

**Rochester School Board
Policy Committee Minutes
School Department Board Room
September 21, 2017**

DRAFT

Members Present:

Mr. Thomas O'Connor, Chair
Mr. Raymond Turner
Mr. Robert Watson

Members Absent:

Mr. Matthew Pappas
Mr. Travis Allen

Also Present:

Mr. Michael Hopkins
Mr. Kyle Repucci
Mrs. Amy Malone
Mrs. Karen Stokes
Guests

Mr. O'Connor called the meeting to order at 6:00 p.m. with a quorum present. Members participated in the pledge of allegiance.

Mr. Turner moved, second by Mr. Watson, to approve the minutes of the August 17, 2017 meeting. The motion passed unanimously.

Policies for 2nd Reading

Mr. Watson moved, second by Mr. Turner, to recommend to the Board for second reading and approval policy BHB, Board Member Development Opportunities. The motion carried unanimously.

Mr. Turner moved, second by Mr. Watson, to recommend to the Board for second reading and approval policy BHE, Board Member Insurance. The motion carried unanimously.

Mr. Watson moved, second by Mr. Turner, to recommend to the Board for second reading and approval policy BI, School Board Legislative Program. The motion carried unanimously.

Mr. Turner moved, second by Mr. Watson, to recommend to the Board for second reading and approval policy BJ, School Board Memberships. The motion carried unanimously.

Mr. Turner moved, second by Mr. Watson, to recommend to the Board for second reading and approval policy BJA, Liaison with School Board Associations. The motion carried unanimously.

Policies for 1st Reading/Review

Mr. Turner moved, second by Mr. Watson, to recommend to the Board that policy EEACC-R, Student Conduct on School Buses/Bus Regulations be deleted and integrated into policy JFCC-R, and recommend policy JFCC-R, Student Conduct on School Buses/Bus Regulations, to the Board for first reading. The motion carried unanimously.

Mr. Turner moved, second by Mr. Watson, to recommend to the Board for first reading policy GBCD, Criminal History and Background Checks. The motion carried unanimously.

Mr. Turner moved, second by Mr. Watson, to recommend to the Board for first reading policy CA, Administration Goals. The motion carried unanimously.

Mr. Watson moved, second by Mr. Turner, to recommend to the Board for first reading policy CBE, Superintendent's Development Opportunities. The motion carried unanimously.

Mr. Turner moved, second by Mr. Watson, to recommend to the Board for first reading policy CH, Policy Implementation. The motion carried unanimously.

Mr. Turner moved, second by Mr. Watson, to recommend to the Board for first reading policy CHA, Development of Regulations. The motion carried unanimously.

Mr. Turner moved, second by Mr. Watson, to recommend to the Board for first reading policy CHCA, Approval of Handbook and Directives. The motion carried unanimously.

Mr. Watson moved, second by Mr. Turner, to recommend to the Board for first reading policy CLA, Treatment of Outside Reports. The motion carried unanimously.

Mr. Turner moved, second by Mr. Watson, to recommend to the Board for first reading policy CM, School District Annual Report. The motion carried unanimously.

Mr. Watson moved, second by Mr. Turner, to recommend to the Board for first reading policy CMA, Records Retention Policy. The motion carried unanimously.

Mr. Turner moved, second by Mr. Watson, to recommend to the Board for first reading policy CMA-1, Internet Log/E-Mail/Voicemail Retention Policy. The motion carried unanimously.

Public Comment

None

Other

None

Adjournment

Mr. Watson moved, second by Mr. Turner, to adjourn at 6:22 p.m. The motion passed unanimously.

Respectfully submitted,

Mr. Thomas O'Connor, Chair

BHB

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Funds shall be budgeted annually to support Board member development opportunities. Board members shall be reimbursed for reasonable out-of-pocket costs incurred through participation in approved activities. The registration and mileage, at the federal mileage rate, shall be paid for NHSBA events within the State.

The Board as a whole shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed through the news media about the Board's continuing in-service education and about the programs anticipated for short and long-range benefits to our schools.

The Board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in School Board conferences, workshops, and conventions held by the State and National School Boards Associations.
2. District-sponsored training sessions for Board members.
3. Subscriptions to publications addressed to the concerns of Board members.

Any and all expenditure requests shall be submitted in writing to the Board Chair. These requests will be reviewed at the next Regular Board meeting, to be approved or denied at that time.

Adopted:	April 8, 1993
Board Review/Approved:	July 10, 2008
Amended:	May 12, 2011
Policy Committee Review:	August 17, 2017, September 21, 2017

BHE

BOARD MEMBER INSURANCE

Because they are members of an agency of government whose powers and duties can only be exercised by a decision of the majority of Board membership when the Board is officially in session, the members of the Board and its employees act as agents of the Board. 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.

Therefore, in order to protect the individual members of the Board, its agents, and the educational interests of the community, the Board will purchase from public school funds, in the absence of governmental immunity, or in addition to governmental immunity, adequate insurance to indemnify Board members and agents of the Board for their official actions in the service of the school agents or the school district.

Legal Reference: RSA 31:104, and 107

Adopted: April 8, 1993
Board Review/Approved: July 10, 2008
Policy Committee Review: August 17, 2017, **September 21, 2017**

BI

SCHOOL BOARD LEGISLATIVE PROGRAM

The Board must operate within the bounds of state and federal law affecting public education. If the Board is to meet its responsibilities to the residents and students of the community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. To this end:

1. The Board will develop a legislative program through conferences with the state and national school boards associations.
2. When appropriate, the Board will work for the achievement of common legislative objectives through these associations and with other concerned groups.
3. The Board will also seek both direct and indirect representation of its position on pending with appropriate state and federal legislation and legislative committees.
4. The Board will designate one of its members to serve as legislative representative with the New Hampshire School Boards Association.

Adopted: April 8, 1993
Board Review/Approved: July 10, 2008
Policy Committee Review: August 17, 2017, **September 21, 2017**

BJ

SCHOOL BOARD MEMBERSHIP

It is the policy of the School Board to be a dues paying member of the New Hampshire School Boards Association. The Board shall seek to participate as fully as possible in the activities of the New Hampshire and National School Boards Associations. The Chair of the Board shall keep these organizations informed of the Board's concerns and official positions on matters of common interest and concern. It will be represented at meetings of the state association by a duly elected delegate who must be a member of the School Board.

Adopted: April 8, 1993
Board Review/Approved: July 10, 2008
Policy Committee Review: August 17, 2017, **September 21, 2017**

BJA

LIAISON WITH SCHOOL BOARD ASSOCIATIONS

The Board instructs the secretary to keep the Board fully informed of the affairs of the New Hampshire and National School Boards Associations and, conversely, to keep these organizations informed, as directed from time to time, of the Board's concerns and official positions on matters of common interest and concern.

In addition to desiring informational liaison between itself and the school boards associations, the Board is also desirous of being officially represented in associational affairs through the election of delegates and/or observers to the governing assemblies of these organizations.

Adopted: April 8, 1993
Board Review/Approved: July 10, 2008
Policy Committee Review: August 17, 2017, **September 21, 2017**

~~EEACC-R~~ (ALSO ~~JFCC-R~~) (for deletion-duplicate of JFCC-R)

~~STUDENT CONDUCT ON SCHOOL BUSES/BUS REGULATIONS~~

~~The School Board and staff members are very concerned about safety as we transport pupils. Cooperation from both parents and students is essential to keep the buses safe for all concerned.~~

~~Students using district transportation are under the jurisdiction of the school from the time they board the bus until they are deposited at school or at the stop nearest their home.~~

~~The school bus is an extension of the school, and all Rochester School Board Policies, school rules, and regulations which pertain to student conduct in the schools are applicable to student conduct on a school bus. As at school, students are expected to behave in a safe, respectful and responsible manner on the school bus.~~

~~The school bus driver is in complete charge of the school bus and the students must follow the directions given by the driver.~~

~~Bus Regulations~~

- ~~1. No student shall be put off the school bus while traveling to and from school. Parents shall be notified and the daily trip completed before the student can be removed from the transportation services.~~
- ~~2. **Students may ride only on the bus to which they have been assigned.** (Exception will be made only with a note from a Principal.)~~
- ~~3. Only authorized riders will be permitted on the buses.~~
- ~~4. Video cameras are used on school buses, in accordance with School Board Policy EEACB-A, Use of Surveillance Cameras.~~
- ~~5. Students must be at their bus stop **before** the bus arrives. The driver will not wait at the bus stop for students who are not at the bus stop.~~
- ~~6. Students must always cross the street in **front** of the bus at a distance sufficient to allow the driver to see them. After getting off the bus, students (if they must cross the roadway), shall go to the front of the bus and wait until the bus driver directs them to cross the roadway.~~
- ~~7. Students walking on the roadway to a bus stop should always walk on the left of the roadway on the shoulder of the road facing traffic and shall not run alongside the bus when it is moving. When crossing the roadway to board a bus, students shall walk, not run.~~
- ~~8. Where a bus travels both ways on any given road, pick ups will be made on both sides of the road. If the bus travels only one way on a road, students will wait on their own side of the road until the bus comes to a complete stop. At that time, the students will cross in front of the bus while the red flashing lights are blinking.~~
- ~~9. Once a student has boarded the bus, he/she may not get off except at his/her destination. (Exception will be made only with a note from a parent or Principal.)~~
- ~~10. The driver is authorized to assign seats to any student at any time.~~
- ~~**11. The law allows, and students are expected to sit, three passengers per seat.**~~
- ~~12. Students **must** promptly take their seats and stay in their seats until the students have reached their designated stops, **and** the bus has come to a complete stop. Students are not permitted to change seats when the bus is in motion.~~
- ~~13. Anything that would create a safety hazard for the passengers, or the vehicle, will not be permitted.~~
- ~~14. Students are **not** permitted to smoke on any school bus at any time. This includes all charter trips.~~

- ~~15. Students are **not** permitted to use any profane language or obscene gestures. Excessive noise, fighting, wrestling, or acts of physical aggression will not be tolerated.~~
- ~~16. Students **must** keep head, hands, feet, etc. inside the school bus at all times.~~
- ~~17. Students are **not** permitted to eat food or drink beverages on the bus.~~
- ~~18. Students are **not** permitted to mark up or deface the bus in any way.~~
- ~~19. Students and their parents will be held responsible for any and all damage to the bus.~~
- ~~20. Students shall not shout or wave to pedestrians or occupants of other vehicles, nor throw objects out or within the bus.~~
- ~~21. Students shall keep the aisles clear which includes not placing lunch boxes or other objects in the aisle of the bus.~~
- ~~22. There shall be no throwing of snowballs or other objects at school buses at any time.~~

Failure to abide by these rules will mean:

~~A. A referral notice will be issued by the school bus driver to the:~~

- ~~a. The school bus company;~~
- ~~b. The School Administrator;~~
- ~~c. The Assistant Superintendent of Schools.~~

~~B. The School Administrator shall conference with the student and notify the student's parents and assign consequences, if appropriate. Depending on the nature of the violation, consequences may include, but not limited to: conference with a school administrator, detention, restitution, suspension from the bus, suspension from school, and/or referral to the Assistant Superintendent.~~

~~The school administration will make the decision to suspend a student from riding on the school bus (N. H. R.S.A. 189:9 a) based upon the recommendations received from the school bus driver, school bus company, and/or others close to the situation. The suspension will be for a period of time appropriate for the rule violation with consideration being given to the circumstances of each individual student. Suspensions may be for one day, two days, or up to twenty days. Suspensions beyond twenty days must be approved by School Board action. Disciplinary action for behavior on the school bus can lead to out of school suspension or other disciplinary action.~~

C. For severe rule violations:

~~* The Assistant Superintendent may immediately suspend a student from riding on the school bus.~~

~~* Referral to the School Board Discipline Committee:~~

~~May be made for recommendations to the full School Board for extended suspension, or expulsion from riding on the school bus.~~

~~* Referral to the School Board:~~

~~Referrals to the full School Board shall come through the School Board Discipline Committee and may be made for action on recommendations of extended suspension, or expulsion from riding on the school bus.~~

Adopted: April 8, 1993

Amended: August 9, 2007

Amended: February 12, 2009

Amended: December 9, 2010

Amended: September 12, 2013

Policy Committee Review: September 21, 2017

STUDENT CONDUCT ON SCHOOL BUSES/BUS REGULATIONS

The School Board and staff members are very concerned about safety as we transport pupils. Cooperation from both parents and students is essential to keep the buses safe for all concerned.

Students using district transportation are under the jurisdiction of the school from the time they board the bus until they are deposited at school or at the stop nearest their home.

The school bus is an extension of the school, and all Rochester School Board Policies, school rules, and regulations which pertain to student conduct in the schools are applicable to student conduct on a school bus. As at school, students are expected to behave in a safe, respectful and responsible manner on the school bus.

The school bus driver is in complete charge of the school bus and the students must follow the directions given by the driver.

Bus Regulations

1. **Students who are in grades K-2 must be received at their assigned bus stop by a parent/guardian or a responsible adult who has been designated by the parents. At the start of each school year, schools will send home a K-2 bus drop off form for parents to document their intention for their student(s).**
2. No student shall be put off the school bus while traveling to and from school. Parents shall be notified and the daily trip completed before the student can be removed from the transportation services.
3. **Students may ride only on the bus to which they have been assigned.** (Exception will be made only with a note from a Principal.)
4. Only authorized riders will be permitted on the buses.
5. Video cameras are used on school buses, in accordance with School Board Policy EEACB-A, Use of Surveillance Cameras.
6. Students must be at their bus stop **before** the bus arrives. The driver will not wait at the bus stop for students who are not at the bus stop.
7. Students must always cross the street in **front** of the bus at a distance sufficient to allow the driver to see them. After getting off the bus, students (if they must cross the roadway), shall go to the front of the bus and wait until the bus driver directs them to cross the roadway.
8. Students walking on the roadway to a bus stop should always walk on the left of the roadway on the shoulder of the road facing traffic and shall not run alongside the bus when it is moving. When crossing the roadway to board a bus, students shall walk, not run.
9. Where a bus travels both ways on any given road, pick-ups will be made on both sides of the road. If the bus travels only one way on a road, students will wait on their own side of the road until the bus comes to a complete stop. At that time, the students will cross in front of the bus while the red flashing lights are blinking.
10. Once a student has boarded the bus, he/she may not get off except at his/her destination. (Exception will be made only with a note from a parent or Principal.)
11. The driver is authorized to assign seats to any student at any time.
12. **The law allows, and students are expected to sit, three passengers per seat.**
13. Students **must** promptly take their seats and stay in their seats until the students have reached their designated stops, **and** the bus has come to a complete stop. Students are not permitted to change seats when the bus is in motion.

14. Anything that would create a safety hazard for the passengers, or the vehicle, will not be permitted.
15. Students are **not** permitted to smoke on any school bus at any time. This includes all charter trips.
16. Students are **not** permitted to use any profane language or obscene gestures. Excessive noise, fighting, wrestling, or acts of physical aggression will not be tolerated.
17. Students **must** keep head, hands, feet, etc. inside the school bus at all times.
18. Students are **not** permitted to eat food or drink beverages on the bus.
19. Students are **not** permitted to mark up or deface the bus in any way.
20. Students and their parents will be held responsible for any and all damage to the bus.
21. Students shall not shout or wave to pedestrians or occupants of other vehicles, nor throw objects out or within the bus.
22. Students shall keep the aisles clear which includes not placing lunch boxes or other objects in the aisle of the bus.
23. There shall be no throwing of snowballs or other objects at school buses at any time.

Failure to abide by these rules will mean:

- A. A referral notice will be issued by the school bus driver to the:
 - a. The school bus company;
 - b. The School Administrator;
 - c. The Assistant Superintendent of Schools.
- B. The School Administrator shall conference with the student and notify the student's parents and assign consequences, if appropriate. Depending on the nature of the violation, consequences may include, but not limited to: conference with a school administrator, detention, restitution, suspension from the bus, suspension from school, and/or referral to the Assistant Superintendent.

The school administration will make the decision to suspend a student from riding on the school bus (N. H. - R.S.A. 189:9-a) based upon the recommendations received from the school bus driver, school bus company, and/or others close to the situation. The suspension will be for a period of time appropriate for the rule violation with consideration being given to the circumstances of each individual student. Suspensions may be for one day, two days, or up to twenty days. Suspensions beyond twenty days must be approved by School Board action. Disciplinary action for behavior on the school bus can lead to out of school suspension or other disciplinary action.

C. For severe rule violations:

- The Assistant Superintendent may immediately suspend a student from riding on the school bus.
- Referral to the School Board Discipline Committee:
May be made for recommendations to the full School Board for extended suspension, or expulsion from riding on the school bus.
- Referral to the School Board:
Referrals to the full School Board shall come through the School Board Discipline Committee and may be made for action on recommendations of extended suspension, or expulsion from riding on the school bus.

Adopted: April 8, 1993
Amended: August 9, 2007
Amended: February 12, 2009
Amended: December 9, 2010
Amended: September 12, 2013

Policy Committee Review: September 21, 2017

GBCD

CRIMINAL HISTORY AND BACKGROUND CHECKS

A fundamental belief of the Rochester School Board is that the School Department and its officials have a duty to provide a safe learning environment for students (see Policy AE). In order to carry out the safety function with regard to staff members and others who provide services to students, and in compliance with RSA 189:13(a), the Rochester School Department will conduct a background investigation, including a criminal history records check, on every selected applicant for employment in any position in the school district prior to a final offer of employment.

As part of the application process, each applicant for a position shall be asked whether they have ever been convicted of any crime, and whether there are any criminal charges pending against them 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.

A. Definitions

1. *Annual basic compensation:* The annualized gross amount paid to a School Department employee in wages or salary for his or her regular duties, exclusive of benefits, overtime, extra-curricular contracts, or other bonuses.
2. *Background investigation:* An investigation into the past employment and/or other background information for an applicant for employment, for a contractor, or for a volunteer in the Rochester School Department, with the intent of determining: (1) whether the applicant is qualified for, and likely to be successful in, the position for which he or she has applied, and (2) whether the individual is guilty of any actions listed under RSA 189:13(a), Paragraph V that would make him or her ineligible for employment in a New Hampshire school district. Said investigation shall include written and/or verbal testimony from individuals having personal knowledge of the applicant, including the immediate past supervisor for an applicant seeking employment.
3. *Casual employee:* An individual whose employment with the Rochester School Department depends on a day by day invitation to work, such as a substitute teacher, and for whom continued employment is not guaranteed without specific action to terminate.
4. *Casual volunteer:* A volunteer who provides service to the Rochester School Department, its staff and students, fewer than four times in a single year. For example, a parent who accompanies a class on a field trip.
5. *Contractor:* (1) An individual, corporation, partnership, or other entity that provides goods or services through a professional service contract or other contract, except for an employment contract. (2) The officials, agents, and employees of said entity who provide direct services to the Rochester School Department.
6. *Criminal history records check:* A check of state and federal criminal records as defined in the New Hampshire Revised Statutes, Annotated. The criminal history records check shall include submission of fingerprints for the selected applicant, employee, contractor or volunteer.
7. *Entry level teacher salary (ELTS):* The basic salary amount paid to a teacher with a Bachelors Degree and no previous teaching experience as shown in the "BA + 0" step on the salary scale shown in the Master Agreement between the Rochester School Board and the Rochester Federation of Teachers for the year in which a background investigation and criminal history records check are conducted.
8. *Exempt contractor:* A contractor who does not provide direct services to or have direct contact with students.

9. *Exempt volunteer:* A casual or regular volunteer who does not provide direct services to, or have direct contact with, students. For example, a volunteer who maintains athletic fields during summer months.
10. *Regular employee:* An employee who is (a) under an employment contract with the Rochester School Board for a specific period of time, or (b) in a position not requiring a contract, but for which continued employment is expected unless specific action is taken by the Superintendent or Board to terminate said employment.
11. *Regular volunteer:* A volunteer who provides service to the Rochester School Department, its staff and students more than three times in a single year.
12. *Selected applicant:* The final applicant for a position in the Rochester School Department who has been, or will be, recommended by the Superintendent of Schools to the School Board for employment.
13. *Supervised contact:* Contact with a student or students by an adult employee, contractor or volunteer in the presence of a teacher, administrator, or other professional educator employed by the Rochester School Department. For purposes of this policy, “teacher” shall include any employee covered under the Master Agreement between the Rochester School Board and the Rochester Federation of Teachers. The individual subject to supervision may be unaccompanied by the supervising professional employee for periods of up to two hours, but is not to be left alone with fewer than three students (e.g. a chaperone on a field trip should “check in” at least every two hours.)
14. *Unsupervised contact:* Contact with a student or students by an adult employee, contractor, or volunteer with no teacher, administrator, or other professional educator employed by the Rochester School Department present.

B. Individuals who are subject to the background investigation and criminal history records check:

1. The selected applicant for any regular full-time or part-time position.
2. Regular employees in full-time or part-time positions prior to August 2, 1997, will not be subject to a background check under this policy unless the employee’s employment with the Rochester School Department is severed, then reinstated. For purposes of this policy, an individual’s employment with the School Department will not be considered to have been severed if the employee’s contract is temporarily non-renewed (1) because of a reduction in force, (2) pending completion of the state certification renewal process, providing that the process is completed prior to expiration of the old certification, or (3) because of another similar reason, so long as no work days are lost as a result of said temporary non-renewal caused by the above named circumstances.
3. Casual employees such as substitute teachers, substitutes for non-teaching positions, and other individuals employed on a day-to-day basis,
4. Any volunteers who provide direct service to students and/or have unsupervised contact,
5. Contractors who provide direct service to students and/or have unsupervised contact.

C. Individuals who are not subject to the background investigation and criminal history records check:

1. Casual volunteers, but said volunteers are to have supervised contact only.
2. Exempt volunteers.
3. Exempt contractors.

D. Responsibility for payment of criminal history records check

1. Any selected applicant for a regular position (full- or part-time) or any current employee in such a position who is subject to the criminal history records check, whose annual basic compensation is greater than or equal to seventy-five percent of the entry level teacher salary (ELTS), shall pay

one hundred percent of the cost of the criminal history records check, including fingerprinting and processing costs.

2. All contractors, except for exempt contractors, shall pay one hundred percent of the cost of the criminal history records check, including fingerprinting and processing costs.
3. Any selected applicant for a regular position (full- or part-time) or any current employee in such a position who is subject to the criminal history records check, whose annual basic compensation is less than seventy-five percent of the entry level teacher salary, shall pay a pro rated portion of the criminal history records check as follows:

<u>Percent of ELTS</u>	<u>Employee Cost</u>	<u>Board Cost</u>
50% to 74%	75%	25%
35% to 49%	50%	50%
25% to 34%	25%	75%
Less than 25%	0%	100%

4. Rochester School Department will pay the full cost of the criminal history records check, including fingerprinting and processing costs, for all volunteers subject to said check.
5. There will be no fee charged by the Rochester School Department for fingerprinting or in-district processing when the procedure is conducted by School Department personnel.

- E. Conditional Employment – People who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State and FBI Criminal Records Check.

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

All employees are offered conditional employment; until satisfactory completion of a Criminal Records Check.

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.

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

No person with a conditional offer of employment shall be extended a final offer of employment if such person has been convicted of the following offenses, as referenced in RSA 189:13-a V: (1) murder, or (2) child pornography, or (3) aggravated felonious sexual assault, (4) felonious sexual assault, (5) kidnapping, (6) manufacturing, selling, administering, dispensing or distributing any controlled substance(s) on school property, or (7) sexual misconduct within an education setting in this state; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed above, a person may be denied a final offer of employment if he/she has been convicted of ANY felony. Such determination will be made by the Board, on a case by case basis.

When the District received 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.

G. If any provision of this policy is found to be contrary to law, the remainder shall remain in effect.

Legal Reference:

RSA 189:13-a

Adopted: May 12, 1994
Amended: October 9, 1997
Amended: May 14, 2009:
Amended: February 10, 2011
Amended: November 13, 2014
Policy Committee Review: September 21, 2017

ADMINISTRATION GOALS

Proper administration of the schools is most vital to a successful educational program. The general purpose of the administration shall be to coordinate and supervise, under the policies of the School Board, the creation and operation of an environment in which students learn most effectively. Administrative duties and functions should be appraised in terms of the contribution made to improving instruction and learning. The Board shall rely on its chief executive office, the Superintendent, to provide at the district level the professional administrative leadership demanded by such a far-reaching goal. Vision, initiative, resourcefulness, and wise leadership, as well as consideration and concern for staff members, students, parents, and others, are essential for effective administration.

The Superintendent, each principal, and all other administrators shall have the authority and responsibility necessary for his or her specific administrative assignment. Each shall likewise be accountable for the effectiveness with which the administrative assignment is carried out. The Board shall be responsible for specifying requirements and expectations of the Superintendent, then holding the Superintendent accountable by evaluating annually how well those requirements and expectations have been met. In turn, the Superintendent shall be responsible for clearly specifying requirements and expectations for all other administrators, then for holding each accountable by evaluating annually how well requirements and expectations have been met.

Adopted: April 8, 1993
Board Review/Approved: August 14, 2008
Policy Committee Review: September 21, 2017

CBE

SUPERINTENDENT'S DEVELOPMENT OPPORTUNITIES

The Board encourages the Superintendent to make every effort to stay abreast of educational trends and to seize opportunities for exploring new ideas and programs that may be used to advantage in the school district.

For the benefit of the entire school system, the Board encourages the Superintendent to set aside time each year to attend certain seminars and conferences and visit other school systems in which promising ideas are emerging.

Adopted:	April 8, 1993
Board Review/Approved:	August 14, 2008
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CH

POLICY IMPLEMENTATION

The administration of the school system in all its aspects shall be delegated to the Superintendent who shall carry out his/her administrative functions in accordance with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the school system shall be delegated to the Superintendent.

Adopted: April 8, 1993
Board Review/Approved: August 14, 2008
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CHA

DEVELOPMENT OF REGULATIONS

The Board may delegate to the Superintendent the function of specifying appropriate actions to carry out Board policy.

The Board itself shall adopt administrative regulations when specific state or federal laws and/or regulations require the Board to do so. The Board may also adopt other regulations based in recommendations to the Board made in light of strong community attitudes or probable staff reactions.

Adopted:	April 8, 1993
Board Review/Approved:	August 14, 2008
Policy Committee Review:	September 21, 2017

CHCA

APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent Board policies, regulations, and school rules and procedures may be known by all staff members and students affected by them, district administrators and principals are granted authority to issue staff and student handbooks as found necessary and desirable.

It is essential that the contents of all handbooks conform with district wide policies and regulations. The Board expects all handbooks to be approved prior to publication by the Board and/or Superintendent.

The Superintendent will use his or her judgment as to whether handbooks need Board approval; however, all handbooks published are to be made available to the Board for informative purposes.

Adopted:	April 8, 1993
Board Review/Approved:	August 14, 2008
Policy Committee Review:	September 21, 2017

CLA

TREATMENT OF OUTSIDE REPORTS

Within a reasonable time after receiving reports from such outside agents as the auditor, fire department, health department, and others, the Superintendent shall inform the Board of action he/she has taken pursuant to recommendations made in such reports.

Adopted:	April 8, 1993
Board Review/Approval:	August 14, 2008
Policy Committee Review:	September 21, 2017

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SCHOOL DISTRICT ANNUAL REPORT

An annual report covering the diversified activities of the school system and the administration's recommendations for their improvement shall be prepared by the Superintendent and presented for the City Report.

Adopted:	April 8, 1993
Board Review/Approved:	August 14, 2008
Policy Committee Review:	September 21, 2017

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RECORDS RETENTION SCHEDULE

This policy defines the *minimum* time for retention of public school records. Any and all records may be retained for longer than specified in this policy if storage space is available.

	<u>LOCAL</u>	<u>STATE</u>	<u>FEDERAL</u>
Business Records			
Annual Audit	6 years	6 years	6 years
Annual Report (District)	Permanent		
Application for Federal Grants			6 years
Bank Deposit Slips	6 years		
BLS Labor – monthly			1 year
Bond Issue Materials	Permanent	Permanent	
Budgets			
District Budget Proposal	6 years	6 years	
Child Labor Permits		1 year	
Correspondence	4 years	1 year	
Credit Union Applications	1 year	4 years	4 years
Deeds		Permanent	
Dues Authorization	1 year		
FICA Reports		6 years	
Form C-2 Unemployment Wage Report		6 years	
Form 2 Federal Funds			6 years
Invoices	1 Year		
Job Orders	1 year		
Ledger/Journals	6 years		6 years
MS-22 Budget Form	6 years	6 years	
MS-23 Budget Form	6 years	6 years	
MS-25 Financial Report	Permanent	Permanent	
Medical Benefits Application	1 year		
Monthly Financial Status Reports by Building	1 year		
Monthly Reconciliation	1 year		
Property Inventories & Record Cards	6 years		
Purchase Orders	1 year		
Rental Agreements	1 year after ending date		
Request for Payment Voucher	1 year		
Requisitions	1 year		
Retirement Applications	1 year	1 year	
Retirement Reports	1 year	1 year	
Special Trip Request/Confirmation	1 year	1 year	
Supply Orders	1 year	1 year	
Substitute Teacher Pay Slips	1 year	1 year	
Student Activities Records	6 years	6 years	

	<u>LOCAL</u>	<u>STATE</u>	<u>FEDERAL</u>
Time Cards Custodial Secretarial Other	6 years		6 years
Transportation Reports	1 year	1 year	
Travel Reimbursements	1 year	1 year	
Treasurer's Report	6 years	6 years	
Voucher Manifests	1 year	1 year	
Work Orders	1 year		
W-2's Yearly			6 years
W-4 Withholding Exemption From			6 years
941-E Quarterly Taxes			6 years
Federal Project Papers Form 1 Form 1-A Form 2 Form 3 Form 3-A Form 4 Quarterly			5 years after submission of final audit report, unless there is an ongoing audit taking place.
Personnel Records			
Accident Reports	6 years	6 years	
Applications Employed Not Employed Interview Documents Letters of Recommendation Transcripts	3 years, or if employed, term of employment		
Attendance Records Leaves Request for Leaves	1 year after audit		
Civil Rights Forms			6 years
Class Observation Forms	1 year		
Employee Contracts (keep sample permanently) Teacher Administrative Paraprofessional Custodial Extra-Curricular	1 year		
Evaluations	Term of Employment		
Correspondence	4 years		
Medical Examinations	1 year		

	<u>LOCAL</u>	<u>STATE</u>	<u>FEDERAL</u>
Superintendent's Re-employment Letter of Assurance to Employees	1 year		
Staff Development Plan	Term of Plan		
Substitute Lists	6 years		
Teachers' Record Cards	Term of Employment		
Teachers' Master Contract	Length of Contract		
Termination Forms	6 years		
School Board			
Minutes of Board Meetings	Permanent		
Student Records			
Accident Reports	6 years after age of majority		
Anecdotal Records Discipline Reports Medical Reports from Doctor Excuses (parental) Insurance Forms	Term of Enrollment		
Co/Extra Curricular Activities	Term of Enrollment		
Early Release Forms	1 year		
Emergency Procedure Form	1 year		
Enrollment Reports Resident Pupil Membership Forms Fall Reports Pupil Registers School Opening Reports Statistical Report A-3	Permanent		
Examples of Student's Work	1 year		
Evaluation Material	Term of Enrollment		
Health and Physical Records Shot Record	Term of Enrollment		
Permanent Record Cards Academic Attendance Progress Test Scores (Standardized)	Permanent		
Miscellaneous Evaluation Material	Term of Enrollment		
Post High School Placement	6 years		
Registration Form Application for Free Lunch Application for Reduced Lunch	1 year		6 years 6 years

	<u>LOCAL</u>	<u>STATE</u>	<u>FEDERAL</u>
Special Needs Student Records	As a minimum, these records for special needs should be kept as long as the student is in a program and there is district liability for the education of the student. Retention is recommended for at least six years after termination of the educational program, or six years after the student's twenty-first birthday, whichever is later.		
Vocational Education			
AVI Forms	1 year		
Center Regional Contracts	20 years		
Equipment Inventories	5 years		
Federal Forms			6 years

Board Review/Approved: August 14, 2008
 Amended: August 9, 2012
 Policy Committee Review: September 21, 2017

INTERNET LOG/E-MAIL/VOICE MAIL RETENTION POLICY

Introduction:

In today's modern working environment, employees create and maintain an increasing portion of work product in electronic form. Competing for precious electronic disk space are other data files including, but not limited to, e-mail files, network and internet use logs, temporary internet files and other diagnostic files. Given the limited availability of electronic disk space, the School Board finds that it is not a prudent use of the Rochester School District's resources to maintain many of these records indefinitely. Therefore, all personnel shall be responsible to manage their use of electronic disk space in accordance with this policy, state and federal law. The School Board specifically finds that computer use logs and email should be managed and deleted after its useful life span has expired. The purpose of this policy is to preserve institutional history, while at the same time preserving limited hardware resources so that identified unnecessary data is automatically purged from the system after its useful life span has expired.

Computer Use Log Retention:

1. It will be the policy of the school district to retain Internet and server use files (logs) for ten calendar days.
2. If a person or agency requests a copy of any file, they must submit a request in writing to the Superintendent of Schools or Designee.
3. The district will charge the agency or person the hourly wage for the district's employees to recover the requested files.

Voice/Email Retention:

The Rochester School District provides employees with voice and/or electronic mail (e-mail) accounts to help them communicate with others and be well informed. However, given the increasing sophistication of those inappropriately seeking to gain access to sensitive information, the District's voice/e-mail system should not be used to store such sensitive information. All e-mail should be deleted from the hard drive or network once it is reviewed. If an employee needs to retain a voice/e-mail message as an official record, the employee should make a printed copy or should transfer the message to an appropriate file/location. Any e-mail message that would be saved if it had been transmitted in paper form should be printed and retained in school records in accordance with the district's Records Retention Schedule. All e-mail messages should be deleted from the system by the e-mail user (after those messages that should be retained have been printed in hard copy) within 90 days after receipt of an e-mail message.

ADMINISTRATIVE PERSONNEL WILL DELETE E-MAIL MESSAGES AND OTHER MISCELLANEOUS INTERNET DATA THAT IS IN EXCESS OF 90 DAYS OLD WITHOUT FURTHER NOTIFICATION.

Staff members with questions regarding the retention of particular e-mail messages should obtain an opinion from their immediate supervisor.

The following are limited guidelines for the responsible use of voice/e-mail:

I. Examples of voice/e-mail messages, which may be deleted without printing a hard copy or otherwise preserving:

- A. Messages that address routine administrative, curricular and co-curricular matters, announcements of meetings, schedules of events, etc.
- B. Messages that take the place of informal discussion and which if they were printed would not be retained in school record.
- C. Messages that transmit generic information and are not specific to a student's educational program.

II. Examples of voice/e-mail messages, which should be printed and retained or otherwise preserved:

- A. Messages that address significant aspects of a specific student's educational program including, but not limited to, health, discipline, special education program, interaction with state agencies and the courts and communication with parents relating to specific aspects of the student's interaction with the school district.
- B. Messages that address and/or provide information used in making policy decisions, concerning curricular or co-curricular activities, personnel actions or that relate to the business transactions of the School District.

Other voice/e-mail procedures and guidelines are outlined in the District's Acceptable Use policy, which is hereby incorporated by reference.

Adopted: August 9, 2012

Policy Committee Review: September 21, 2017