

**Rochester School Board
Policy Committee Minutes
School Department Board Room #2
January 16, 2020**

Members Present:

Mrs. Anne Grassie, Chair
Mr. Thomas O'Connor
Mrs. Sarah Harrington
Mr. Matthew Pappas
Mr. Robert Watson

Members Absent:

Mr. Nathaniel Byrne

Also Present:

Dr. Sandie MacDonald
Mr. Matthew Beaulieu
Mr. Brian Nicholson
Guests

Mrs. Grassie called the meeting to order at 6:00 p.m. Members participated in the Pledge of Allegiance.

Mr. Pappas moved, second by Mr. Watson, to approve the minutes of the November 21, 2019 meeting. The motion carried unanimously.

Policies for 1st Reading

Mr. Watson moved, second by Mr. Pappas, to recommend to the Board for first reading policy GBCC – Staff Rights and Responsibilities. The motion carried unanimously.

Mr. Watson moved, second by Mr. Pappas, to recommend to the Board for first reading policy GBCD – Criminal History and Background Checks (*as amended*). The motion carried unanimously.

Mr. Watson moved, second by Mr. Pappas, to recommend to the Board for first reading policy GBD – Board-Staff Communications. The motion carried unanimously.

Mr. Watson moved, second by Mr. Pappas, to recommend to the Board for first reading policy GBE – Staff Health. The motion carried unanimously.

Mr. Watson moved, second by Mr. Pappas, to recommend to the Board for first reading removal of policy GBE-E from the policy handbook – Medical Examination of School Employees. The motion carried unanimously.

Policies for 2nd Reading

Mr. Watson moved, second by Mrs. Harrington, to recommend to the Board for second reading and adoption policy GADA – Employment References and Verification (*new*). The motion carried unanimously.

Mr. Watson moved, second by Mrs. Harrington, to recommend to the Board for second reading and adoption policy GBA – Equal Employment Opportunity. The motion carried unanimously.

Mr. Watson moved, second by Mr. Pappas, to recommend to the Board for second reading and adoption policy GBB – Staff Involvement in Decision Making (Also ABB). The motion carried unanimously.

Mr. Watson moved, second by Mrs. Harrington, to recommend to the Board for second reading and adoption policy GBCA – Staff Conflict of Interest and Ethics. The motion carried unanimously.

Mr. Pappas moved, second by Mr. O'Connor, to recommend to the Board for second reading and adoption policy IK – Academic Achievement. The motion carried unanimously.

Mr. O'Connor moved, second by Mrs. Harrington, to recommend to the Board for second reading and adoption policy IKF – High School Graduation Requirements. The motion carried unanimously.

Public Comment

None

Other

None

Adjournment

Mrs. Harrington moved, second by Mr. O'Connor, to adjourn at 6:10 p.m. The motion passed unanimously.

Respectfully submitted,

Mrs. Anne Grassie, Chair

STAFF RIGHTS AND RESPONSIBILITIES

All staff members have a responsibility to, and shall make themselves familiar with, and abide by, the laws and administrative rules of the state, ~~as these affect their work,~~ the policies of the board, and the regulations and processes designed to implement them.

All staff members and personnel shall carry out their assigned responsibilities with conscientious concern. ~~The first responsibility of the instructional program are the following specific responsibilities, which shall be required of all personnel: Such responsibilities include, but are not necessarily limited to:~~

1. Faithfulness and promptness in attendance at work.
2. ~~Support and enforcement of policies of the Board and regulations of the school administration in regard to students.~~ Adherence, support and enforcement of all School Board policies and administrative regulations.
3. Adherence, support and enforcement of all education related statutes and Department of Education regulations.
34. Diligence in submitting required reports and other materials promptly at the times specified.
45. Care and protection of the school property.
56. Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

In their association with students, all school employees shall set examples that are an important part of the educational process. Their manner, dress, courteousness, industry, and attitudes establish models that affect the development of young people. The Board expects its staff members to set exemplary models, as well as provide exemplary instruction.

Adoption Date: April 8, 1993

School Board Review: April 9, 2009

Revised: January xx, 2020

GBCC

STAFF RIGHTS AND RESPONSIBILITIES

All staff members have a responsibility to, and shall make themselves familiar with, and abide by, the laws of the state as these affect their work, the policies of the board, and the regulations designed to implement them.

All staff members shall carry out their assigned responsibilities with conscientious concern. The first responsibility of the instructional program are the following specific responsibilities, which shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports and other materials promptly at the times specified.
4. Care and protection of the school property.
5. Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

In their association with students, all school employees shall set examples that are an important part of the educational process. Their manner, dress, courteousness, industry, and attitudes establish models that affect the development of young people. The Board expects its staff members to set exemplary models, as well as provide exemplary instruction.

Adoption Date: April 8, 1993
School Board Review: April 9, 2009

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:

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 and substitutes 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, sexual 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 the 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
Amended: December 14, 2017
Amended: January xx, 2020

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:

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, sexual 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 the 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
Amended:	December 14, 2017

GBD

BOARD-STAFF COMMUNICATIONS

The Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent of Schools.

Staff Communications to the Board

All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent. Staff members are also reminded that Board meetings are public meetings held in public. As such, they provide an excellent opportunity to observe at first hand the Board's deliberations on problems of staff concern.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns, and actions.

Visits to Schools

Individual Board members interested in visiting schools or classrooms will inform the administration of such visits. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of the Superintendent and principals.

Social Interaction

Staff and Board members share a keen interest in the schools and in education generally. It is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general school district problems. However, staff members are reminded that individual Board members have no special authority excepting when they are convened at a legal meeting of the Board or vested with special authority by Board action.

Adoption Date: April 8, 1993

Amended: May 14, 2009, January xx, 2020

GBD

BOARD-STAFF COMMUNICATIONS

The Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent of Schools.

Staff Communications to the Board

All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent. Staff members are also reminded that Board meetings are public meetings. As such, they provide an excellent opportunity to observe at first hand the Board's deliberations on problems of staff concern.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of the Board's problems, concerns, and actions.

Visits to Schools

Individual Board members interested in visiting schools or classrooms will inform the administration of such visits. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of the Superintendent and principals.

Social Interaction

Staff and Board members share a keen interest in the schools and in education generally. It is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general school district problems. However, staff members are reminded that individual Board members have no special authority excepting when they are convened at a legal meeting of the Board or vested with special authority by Board action.

Adoption Date: April 8, 1993

Amended: May 14, 2009

GBE

STAFF HEALTH

Physical Examination and Tuberculosis Screening

~~All school personnel shall be screened for tuberculosis as part of the pre-employment medical examination (RSA 200:36) and as recommended by the New Hampshire Division of Public Health Services based on the incidence of tuberculosis in the area of employment.~~

All school personnel shall be required to have a pre-employment medical examination by a licensed physician.

A prospective employee may elect to use a designated school physician at the school district's expense or a private physician with reimbursement at the same fee charged by the designated physician.

Any person who objects to all or part of any medical examination because of religious beliefs shall be exempt from said examination, except that no such exemption shall be granted if state or local authorities determine that such exemption would constitute a hazard to the health of persons exposed to the unexamined individual.

Implementation

~~Newly employed personnel not presenting proof of freedom from tuberculosis (TB testing within three months of employment) and without presenting proof of a pre-employment physical shall not be allowed to start work.~~

~~Personnel not complying with the above policy will be suspended from work until sufficient documentation is provided.~~

~~Employed personnel proved to have tuberculosis will leave work immediately and be entitled to customary sick leave. When the employee can present a physician's certificate stating that the employee is no longer communicable, he/she may return to work.~~

Responsibility

It is the responsibility of the Personnel Director to keep accurate records as evidence of compliance with the above policy, and to report any violation ~~of the above policy through~~to the principal and to the Superintendent of Schools ~~and to keep accurate records as evidence of compliance with the above policy.~~ If necessary, the School Health Services may be consulted.

The Superintendent ~~is instructed to take such action as is required to implement this policy and to supervise the necessary record keeping to substantiate test results.~~ will take such action as is required to implement this policy and to supervise the necessary record keeping, that documents the physician has medically cleared the employee for employment or continuing employment.

Additional Examinations

The Superintendent may request a medical examination for any employee if at any time he/she has reason to believe that the employee's physical or mental health is inimical to the welfare of pupils or other employees. The cost of such examination will be borne by the district. The District shall not be responsible for any costs for treatment(s) indicated by, resulting from or relating to such examination.

Bus Drivers

Bus drivers are required to have a physical exam according to RSA 200:37. It will be the responsibility of the transportation provider to see that all drivers are compliant with this policy.

School Lunch Employees

All School Lunch employees shall abide by the same health policies as other employees.

In the event that school personnel are injured during work hours, the employee must notify the Payroll Office within twenty-four (24) hours if possible. Paperwork for Workers' Compensation Insurance should be completed and submitted within forty-eight hours of the injury.

Adoption Date: April 8, 1993

School Board Review: April 9, 2009

Revised: January xx, 2020

Legal Reference:

RSA 200:36 Medical Examination of School Personnel

RSA 200:37 Medical Examination of School Bus Operators.

GBE

STAFF HEALTH

1. Physical Examination and Tuberculosis Screening

All school personnel shall be screened for tuberculosis as part of the pre-employment medical examination (RSA 200:36) and as recommended by the New Hampshire Division of Public Health Services based on the incidence of tuberculosis in the area of employment.

A prospective employee may elect to use a designated school physician at the school district's expense or a private physician with reimbursement at the same fee charged by the designated physician.

2. Implementation

Newly employed personnel not presenting proof of freedom from tuberculosis (TB testing within three months of employment) and without presenting proof of a pre-employment physical shall not be allowed to start work.

Personnel not complying with the above policy will be suspended from work until sufficient documentation is provided.

Employed personnel proved to have tuberculosis will leave work immediately and be entitled to customary sick leave. When the employee can present a physician's certificate stating that the employee is no longer communicable, he/she may return to work.

3. Responsibility

It is the responsibility of the Personnel Director to report any violation of the above policy through the principal to the Superintendent of Schools and to keep accurate records as evidence of compliance with the above policy. If necessary, the School Health Services may be consulted.

The Superintendent is instructed to take such action as is required to implement this policy and to supervise the necessary record keeping to substantiate test results.

4. Additional Examinations

The Superintendent may request a medical examination for any employee if at any time he/she has reason to believe that the employee's physical or mental health is inimical to the welfare of pupils or other employees. The cost of such examination will be borne by the district.

5. Bus Drivers

Bus drivers are required to have a physical exam according to RSA 200:37. It will be the responsibility of the transportation provider to see that all drivers are compliant with this policy.

6. School Lunch Employees

All School Lunch employees shall abide by the same health policies as other employees.

In the event that school personnel are injured during work hours, the employee must notify the Payroll Office within twenty-four (24) hours if possible. Paperwork for Workers' Compensation Insurance should be completed and submitted within forty-eight hours of the injury.

Adoption Date: April 8, 1993
School Board Review: April 9, 2009

GBE-E

MEDICAL EXAMINATION OF SCHOOL EMPLOYEES

This is to certify I have examined _____ and find him/her free of communicable disease and any physical or mental disabilities that might interfere with performing his or her duties, *except* as follows:



TB Test Results:

Date of Test:

, M.D.

Date of Examination

Signature



(To be used by drivers employed by the School Department -- Not for contracted drivers)

STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
DIVISION OF MOTOR VEHICLES
JAMES H HAYS SAFETY BUILDING
HAZEN DRIVE, CONCORD, N.H. 03305

SCHOOL BUS DRIVER PHYSICAL EXAMINATION FORM

Name

Address

Have you ever had: Heart trouble?

Epilepsy?

Fainting spells?

Diabetes?

Tuberculosis?

If "Yes" to any of the above , explain:

Signature of driver:

Date:

Visual acuity (if individual wears glasses, test and record acuity with and without glasses.)

Without glasses	R 20/	L 20/	B 20/
-----------------	-------	-------	-------

With glasses	R 20/	L 20/	B 20/
--------------	-------	-------	-------

Field of vision	degrees	Depth perception
-----------------	---------	------------------

Color perception	Muscular anomalies
------------------	--------------------

Hearing without hearing aid:	Right	Left
------------------------------	-------	------

Heart sounds: At apex murmur	At base murmur
------------------------------	----------------

Rhythm	Enlargement Indicated
--------	-----------------------

Pulse Rate	Regularity
------------	------------

Blood pressure: Systolic	Diastolic
--------------------------	-----------

Condition of arteries: Sclerosis	Pulsations
----------------------------------	------------

Lungs: Rales	Breath Sounds	Chest X-Ray
--------------	---------------	-------------

Weight	Height
--------	--------

Extremities: Deformities

Routine office urinalysis:

Evidence of infectious disease, mental disability, emotional instability, or drug addiction:

Remarks regarding any condition not within normal limits:

After examination, I find that _____ is ρ is not ρ free from any ailment, disease or defect that might affect his or her ability to safely operate a school bus.

Licensed Physician

Date

Adoption Date: April 8, 1993

School Board Review: April 9, 2009

GBE-E

MEDICAL EXAMINATION OF SCHOOL EMPLOYEES

This is to certify I have examined _____ and find him/her free of communicable disease and any physical or mental disabilities that might interfere with performing his or her duties, *except* as follows:

TB Test Results: _____ Date of Test: _____

_____, M.D.

_____ Date of Examination _____ Signature

-(To be used by drivers employed by the School Department -- Not for contracted drivers)

STATE OF NEW HAMPSHIRE

DEPARTMENT OF SAFETY

DIVISION OF MOTOR VEHICLES

JAMES H HAYS SAFETY BUILDING

HAZEN DRIVE, CONCORD, N.H. 03305

SCHOOL BUS DRIVER PHYSICAL EXAMINATION FORM

Name _____ Address _____

Have you ever had: Heart trouble? _____ Epilepsy? _____ Fainting spells? _____

_____ Diabetes? _____ Tuberculosis? _____

If "Yes" to any of the above, explain: _____

Signature of driver: _____ Date: _____

Hearing without hearing aid: _____ Right _____ Left _____

Without glasses R 20/ _____ L 20/ _____ B 20/ _____

With glasses R 20/ _____ L 20/ _____ B 20/ _____

Field of vision -degrees Depth perception _____

Color perception Muscular anomalies _____

Heart sounds: At apex murmur _____ At base murmur _____

Rhythm _____ Enlargement Indicated _____

Pulse Rate _____ Regularity _____

Blood pressure: Systolic _____ Diastolic _____

Condition of arteries: Sclerosis _____ Pulsations _____

Lungs: Rales _____ Breath Sounds _____ Chest X-Ray _____

Weight _____ Height _____

Extremities: Deformities _____

Routine office urinalysis: _____

Evidence of infectious disease, mental disability, emotional instability, or drug addiction:

Remarks regarding any condition not within normal limits:

After examination, I find that ~~is~~ ~~is not~~ free from any ailment, disease or defect that might affect his or her ability to safely operate a school bus.

~~_____ Licensed Physician _____ Date~~

~~Adoption Date: _____ April 8, 1993~~

~~School Board Review: April 9, 2009~~

GADA

EMPLOYMENT REFERENCES AND VERIFICATION (PROHIBITING AIDING AND ABETTING OF SEXUAL ABUSE)

The District shall act in good faith when providing employment references and verification of employment for current and former employees.

The School District, and its employees, contractors, and agents, are prohibited from providing a recommendation of employment, and/or from otherwise assisting any school employee, contractor, or agent in obtaining a new position or other employment if he/she or the District has knowledge of, or probable cause to believe that the other employee, contractor, or agent ("alleged perpetrator") engaged in illegal sexual misconduct with a minor or student. This prohibition does not include the routine transmission of administrative and personnel files.

In addition, this prohibition does not apply if:

1. The information giving rise to probable cause has been properly reported to a law enforcement agency with jurisdiction;
2. The information giving rise to probably cause has been reported to any other authorities as required by local, state or federal law (for instance New Hampshire Division of Children, Youth and Families "DCYF"), and
3. At least one of the following conditions applies:
 - a. The matter has been officially closed;
 - b. The District officials have been notified by the prosecutor or police after an investigation that there is insufficient information for them to proceed;
 - c. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated; or
 - d. The case or investigation remains open and there have been no charges filed against or indictment of the school employee, contractor, or agent within four years of the date on which the information was reported to a law enforcement agency.

Adoption Date:

GBA

EQUAL OPPORTUNITY EMPLOYMENT

The District will recruit and consider candidates without regard to gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability. When there are opportunities for promotions and qualifications are equal, consideration will be given first to employees. The District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job without regard to gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability, except for reasons related to ability to perform the requirements of the job.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Adoption Date: April 8, 1993

Amended: April 9, 2009

GBB (Also ABB)

STAFF INVOLVEMENT IN DECISIONMAKING

The Superintendent will establish channels of communication with employees to exchange ideas and opinions regarding the operation of the schools. He/she should weigh with care the counsel given by employees, and shall inform the Board of all such counsel in presenting recommendations for Board action.

Adoption Date: April 8, 1993

Revised:

GBCA

STAFF CONFLICT OF INTEREST

Employees of the board will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. This includes but is not limited to:

1. Employees will not participate for financial remuneration in outside activities wherein their positions on the staff is used to sell goods or services to pupils who they directly teach or their parents.
2. Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the school system.
3. School employees will not solicit or sell for personal gain any educational materials or equipment in the attendance areas served by the school to which they are assigned; nor will any employees make available lists of names of students or parents to anyone for sales purposes.
4. The district will not purchase supplies or materials from a staff member of the school district, nor from a member of the household of a staff member.

Adoption Date: April 8, 1993

Board Review:

IK

ACADEMIC ACHIEVEMENT

The philosophy of the Board concerning academic achievement, as well as children's social growth and development, is based on the premise that children have diverse capabilities and individual patterns of growth and learning.

Therefore, the Board feels it important that teachers have as much accurate knowledge of each student as possible in order to assess his/her needs, his/her growth, and make instructional plans for him/her. Thus a sharing of information among parent, teacher, and student is essential.

The Board supports staff efforts in finding better ways to measure and report student progress. It shall require that:

1. Parents be informed regularly, four times per year or more often, as to the progress their children are making in school.
2. The first elementary progress report of each year be issued to a parent at a mandatory parent conference meeting with the teacher.
3. Parents shall be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
4. Insofar as possible, distinction shall be made between a student's attitude and his/her academic performance.
5. At comparable levels, the school system shall strive for consistency in grading and reporting except as this is inappropriate for certain classes or certain students.
6. When no grades are given and the student is evaluated informally in terms of his/her own progress, the school staff also provides a realistic appraisal of the student's standing in relation to his/her peers.
7. When grades are given, the school staff shall take particular care to explain the meaning of marks and symbols to parents.

Adopted: April 8, 1993
Amended: August 11, 2011

HIGH SCHOOL GRADUATION REQUIREMENTS

The Rochester School Board includes different options for high school graduation.

The following the options are:

- ◆ Spaulding High School Diploma, with honors distinction
- ◆ Spaulding High School Diploma
- ◆ State of New Hampshire 20 Credit Diploma
- ◆ State of New Hampshire Alternate Diploma
- ◆ Bud Carlson Academy Diploma
- ◆ Rochester Adult Basic Education Diploma

Spaulding High School Diploma

Subject	Credit
English	4 credits
Math	3 credits, including algebra credit that can be earned through a sequential integrated, or applied program
US and NH History	1 credit
US and NH government/civics	½ credit
World history, global studies, or geography	½ credit
Economics, including personal finance	½ credit
Physical sciences	1 credit
Biological sciences	1 credit
Science elective	1 credit
Arts education	½ credit
Physical education	1 credit
Health education	½ credit
Information and communications technologies	½ credit or demonstrated competency
Open electives	11
Total	26

Honors Diploma requires a minimum of 75% of the credits completed at the CP level or higher and a GPA of 3.5 or higher.

The normal program of instruction for seniors may be modified to make adequate preparations for graduation exercises.

The State of New Hampshire 20 Credit Diploma, is granted to skill-level students, foreign exchange students, and home education students who meet the criteria for successful completion of their respective requirements for graduation. Spaulding High School students awarded State of New Hampshire 20 Credit Diploma shall be eligible to participate in graduation ceremonies and events.

The Board reserves the right to require additional academic requirements necessary to graduate from high school.

State of New Hampshire 20 Credit Diploma

Subject	Credit
Arts education	½ credit
Information and communication technologies	½ credit
English	4 credits
Math	3 credits, including algebra credit that can be earned through a sequential integrated, or applied program
US and NH History	1 credit
US and NH Government/Civics	½ credit
Economics, including personal finance	½ credit
World history, global studies, or geography	½ credit
Physical science	1 credit
Biological science	1 credit
Health education	½ credit
Physical education	1 credit
Electives	6 credit
Total	20 credits

Each skills level student in line for a State of New Hampshire 20 Credit Diploma will have an IEP meeting set up by the Special Education Department to acknowledge diploma eligibility as it meets the needs of the student. This meeting will give the parent, student and involved personnel the opportunity to make the necessary changes to a standard diploma program if appropriate.

The Bud Carlson Academy Diploma

Subject	Credit
English	4 credits
Mathematics	3 credits, including algebra credit that can be earned through a sequential integrated, or applied program
US and NH History	1 credit
US and NH Government/Civics	½ credit
Economics, including personal finance	½ credit
World history, global studies, or geography	½ credit
Physical science	1 credit
Biological science	1 credit
Information and communication technologies	½ credit
Arts education	½ credit
Physical education	1 credit
Health education	½ credit
Electives	6 credits
Total	20 Credits

The Adult Basic Education Diploma

Subject	Credit
English	4 credits
Mathematics	3 credits, including algebra credit that can be earned through a sequential integrated, or applied program
US and NH History	1 credit
US and NH Government/Civics	½ credit
Economics, including personal finance	½ credit
World history, global studies, or geography	½ credit
Physical science	1 credit
Biological science	1 credit
Information and communication technologies	½ credit
Arts education	½ credit
Physical education	1 credit
Health education	½ credit
Electives	6 credits
Total	20 Credits

State of New Hampshire Alternate Diploma

The State of New Hampshire Alternate Diploma is a graduation option for students with significant cognitive disabilities who participate in the State's alternate assessment. The State of New Hampshire Alternate Diploma, aligned to New Hampshire's alternate academic achievement standards, is not equivalent to a regular high school diploma and shall not preclude the student from working towards meeting the requirements for a regular high school diploma. The decision to award a State of New Hampshire Alternate Diploma resides with the student's IEP team which shall include the student's parent(s) or legal guardian(s). This diploma option is not available to students with Section 504 plans or students without an IEP. Spaulding High School students awarded a State of New Hampshire Alternate Diploma shall be eligible to participate in graduation ceremonies and events.

Graduation Certificate

The Certificate of Achievement and Certificate of Attendance are graduation alternatives granted to skill-level students, foreign exchange students, and home education students who meet the criteria for successful completion of their respective program requirements. Certificates of Completion and Certificates of Attendance are not equivalent to a regular high school diploma.

Each skills level student in line for a Graduation Certificate will have an IEP meeting set up by the Special Education Department to acknowledge certificate eligibility as it meets the needs of the student. This meeting will give the parent, student and involved personnel the opportunity to make the necessary changes to a graduation program as appropriate.

Awarding of Credit

A unit of credit or fraction thereof shall be given upon satisfactory completion of a course or learning experience in compliance with the district-specified curriculum and assessment standards. In some cases, course credit may also be awarded based on demonstrated mastery of the required competencies for the course. Assessment of mastery will be the responsibility of the building principal, and will be in accordance with Policy ILBAA, Competency Assessments. Credit will be awarded only once for a specific required course with the same content during the secondary school experience.

Alternative Credit Options

In some cases, credit may be earned through alternative methods outside of regular classroom-based instruction offered by the district schools. Awarding of credits to be applied toward high school graduation will be determined by the high school principal, and will be granted according to the provisions of Policy IMBC, Alternative Credit Options and other applicable Board policies.

Maximum Annual Credits

The maximum number of credits a student may earn in one year is 10 credits at Spaulding High School and the Bud Carlson Academy. A student has a right to appeal this requirement to the Instruction Committee and the Board.

The normal program of instruction for seniors may be modified to make adequate preparations for graduation exercises.

- a. It is expected that graduation preparations will not dominate the operation of the school during the last few days of the school year.
- b. If local conditions necessitate the holding of graduation exercises prior to the completion of the standard school year, in no case shall graduation be scheduled prior to the 175th day of instruction. No school day shall be modified for preparation activities prior to the 175th day.
- c. It is understood that modifications in the schedule for the last few days of school shall apply only to seniors. All other classes shall complete 180 days of instruction and maintain their normal class schedules.

United States Government and Civics Assessment

The district will develop a competency assessment of United States government and civics, consistent with pertinent and applicable law. This assessment will be administered to students as part of the high school course in history and government of the United States and New Hampshire. Students who attain a passing grade on the competency assessment shall be eligible for a certificate issued by the school district. The United States Citizenship and Immigration Services (USCIS) test may be used to satisfy the requirement of this paragraph.

Adoption Date: April 8, 1993

Amended: July 13, 2006, July 10, 2008, November 2019