check, however, does not cover non-Section V offenses. A school board may, but is not required to, include a requirement that its bus drivers and monitors undergo a complete records check in the same manner as for all other covered persons under paragraph D.1. This sample policy does not require the additional check by the district.

⁶ ~~Delete fn.~~ Senate Bill SB352 (2022) amends RSA 189:13-a, VI to allow portability for 3 years of a substitute's CHRC among districts within the same SAU, subject to board approval. Boards of districts within multi-district SAUs are not required to allow such portability. Single district SAUs would not include this optional para..

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3. **Results of Criminal History Records Check.** The results of the CHRC shall be delivered to the Superintendent or designee who shall be responsible for maintaining their confidentiality. The Superintendent or Designee shall destroy all results and reports of any CHRC within sixty (60) days of receiving said information.^[7 delete fn.]
4. **Pending Charges or Convictions for Section V Offenses.** If the results of the CHRC disclose that the Applicant has either been convicted of or is charged pending disposition of a violation or attempted violation of a Section V offense, that person shall not receive an offer or final offer of employment. Additionally, the Superintendent (not the Superintendent's Designee), shall notify NHED through its Investigator or the Chief of the Governance Unit or as otherwise directed by NHED.
5. **Non-Section V Offenses and/or Past Charges of Section V Offenses.**^[8 delete fn.] If the results of a CHRC disclose that the Applicant has been charged (whether pending or previously concluded) with a Non-Section V Offense, or has been previously charged with a Section V Offense which the charge has been disposed of other than by a conviction, the Superintendent or Designee shall take such information into account prior to hiring or assigning such Applicant. In making a determination regarding such an Applicant, the Superintendent or Designee shall consider all reliable information, and assess whether, in light of the totality of the circumstances, the Applicant's suitability for the position sought with student safety being the priority consideration. (Circumstances the Superintendent should consider, include, but are not limited to, nature and date of the charge, information about reduced charges, age at time of charge, relationship of the nature of the charged offense to the duties of the position sought),

If the Superintendent chooses to nominate, appoint or assign an Applicant who has a history of conviction or pending charges of a Non-Section V Offense, or of past concluded charges of Section V Offenses that did not result in a conviction, then the final hiring decision or appointment of another Covered Person must be approved by the School Board. The Superintendent may share to the Board in non-public session general information about the offense/conviction but is prohibited under RSA 189:13-a from sharing the CHRC report.
6. **Fees for Criminal History Records Check.** Any applicant for whom the Board requires a CHRC check, or, in the instance of third party contractors/organizations, the Covered Person's employer/organization, shall pay the actual fees and costs associated with the fingerprinting process and/or the submission or processing of the CHRC, unless otherwise determined by the Board.^[9 delete fn.]

⁷ [Delete footnote] 2021 amendments to 189:13-a removed the requirement that negative results had to be destroyed immediately.

⁸ [Delete footnote] RSA 189:13-a, V requires the local school board to adopt a policy relative to hiring/appointment practices for persons whose CHRCs disclose misdemeanor or criminal charges/convictions. A policy could include a list of specific crimes in addition to those listed in 189:13-a, V.

⁹ [Delete footnote] Under RSA 189:13-a, IV, a Board may, but is not required to make the applicant pay for a Criminal History Background Check. Some districts may encounter hiring obstacles if requiring the Applicant to pay the fee, especially for lower wage positions.

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7. **Additional Criminal Records Checks.** To the extent permitted by law, the Superintendent or Designee may require a CHRC of any Covered Person at any time after hire or appointment to a position within the District. ^[¹⁰ delete fn.]

- E. **Conditional Offer of Employment.** Applicants who have been selected for employment may be given a conditional offer of employment, with the final offer subject to the successful completion of the Background Investigation and CHRC, and a determination that there are no disqualifying pending charges or convictions.

Any Applicant 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 employment or approval to work within the District is entirely conditioned upon the results of a CHRC and Background Investigation being satisfactory to the District.

- F. **Final Offer of Employment.** No Applicant shall be extended a final offer of employment or be allowed to serve/provide services in the District if such person has charges pending or has been convicted of any Section V Offense; 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.

An Applicant may only be extended a final offer of employment or final approval to work/serve within the District's schools upon the satisfactory completion and results of CHRC and Background Investigation,

- G. **Administrative Protocols/Procedures.** The Superintendent is authorized to establish written protocols for background investigations, and such protocols may vary depending on the nature of the position(s) (e.g., verification of academic records and achievements for certified professionals, credit checks for personnel with fiscal responsibilities). The written protocols may include additional specific disqualifying misdemeanor or felony convictions or charges (e.g., prostitution, theft, etc.) in addition to the Section V Offenses.

- H. **Contractor and Vendor Provisions.** The Superintendent shall take such steps as are necessary to assure third party agreements which involve covered personnel to include a provision for such personnel to complete CHRCs and Background Investigations as required under this policy, as well as training and information relative to child sexual abuse prevention as required under RSA 189:13-a, XII and policy **{**}GBCE**.

- I. **Training of Superintendent/Designee.** The Superintendent or any Designee shall complete such training relative to the reading and interpretation of criminal records as required by NHED.

¹⁰ **[Delete footnote]** A board may, but is not required, to mandate periodic CHRCs. If a board is to consider such a requirement, the board should consult with district counsel regarding collective bargaining implications, and should consider both the financial and administrative resources necessary to implement the requirement. This issue may be particularly significant relative to employees or designated volunteers who have a significant break in service. Districts may impose such a requirement – either by policy or admin. rule - upon only certain classes (e.g., designated volunteers, etc.). Currently, state law only requires additional CHRCs for substitutes w/in the same SAU (3yrs.) and for bus drivers and monitors (every 5 years).

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- J. Reports of Criminal Offenses Post-Hire or Commencement of Service.** When the District receives a notification of a Covered Person being charged with or convicted of a Section V Offense or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to immediate discharge. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment contract or collective bargaining agreement to address the individual's ongoing relationship with the District. If the Covered Person charged/convicted of a Section V Offense is a credential holder as defined in the New Hampshire Code of Conduct for Educators, the Superintendent shall report to the New Hampshire Department of Education pursuant to section 510.05 of the Code and Board policy **{**}** GBEAB – Mandatory Code of Conduct Reporting.

District Policy History:

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

Legal References:

RSA 189:13-a, School Employee and Designated School Volunteer Criminal History Records Check
 RSA 189:13-b, School Bus Driver and Transportation Monitor Criminal History Records Check
 Code of Conduct for New Hampshire Educators

***Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: Revised – May 2022, Sept. 2021, Nov. 2020, Sept. 2017, Sept. 2016, Sept. 2010, Aug. 2007, Dec. 2004, Nov. 1999

NHSBA revision notes, May 2022, restructured generally – added and put definitions in front; added language reflecting 2021 SB134's changes to 189:13-a and new section 189:13-c; added language re substitute teachers per 2022 amendment to 189:13-a, VI; and added additional policy cross-references; **September 2021**, added "designee" language in Section F to reflect 2021 amendments to RSA 189:13-a, added legal references, and revised language to clarify prohibition of employing applicant who has been charged pending disposition or convicted of a Section V offense; **November 2020**, NHSBA revised GBCD to reflect 2020 amendments to RSA 189:13-a, and more generally to improve usability.

w/p-update/2022-U1/GBCD - Background Investigation & CHRC 2022-U1 (f)

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GBCD – Background Investigation and Criminal Records Check

Background Investigation

The 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. The Superintendent or her/his designee shall maintain the confidentiality of all criminal history records information received by the District.

The requirement for a background check, including a criminal history records check shall include all potential employees, including substitute teachers, student teachers, selected applicants for employment, designated volunteers, volunteer organizations, or individual or entity which contracts with the District, including but not limited to cafeteria workers, school bus drivers, custodial personnel, or any other service where the contractor or employees of the contractor provide services directly to students of the district.

The Superintendent or her designee shall be responsible for completing the criminal history records check on the people identified in the paragraph above, except for school bus drivers and transportation monitors, as provided in RSA 189:13-b. The cost for criminal history records checks for employees or selected applicants of entities that contract with the District shall be borne by the contractor.

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. However, the Superintendent shall destroy any criminal history record information within 60 days of receipt. The superintendent of the school administrative unit or chief executive officer of the chartered public school or public academy shall destroy any criminal history record information that indicates a criminal record within 60 days of receiving said information.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of any crime which has not been annulled, 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 or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Except as otherwise set forth herein, the District shall either pay the costs associated with the criminal history records check or shall reimburse the individual for the costs associated with the same,

Criminal History Records Check

Each person considered for employment by the Board must submit to a State and FBI Criminal History Records Check and any other background check deemed appropriate by the Superintendent. The applicant shall comply with the fingerprinting requirements of RSA 189:13-a.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check and any other background check deemed appropriate by the Superintendent.

The Superintendent is responsible for reviewing the criminal history records check information prior to the District extending a final offer of employment.

Designated Volunteers

A designated volunteer is a volunteer who routinely participates in the classroom environment and is regularly assigned and meets with students in a group or on a one-on-one basis or regularly is involved in a volunteer leadership position involving students such as extracurricular sports or clubs. This shall include but is not limited to positions such as:

- a. volunteer drivers and chaperones
- b. volunteer aides who may work alone with a student in a private setting
- c. volunteer coaches, trainers or student club directors or advisers

Designated volunteers are subject to a background investigation/criminal records check and the provisions of this policy. The Board recognizes that rare occasions occur when a building principal may, on short notice, need to replace a designated volunteer with a non-designated volunteer. In such cases, it is the School Board's expectation that the designated volunteer pool will be looked at first for a replacement and every effort will be made to find a designated volunteer as a replacement before using a non-designated volunteer.

Conditional Employment

Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State, FBI Criminal Records Check, and any other records checks as deemed necessary by the Superintendent.

No selected applicant for employment shall start work until the Superintendent, or his/her designee, has initiated the formal State and FBI Criminal Records Check process.

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.

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 compliant with the law and satisfactory to the Superintendent and Board.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has been charged pending disposition for or convicted of any violation or attempted violation of RSA 630:1; 630:1-a; 630:1-b; 630:2; 632-A:2; 632-A:3; 632-A:4; 633:1; 633:7; 639:2; 639:3; 645:1, II or III; 645:2; 649-A:3; 649-A:3-a; 649-A:3-b; 649-B:3; or 649-B:4; or any violation or any attempted violation of RSA 650:2 where the act involves a child in material deemed obscene; in this state, or under any statute prohibiting the same conduct in another state, territory, or possession of the United States, or any felony offense, referenced in RSA 189:13-a, V, as amended from time-to-time. In addition to the felonies enumerated in RSA 189:13-a, a person may be denied a final offer of employment if he/she has been convicted of ANY felony. Such determination will be made by the Superintendent or a designee, on a case by case basis.

Any person who has been convicted of any misdemeanor may, at the discretion of the Superintendent or her/his designee, not be hired.

The Superintendent, or designee, will transmit the required, completed forms 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.

Additional Criminal Records Checks

The District may require a Criminal Records Check of any employee or designated volunteer at any time.

Notice to the New Hampshire Department of Education

If an applicant's criminal history records information indicates that the applicant has been charged pending disposition for or has been convicted of a crime listed in paragraph V of RSA 189:13-a, the Superintendent shall notify the department of education.

Training

Upon the Department of Education offering such, the Superintendent or her designee shall attend training concerning the reading and interpretation of criminal history records.

The District shall provide every school employee whose position requires a criminal background check under this section with informational materials, training, or other education, either online or in person, concerning child sexual abuse prevention, sexual assault and harassment policy training, warning signs of child abuse, and reporting mandates. For the purposes of this paragraph, school employees include coaches and any other individual subject to a background check. Such training shall be completed within 30 days of employment and renewed every 2 years for all employees.

Legal Reference:

RSA 189:13-a, School Employee and Volunteer Background Investigations

Appendix GBCD-R: Sample Background Check, Criminal History Records Check Protocol

Category: P

See also: See IJOC

First Read: May 3, 2022

Second Read:

Adopted: