

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

CONTOOCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

Tuesday, June 7, 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 17, 2022 Minutes**
- 3. Policy Review**
 - EBCF: Pandemic/Epidemic Emergencies
- 4. Policy Review (Spring Update) not ConVal Policy**
 - IKL: Academic Integrity and Honesty
- 5. Policy Review (Spring Update) (Policies ConVal presently has)**
 - GBCD: Background Investigation and Criminal History Records Check
- 6. 1st Read-6/7/22 School Board Agenda**
 - EHB: Data/Records Retention
 - BIE: Board Member Indemnification
 - JLCG: Exclusion of Students Who Present A Hazard
- 7. 2nd Read-5/17/22 School Board Agenda**
 - JLCJ: Concussions and Head Injuries
- 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
- DFGA: Crowdfunding

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
- FF: Naming of District Buildings and Facilities and Dedication of Areas
- IJOC: Volunteers
- IHBB: Programs for Gifted and Talented Students

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CONTOOCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

Tuesday, May 17, 2022

6:00 PM

Location: SAU Finch Conference Room

Minutes

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

Present: Crista Salamy, Tom Burgess, Janine Lesser, Stephen Ullman, Dr. Kimberly Saunders, Kat Foecking

1. Call to order

Crista Salamy called the meeting to order at 6:03 p.m.

2. Approval of the May 3, 2022 Minutes

Stephen Ullman moved to approve the minutes of May 3, 2022. Janine Lesser second. Unanimous.

3. Policy Review

- EHB: Data/Records Retention

This policy is ready to go before the School Board for a first read.

- EBCF: Pandemic/Epidemic Emergencies

Kimberly Saunders agreed to clean this policy up and bring back to the Policy Committee.

- JLCG: Exclusion of Students Who Present A Hazard

This policy has undergone legal review.

Eliminating “Who Present a Hazard” was discussed. Pronoun updates will be made. No mental health reference was noted. This is about communicable illness; a mental illness would not fit. The vagueness was favored to allow to cover more.

This policy will go for a first read after the above updates are made.

4. Policy Review (Spring Update) not ConVal Policy

- IKL: Academic Integrity and Honesty

This policy is optional. If ConVal wants this policy, administration will review. This is in ConVal’s Code of Conduct. A June 7th meeting review was suggested.

- DFGA: Crowdfunding

Kimberly recommended ConVal having this policy. This policy will go to legal for review.

- FF: Naming of District Buildings and Facilities and Dedication of Areas
Kimberly recommended ConVal consider this policy. This will come forward on a future Policy Committee meeting in June.

5. Policy Review (Spring Update) (Policies ConVal presently has)

- BIE: Board Member Indemnification

The last paragraph from the NHSBA policy will be added to ConVal Policy and come forward for a first read on June 7th.

- IJOC: Volunteers

All coaches who do not receive a stipend are designated volunteers.

Clarity was needed in the definition of coaches related to volunteers and the definition of a volunteer. Kimberly will work on and bring back to a future meeting after legal review.

- IHBB: Programs for Gifted and Talented Students

ConVal's IHBB is a *Child Find Policy*. ConVal IGBB is *Programs for Gifted Students*.

This policy was deemed as in need of further discussion.

A program would need to be developed. ConVal has enrichment programs and opportunities. ConVal has to decide, as a board, what their philosophy is. ConVal does have Policy IGBB - Programs for Gifted Students. Kimberly will rewrite into this existing policy.

- GBCD: Background Investigation and Criminal History Records Check

This policy includes contractors, which is necessary.

This policy will come back to Policy Committee after cleaned up for review.

Crista Salamy suggested looking at the policies ConVal already has under the Spring Update and review before looking at those in the Spring Update that ConVal does not have.

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)

None.

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
- JLCE: 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

Kimberly Saunders suggested Policy Committee meeting during the summer to work on policy.

Stephen Ullman motioned to adjourn at 6:56 p.m. Janine Lesser second. Unanimous.

Respectfully submitted,

Brenda Marschok

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~~ 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").

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.~~

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.~~

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.

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 indicate 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.

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 employees right to continued employment.

Continuance of Education

Consistent with State Department of Education, the Superintendent is authorized to ~~will~~ 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, **electronical mail communication, digital platform(s), 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.**

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*

First Read:

Second Read/Adoption:

ACADEMIC INTEGRITY AND HONESTY

Category: *Optional*

Related Policies: *EGAD, JICD & JICL*

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### 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.*

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- 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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GBCD – Background Investigation and Criminal Records Check

To help assure the safety of District students, it is the policy of the Contoocook Valley 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
 - 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 {**}IJOC 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. (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.

B. 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, 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 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,

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 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.

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 .

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").~~[[2]delete fn]~~ Although NHED will conduct the CHRC, the Superintendent or designee shall require a Background Investigation in accordance with paragraph B.

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.

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. 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.

E. 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:

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:

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.

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.

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:

2nd Read:

Adopted:

EXCLUSION OF STUDENTS WHO PRESENT A HAZARD

Category: Recommended

Related Policy: EBCG

A student may be excluded from school when they exhibit symptoms of a contagious or communicable illness, or is otherwise a hazard to themselves 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

JLCJ – Concussions And Head Injuries- CV Revised Version

The Contoocook Valley School District is committed to ensuring the safety of students while at school and when participating in any school-sponsored events. The Board is aware that head injuries, including concussions, can happen to any student, not just an athlete, and that the risk of catastrophic injuries or death is significant when a concussion or other head injury is not properly evaluated and managed.

1. Definitions: For purposes of this policy, the terms below will have the ascribed meanings.

- "Head injury" means injuries to the scalp, skull, or brain caused by trauma, and shall include a concussion which is the most common type of sports-related brain injury.
- "Health care provider" means a person who is licensed, certified, or otherwise statutorily authorized by the state to provide medical treatment (physician, advanced registered nurse practitioner, **licensed athletic trainer**, licensed physician's assistant, or dentist).
- School property: all real property, physical plant, and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
- "Student-athlete" means a student involved in any intramural sports program conducted outside the regular teaching day or competitive student sports program between schools in grades 4 through 12.
- "Sports" means intramural sports programs conducted outside the regular teaching day for students in grades 4 through 12 or competitive athletic programs between schools for students in grades 4 through 12, including, without limitation, all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the board or administration.

2. Duty to Report. All District employees shall report any accident or incident which involves a student head injury. The report should be filed in the same manner provided under Board policy **EBBB** as for that of any accident requiring first aid. Additionally, Teachers should report to the school nurse (or administrator in charge if the nurse is unavailable) if the student appears to have any difficulty with academic tasks that the teacher believes may be related to concussion. The school nurse will notify the student's parents of guardians and treating health care providers.

3. Return to Learning Protocols. After a student has suffered a concussion, whether in school or not, before full resumption of academic work, the building principal or their designee will work with the school nurse, a student's parent/guardian, medical provider, teacher(s) and other appropriate district staff, to establish a graduated learning reentry plan. The plan will support the student's full return to academic activities, and ease the stress of making up past work while engaged in present work. The plan must include:

- Step-by-step instructions and details for students, parents/guardians and school personnel;

- Time frames for physical and cognitive rest within first few days post-injury and throughout the recovery as needed;
- Guidance on graduated return to extracurricular athletic activities and classroom studies, including classroom accommodations or modifications;
- Frequency of assessments by the school nurse, school physician if applicable, neuropsychologist or athletic trainer until full return to the classroom and extracurricular athletic activities are authorized;
- Any provisions relative to "return-to-play" for student-athletes;
- A plan for communication and coordination among school personnel and with the parents/caregivers and the student's medical provider.
- Section 504 or other such accommodations or modifications when appropriate will be developed in accordance with applicable law and Board policies.

4. Concussion Awareness and Education. To the extent possible, the District will implement concussion awareness and education into physical education and/or health education curriculum.

Updating:

Each spring, the athletic director or other designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.

Parent Information Sheet:

A concussion and head injury information sheet shall be distributed on an annual basis to the student athlete and the athlete's parent or guardian prior to the student athlete's initial practice or competition.

Administrator Responsibilities:

The Superintendent or their designee will keep abreast of both changes in standards regarding concussion management and head injuries, as well as professional development programs relative to concussions and head injuries.

Removal from Play:

A coach, school official, licensed athletic trainer, or health care provider who suspects that a student athlete has sustained a concussion or head injury in a practice or game shall remove the student athlete from play immediately. The coach, school official, licensed athletic trainer, or health care provider who removed the student from play shall notify the student's parent or guardian, as well as the school principal of the removal and the reason for the removal.

Protocol for Return to Play:

Return to Learning Protocols. After a student has suffered a concussion, whether in school or not, before full resumption of academic work, the building principal or their designee will work with the school nurse, a student's parent/guardian, medical provider, teacher(s) and other appropriate district staff, to establish a graduated learning reentry plan consistent with

paragraph 3 of this policy,. The plan will support the student's full return to academic activities, and ease the stress of making up past work while engaged in present work. The plan must include:

- Step-by-step instructions and details for students, parents/guardians and school personnel;
- Time frames for physical and cognitive rest within first few days post-injury and throughout the recovery as needed;
- Guidance on graduated return to extracurricular athletic activities and classroom studies, including classroom accommodations or modifications;
- Frequency of assessments by the school nurse, school physician if applicable, neuropsychologist or athletic trainer until full return to the classroom and extracurricular athletic activities are authorized;
- Any provisions relative to "return-to-play" for student-athletes;
- A plan for communication and coordination among school personnel and with the parents/caregivers and the student's medical provider.

Section 504 or other such accommodations or modifications when appropriate will be developed in accordance with applicable law and Board policies.

Concussion Awareness and Education:

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the district's physical education and/or health education curriculum. The administrative decision shall take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

Consistent with the recommendations from the National Federation of State High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury. Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student athletes in student sports prior to the student-athlete's initial practice or competition.

All coaches, including volunteers, will complete training on head injury and concussion management, as recommended and/or provided by the NFHS, NHIAA, New Hampshire Department of Education, and/or other pertinent organizations. Such training shall occur at least once every two years, through the viewing of the NHIAA's (or similar sanctioning body) concussion clinic. Additionally, all coaches of student sports will comply with NHIAA recommended procedures for the management of head injuries and concussions.

Academic Issues in Concussed Students:

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the

concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified.

Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents. Administrators and district staff shall work to establish a protocol and course of action to ensure the student is able to maintain their academic responsibilities while recovering from the concussion.

Student accommodations may be developed in accordance with applicable law and Board policies.

Legal Reference:

RSA 200:49-200:52, Head Injury Policies and Student Sports

Category: P

1st Read:

2nd Read:

Adopted: