

**Rochester School Board  
Policy Committee Minutes  
School Department Board Room  
November 16, 2017**

**Members Present:**

Mr. Thomas O'Connor, Chair  
Mr. Matthew Pappas  
Mr. Travis Allen  
Mr. Raymond Turner  
Mr. Robert Watson

**Members Absent:**

**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. Watson moved, second by Mr. Pappas, to approve the minutes of the September 21, 2017 meeting. The motion passed unanimously.

*Policies for 2<sup>nd</sup> Reading*

Mr. Pappas moved, second by Mr. Allen, to recommend to the Board for second reading and approval policy JFCC-R, Student Conduct on School Buses/Bus Regulations. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Allen, to recommend to the Board for second reading and approval policy GBCD, Criminal History and Background Checks. The motion carried unanimously.

Mr. Allen moved, second by Mr. Pappas, to recommend to the Board for second reading and approval policy CA, Administration Goals. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Allen, to recommend to the Board for second reading and approval policy CBE, Superintendent's Development Opportunities. The motion carried unanimously.

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

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

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

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

Mr. Allen moved, second by Mr. Pappas, to recommend to the Board for second reading and approval policy CM, School District Annual Report. The motion carried unanimously.

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

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

Polices for 1<sup>st</sup> Reading/Review

Mr. Turner moved, second by Mr. Pappas, to recommend to the Board for first reading policy IGE, Parental Objections to Specific Course Material. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for first reading policy JOB, Protection of Pupil Rights Under 20 USC&1232H. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for first reading policy JOB-R1, Notification of Rights under the Protection of Pupil Rights Amendment (PPRA). The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for first reading policy JOB-R2, Sample PPRA Notice and Consent/Opt Out Forms for Specific Activities. The motion carried unanimously.

Mr. Pappas moved, second by Mr. Turner, to recommend to the Board for first reading policy JOB-R3, *Proposed* – Parental Permission for Non-Academic Survey or Questionnaire as amended. The motion carried unanimously.

Public Comment

None

Other

None

Adjournment

Mr. Allen moved, second by Mr. Pappas, to adjourn at 6:15 p.m. The motion passed unanimously.

Respectfully submitted,

Mr. Thomas O'Connor, Chair

## 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 grades K-2 must be received at their assigned bus stop by a parent/guardian or responsible adult who has been designated by the parents. At the start of each school year, schools will send 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, November 16, 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 Bachelor's 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:

Percent of ELTS	Employee Cost	Board Cost
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 or is pending disposition, 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.

For misdemeanor level offenses, an applicant will be automatically disqualified if he/she has been convicted of any of the Section V violations as a misdemeanor and/or any of the following types of offenses (sex offenses, sex assault, weapons violations, child abuse, or domestic violence). Other misdemeanors (and felonies which are older than 5 years) will be assessed on a case-by-case basis by the Superintendent. Considerations that will be taken into account for this determination are as follows:

- The nature of the arrest offense compared to the nature of the conviction;
- Age of the conviction;
- Age of applicant at the time of the offense;
- Type of offense in consideration of the type of position applied for;
- Number of offenses;
- Other consideration(s) the Superintendent deems relevant to the position sought.

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, November 16, 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, November 16, 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

Policy Committee Review: September 21, 2017, November 16, 2017

**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

Policy Committee Review: September 21, 2017, November 16, 2017

**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, November 16, 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, November 16, 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, November 16, 2017

CM

## 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, November 16, 2017

**CMA**

**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>
<b>Business Records</b>			
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.
<b>Personnel Records</b>			
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		
<b>School Board</b>			
Minutes of Board Meetings	Permanent		
<b>Student Records</b>			
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>
<b>Special Needs Student Records</b>	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.		
<b>Vocational Education</b>			
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, November 16, 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 90DAYS 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, November 16, 2017

## IGE

### PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

A parent may object to specific course material, and request alternative instruction by submitting a written objection and request to the building principal. Alternative instruction, sufficient to meet State Minimum Standards, shall be provided if the parent and building principal agree upon such alternative instruction.

School District staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school, through approved independent study, or through other methods agreed to by the parent/guardian and the building principal. Any cost associated with the alternative instruction shall be borne by the parent.

*The School District shall provide parents or legal guardians with at least two weeks advance notice for the instruction of human sexuality. The notice may be part of the overall course and curriculum outline at the beginning of the course, it may be a separate notice, or may be a notification about an upcoming classroom presentation. The intent of the policy is to require notification in sexual education classes, health classes, and biology classes. It does not require notification if it might be discussed as part of a literature class or other classes.*

See Board Policy IIAC-E, Policy on Reconsideration of Library or Classroom Materials

RSA: 186:11

Adopted: March 8, 2012

Policy Committee Review: November 16, 2017

## **JOB**

### **PROTECTION OF PUPIL RIGHTS UNDER 20 USC §1232H**

In accordance with the Protection of Pupil Rights Amendment [20 USC §1232h], the Rochester School Board will provide notice of their rights under this statute, when a student enters the Rochester School Department and at least annually thereafter. Notices will be included in Parent/Student Handbooks, may be sent through U.S. Mail, will be posted with this policy on the district's web site, and may be explained verbally.

**Adopted: May 13, 2004**

School Board Review/Approval: August 14, 2014

Policy Committee Review: November 16, 2017

## **JOB-R1**

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

The Rochester School Department has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Rochester School Department will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Rochester School Department will also directly notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.

- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

**Adopted:** **May 13, 2004**  
Board Review and Approval: August 14, 2014  
Policy Committee Review: November 16, 2017

## **JOB-R2**

### **SAMPLE PPRA NOTICE AND CONSENT/OPT-OUT FORMS FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Rochester School Department to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

#### **SAMPLES:**

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Date: DATE  
Grades: Five and Six  
Activity: ABC Survey of At-Risk Behaviors.

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parents and children, and use of alcohol and drugs at home.

Consent [for U.S. Department of Education funded, protected information surveys only]: A parent must sign and return the attached consent form no later than [insert return date] so that your child may participate in this survey.

Opt-out [for any protected information survey not funded by the U.S. Department of Education]: Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

## SAMPLE

Date: DATE  
Grades: One through Six  
Activity: Flu Shots  
Summary: The County Department of Public Health Services will administer flu shots for influenza types A and B.

Opt-out: Contact [school official] at [telephone number, email, address, etc.] no later than [date] if you do not want your child to participate in this activity.

It is contrary to the policies of the Rochester School Department to release personally identifiable information about students to commercial services without specific prior permission to do so. Rather than release the protected information, parents or eligible students will normally be notified by the School Department of the availability of any services deemed to be sufficiently beneficial to the students or their families to warrant such notice (e.g. low cost student accident insurance, commercial driver education programs, etc.) and will be given sufficient information to permit them to contact the providers directly.

Consent: A parent must sign and return the attached consent form no later than [insert return date] so that your child may participate in this activity.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to [school official, address]. [School official] will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

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I [parent's name] give my consent for [child's name] to take the ABC Survey of At-Risk Behaviors on or about October 15, 2002.

\_\_\_\_\_  
Parent's signature

Please return this form no later than [insert date] to the following school official: [Provide name and mailing address.]

## SAMPLE

Adopted: May 13, 2004  
Board Review and Approval: August 14, 2014  
Policy Committee Review: November 16, 2017

## **JOB-R3** *(New)*

### **PARENTAL PERMISSION FOR NON-ACADEMIC SURVEY OR QUESTIONNAIRE**

RSA 186:11IX-d requires school districts must seek written parental permission for a student to take a non-academic survey or questionnaire. The Youth Risk Behavior Survey is an exception to the law and this policy. It does not require written permission to participate, but a parent may opt out of the survey.

Each school is expected to make timely notification of the survey and provide a copy for the parent when possible.

Proposed: November 16, 2017