

Hollis School Board
Wednesday, September 7, 2022

Hollis Primary School *

6:00 PM

All Times are estimates and subject to change without notice

**Note location change based on summer construction projects*

- 6:00 Call to Order
- 6:05 Agenda adjustments
Correspondence/Resignations/Nominations
Approval of Minutes – August, 2022
- 6:10 Public Input
- 6:40 Principal's report
- 6:50 Discussion
- Facilities Update
 - Staffing Update
 - Building security – Memorandum of Understanding with Hollis Police
- 7:15 **Deliberations**
- To see what action the Board will take regarding appointing Member Roy to the Superintendent's Performance Evaluation Committee (SPEC)
 - To see what action the Board will take regarding policy JLDDB: Suicide Prevention and Response, Third Reading
 - To see what action the Board will take regarding policy GBCD: Background Investigation and Criminal Records Check, Second Reading
 - To see what action the Board will take regarding policy AC: Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan, Third Reading
- 7:30 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 7:45 Motion to adjourn

Hollis School District
Administrative Report
September 2022

Calendar, Events, Programs:

- HPS/HUES - Sept 1st - First day for students! WELCOME BACK!
- HPS - September 7th - Picture Day
- HPS - September 13th - Open House 5:30 - 7:00
- HPS - September 19th - Aimsweb Benchmark testing begins
- HUES - September 21st - Open House 5:45 - 7:50
- HUES - September 30th - Picture Day

Building & Grounds:

- HUES:
 - All projects have been completed and the building was ready for students as planned! A big thank you to the facilities team.
 - The flooring looks fantastic! In case you didn't remember - here's a before and after cafeteria photo along with our mascot Zeus Hawk!



- HPS
 - All projects, except the outside cladding, have been completed. New flooring, egress, asbestos removal and ASHP's are completed and look great!
 - We are now working on the "to do" list, which includes moving furniture, addressing teacher needs in classes, and other small projects that continue to pop up.

Staffing & Students:

- HPS - We have had a big enrollment summer for first grade. Two first grade classes are at 20 students and the other three are at 19.
- HPS - Our current enrollment for Kindergarten is solid. All 5 classes are either at 17 or 18 students. We are pleased to see numbers where they are at for our Kindergarten enrollment.
- HPS - We have had 23 NEW students enroll since August 1st! Our front office has been busy!
- HPS - Summer Learning Academy was well attended.
- HPS/HUES - Our first days back with staff was filled with training, collaboration, and excitement to begin the year. We are planning field trips, assemblies, and other collaborative efforts to engage students in learning!
- HUES - We welcomed all our students back to school on Thursday 9/1 with smiles and encouragement from HUES staff members as we greeted them on buses and outside of cars.
- SAU41 welcomed over 50 new professional staff members to our teams. Here at HUES we have 6 new professional staff members: Jessica Marois - guidance; Philippa Gray - case manager; Jacob

Barry - psychologist; Roisin McElroy - Grade 4 teacher; Michelle Rogers - Spanish teacher; Abbey Donnelly - media specialist

- HPS/HUES staff we welcomed with super cute chalk greetings from our students! Thank you PTA for organizing this fun event for our teachers.



Enrollment Snapshot for September 2022:

HPS		HUES	
Grade	Enrollment	Grade	Enrollment
PreK Intensive Needs	4	4	93 (-1)
PreK 3	3	5	106 (+6)
PreK 4	8	6	92
K	89 (+8)		
1	97 (+9)		
2	83 (+2)		
3	89 (+4)		
Total Hollis School District Enrollment: 661			

Hollis School District
Monthly Enrollment Breakout
September 2022

Grade	Class size Per District Policy	Number of classes	NESDEC Projections 20/21 SY	Number of students (9/1/22)	Change from last report	Actual class Enrollments
Pre – K 3 year olds		1	18	3	0	3
Pre – K 4 year olds		1		8	0	8
Prek Intensive Needs		1		4	0	4
<i>Drop in Speech Services Only</i>				<i>NA</i>	<i>0</i>	<i>0</i>
Kindergarten	18	5	100	89	+8	17, 18, 18, 18, 18
Grade 1	18	5	75	97	+9	19, 19, 19, 20, 20
Grade 2	20	5	99	83	+2	16, 16, 16, 17, 18
Grade 3	20	5	88	89	+4	17, 18, 18, 18, 18
HPS Totals		23 classes	380	373	+23	
Grade 4	23	5	91	93	-1	18, 18, 18, 19, 20
Grade 5	23	5	102	106	+6	20, 20, 21, 21, 21
Grade 6	23	5	101	92	0	17, 18, 19, 19, 19
HUES Totals		15 classes	294	288	+5	
HSD Totals		37 classes	674	661	+28	

Enrollment History:

School Year	HPS September Starting Enrollment Numbers	HUES September Starting Enrollment Numbers
2022	373	288
2021	351	291
2020	336	283
2019	344	299
2018	344	327
2017	344	323
2016	337	319
2015	345	295
2014	352	291
2013	358	292
2012	340	294
2011	340	297

It is understood and agreed that Hollis School District and the Hollis Police Department officials share the following goals and objectives with regard to the School Resource and Community Policing Officer (herein referred to as SRCPO) program in the schools:

A. GOALS AND OBJECTIVES:

1. To promote an atmosphere of safety and order for students and faculty members through the use of school discipline and enforcement of local, state and federal laws and ordinances.
2. To provide educational programs and prevention activities that will increase student knowledge of the criminal justice system, respect for the law and the function of law enforcement agencies, and other related topics.
3. To maintain open communications among principals, faculty, the SRCPO, parents, Student Assistance Program staff, guidance counselors, conflict mediation coordinators and other key school personnel.
4. To utilize the SRCPO for problem solving, mediation, personal safety and an informational source for students involved in the criminal justice system, as appropriate.
5. To support the SRCPO efforts in being a positive role model and cultivating positive relationships and strengthening each student's understanding of good citizenship and accountability for their actions.
6. To foster and promote in students a positive attitude toward law enforcement and law enforcement officers.
7. To provide security to the school from outside threats by maintaining a visible police presence on campus, assessing threats to school security, develop, recommend, and implement processes to reduce and eliminate such threats, and swiftly respond to any immediate threats or breaches of security.
8. To recognize the school principal as primarily responsible for the administration of discipline and maintaining order within the schools.
9. To prevent and deter the possession and/or use of weapons on campus, the illegal possession, sale and/or distribution of controlled substances and alcohol, and other crimes.
10. To address criminal activity by students through the collaborative administration of school discipline and/or referral to the juvenile justice system.

B. COOPERATIVE EFFORTS:

1. The presence of the SRCPO at the school is not intended to usurp the rights and responsibilities of the principal to enforce the rules of the student conduct code and to administer discipline in the school.
2. The parties acknowledge that not every criminal/delinquent act will be handled through the criminal justice system. Moreover, there will be times when the administration of typical school discipline will be sufficient to address behaviors that may constitute crimes.
3. The existence of the Hollis School District Administrative Procedures, the Student Conduct Code and the related disciplinary process is not intended to, nor shall it usurp the mandates and responsibilities of the SRCPO as directed by the policies and procedures of the Hollis Police Department and/or the laws of the State of New Hampshire.
4. In deciding when to resort to the juvenile justice system in lieu of, or in addition to school discipline, the Principal and SRCPO shall confer and each strive to accommodate the opinions of the other as to how to best handle a particular situation.

C. TRAINING REQUIRED:

1. Pursuant to their assignment, an officer selected to serve in the role of a School Resource and Community Policing Officer must be “School Resource Officer Certified”, in accordance with applicable standards established by the New Hampshire Police Standards and Training Council. In order to meet this requirement, officers must complete the following training programs before they can assume their position as an SRCPO:
 - a. National Association of School resource Officer (NASRO) 40-hour Basic Certification;
 - b. Mirror Project – Train the Trainer Certification; and
2. Within one year of assignment, an officer must also achieve an “Effective Police Contact with Youth Certification”.
3. Thereafter, to maintain certification as a NH School Resource Officer, the SRCPO must complete 8 hours of annual in-service training in the topic areas that will continue to enhance their effectiveness in working within the school environment and with their school population. In-service training topics could include, but would not be limited to training in Mental Illness Response Involving Juveniles, Legal Issues in School/NH Juvenile Law Review, Youth Mental Health First Aid, Youth Crisis Intervention, Active Threat Response Restorative Justice Techniques, or any such training that enhances SRCPO effectiveness.

4. Newly selected SRCPOs will also be required to successfully complete a field training program, as established by the Hollis Police Department and through partnership with the Hollis Cooperative School District.

D. RESPONSIBILITIES AND DUTIES OF SCHOOL RESOURCE AND COMMUNITY POLICING OFFICERS:

1. The Hollis Police Department will assign a full-time SRCPO to the Hollis School District, which includes the Hollis Primary School and Hollis Upper Elementary School. The SRCPO is a sworn Hollis Police Officer assigned to provide the law enforcement expertise and resources to assist school staff in maintaining safety, order, and discipline within their assigned schools. The SRCPO will be considered an active member of the School community.
2. The SRCPO's duty schedule will be determined by the SRCPO's supervisor, but will generally be arranged to provide coverage throughout the school day including peak arrival and departure times before and after school. Whenever possible, the SRCPO will be visible patrolling the exterior and interior grounds, particularly during the opening and closing of School and during the lunch periods.
3. The officer will notify the principal (or designee) of the assigned schools when they will be absent from the campus, as well as the School Resource Officer assigned to the Hollis Brookline High School and Hollis Brookline Middle School. The SRCPO will be required to notify the police department when they leave the school campus.
4. In the event that an SRCPO is absent from the campus, the School Resource Officer assigned to the Hollis Brookline Cooperative School District will be responsible for, and have the authority to handle any incidents or emergencies at the Hollis Primary School and Hollis Upper Elementary School. The opposite is also true in that the SRCPO assigned to the Hollis School District shall have the responsibility and authority to handle incidents or emergencies within the Hollis Brookline High School, and the Hollis Brookline Middle School.
5. The SRCPO will wear the issued police uniform and related equipment and operate a police vehicle while on duty unless otherwise authorized by a supervisor for a specific purpose. The SRCPO provides a visible deterrent to crime and is a positive representative of the Police Department to students and staff.
6. The SRCPO will assist with training for the school administration in law enforcement and related matters. Information about crime trends and changes in laws relevant to schools will be disseminated to the school administrative staff to assist them in effectively establishing and maintaining safe school environments. The SRCPO will be incorporated into each school's Safety and Security Team.

7. At the request of the staff, the SRCPO may also become involved with the school's curriculum and provide instruction that will enhance the student's understanding of the police mission and the responsibilities of citizenship. During the classroom instruction time, the teacher shall remain in the room. However, responding to incidents or conducting investigations will always take precedence over instructing in the classroom.
8. Programs conducted in schools by other members of the Police Department should be coordinated with the SRCPO to avoid redundant services and to ensure equitable distribution of such programs and services.
9. A critical element of the SRCPO program is an open relationship and strong communication between the school principal(s) and the SRCPO. SRCPOs are required to keep the school administration apprised of criminal and non-criminal situations encountered, current crime trends, problem areas, or other areas of concern, which have potential for disruption in the school or within the community. The SRCPO will work in conjunction with the school administration in developing plans to prevent and counteract such activities at the school.
10. The SRCPO will not be primarily responsible for the enforcement of school rules, administrative rules and/or regulation violations. However, the SRCPO will maintain familiarity with the Hollis School District's Student Code of Conduct. Unless requested by a school administrator the SRCPO will not attend disciplinary meetings with students or parents.
11. The SRCPO will be responsible for maintaining custody of illegal substances and/or contraband pending proper disposal in accordance with police department regulations.

E. SUPERVISION OF THE SCHOOL RESOURCE OFFICER:

1. SRCPOs shall abide by the rules, regulations and policies of the Hollis Police Department and be familiar with the teacher handbook. Should conflicts in these rules, regulations and policies occur the SRCPO will consult with a police supervisor; specifically, the Administrative Services Bureau Commander. School personnel should contact the Administrative Services Bureau Commander or the Chief of Police to report commendable performance, discuss issues or report concerns involving SRCPO personnel.
2. When SRCPOs complete a Police Department Incident Report it will be submitted to the Administrative Services Bureau Commander no later than the next scheduled work day, unless prior authorization for an extension is granted.
3. Unless otherwise authorized by the Chief of Police, or his/her designee, SRCPOs will report to a uniform shift during times that school is closed or on days when

students are not attending school.

4. The Administrative Service Bureau Commander encourages open lines of communication between the school(s) and the Police Department. The Administrative Services Bureau Commander will meet with the school principal(s) at least two times per year. To the extent that schedules permit, the initial Administrative Services Bureau Commander/principal meeting should be held prior to the start of the school year and be devoted to reviewing school/Police Department expectations and clarifying any operational procedures. The second meeting should occur mid-year and involve a preliminary evaluation of the SRCPO's performance as well as the identification and resolution of any developing issues. The SRCPO supervisor will address any concerns regarding the performance of the SRCPO.
5. Principals and representatives of the Police Department will collaborate with each other prior to selection of a new SRCPO to determine any special needs or concerns at their school.

F. RESPONSIBILITIES AND DUTIES OF THE SCHOOL PRINCIPAL(S):

1. It is the responsibility of the principal to facilitate effective communications between the SRCPO and the school staff. The principal of the school shall meet on a regular basis with the assigned SRCPO.
2. The principal shall be responsible for immediately reporting to the SRCPO; acts of theft, destruction, or violence as defined in New Hampshire R.S.A. 193-D entitled "Safe School Zones." In addition to the requirements of 193-D, the principal shall immediately report the following conduct to the SRCPO; any conduct involving firebombs, explosive or incendiary materials or devices, hoax or otherwise, or chemical bombs on a school bus, on school property, or at a school sponsored activity; any threats or false threats to bomb made against school personnel or involving school property or school buses.
3. In an emergency situation, the school should notify the SRCPO or call the Police Department if the SRCPO is not available. Information that is not of an emergency nature may be held for action by the SRCPO upon his or her return to duty.
4. Any criminal enforcement action taken by the SRCPO which results in the charging of a student with a crime will be supported by the principal and/or school employees by their appearance in court when necessary to provide testimony relevant to the case.
5. The principal shall relinquish to a police representative all illegal substances and/or contraband.

6. The principal shall meet with the SRCPO Supervisor and the school shall provide information to the Administrative Bureau Commander to assist in preparing for the annual evaluation of the SRCPO's performance.
7. Principals are encouraged to consult with the Administrative Services Bureau Commander prior to the selection of a new SRCPO to share any relevant information on the needs or concerns of the school.

G. INVESTIGATION AND QUESTIONING OF STUDENTS:

1. When it becomes necessary for an SRCPO or any other law enforcement officer to interview a student on school premises, the principal (or designee) will be contacted, whenever practicable. The interview will be conducted pursuant to state law, school district and Hollis Police Department policy and procedure, and attorney general guidelines. When immediate action is necessary or in an emergency situation, the SRCPO may interview a student without the presence of a school official.

H. ARREST PROCEDURES:

1. SRCPOs are expected to be familiar with school rules and their application with the school. Routinely, rule infractions will not be handled as violations of law, but instead referred to the principal (or designee) for action. Any questions related to the enforcement of rules versus laws within the school should be discussed with the principal. This specifically applies to general standards of conduct.
2. The arrest of a student or employee of the school with a warrant or petition should be coordinated with the principal and accomplished after school hours, whenever practical. The Hollis Police Department will strive to avoid the arrest of any student or staff on school property when school is in session; however, both parties recognize situations may occur when the arrest of a student or school employee must occur on school property while school is in session.

I. SEARCH AND SEIZURE:

1. School official may conduct searches of student's property and person under their jurisdiction when reasonable suspicion exists that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. The standard for the search is reasonable suspicion.
2. The SRCPO shall not become involved in administrative (school related) searches unless specifically requested by the school to provide security, protection, or for handling of contraband. These searches must be at the direction and control of the school official. At no time shall the SRO request that an administrative search be conducted for law enforcement purposes or have the administrator act as his or her

agent.

J. ADMINISTRATIVE HEARINGS:

1. The SRCPO will attend suspension and/or expulsion hearings upon request of the school principal. He/she will be prepared to provide testimony on any actions that were taken by the officer and any personally observed conduct witnessed by the officer.
2. The SRCPO shall provide police department documents and juvenile records pursuant to department policy and state law.
3. When a subpoena for official records, reports, or documents for an administrative school hearing, is received by the Police Department, any action will be coordinated by the office of the Police Chief, the County Attorney, and the School Board Attorney.

K. RELEASE OF POLICE INFORMATION:

1. Consistent with the basic tenets of the relationship between the school principal and the SRCPO described in this Memorandum of Understanding, open communication is essential to effectiveness. SRCPOs should exchange information with the school principal regarding students' involvement in criminal activity when the safety of any students and/or staff is at risk in and around the school. This may be limited to that which directly relates to and contributes to the safety of the school environment of the community in which they serve.
2. The school should confer with the police department prior to their release of any shared police information.
3. The SRCPO shall provide police department documents and juvenile records pursuant to department policy and state law.

L. EQUIPMENT:

1. The Hollis Primary School and the Hollis Upper Elementary School will provide a private office/storage or work space for the SRCPO's materials and personal effects; space which is sufficient for him/her to meet with students, parents, and/or school staff/administrators. Additionally, both schools will provide a computer for the SRCPO to utilize in order to access school databases, school security cameras, and the school email system.
2. The Hollis School District will authorize access of video surveillance systems inside the school district to the Hollis Police Department and the Hollis Communications Center. The scope of access will be limited to emergency situations, if knowledge of the information is necessary to protect the health or

safety of the student or other individuals.

3. Whenever practicable, the School District should authorize access of video surveillance systems inside the school district to the Police Department. The access will allow the SRCPO to monitor activity within the school for security and investigative purposes. The SRCPO should be allowed to make copies of any videos for security, investigative and for evidentiary purposes as allowed by law.
4. Software will be uploaded on only a limited number of terminals located within the Communications Center and the Police Department facility. A list of computers with permissions to the video surveillance system will be provided to SAU 41 on an annual basis.
5. The School District shall provide the Hollis Police Department with a sufficient quantity of key fobs so each officer can gain access to School District buildings in times of emergency or critical incidents. Key fobs will be fixed within the pistol grip of an Officer's issued patrol rifle, and will not be removed unless approval is granted by the Chief of Police or his/her designee. Accountability for such key fobs will be conducted in accordance with routine armorer checks completed by a certified firearms instructor. Ultimately, it is the responsibility of each officer to maintain proper accountability for key fobs and to report any issues to the Administrative Services Bureau Commander. At no time will key fobs be used for access to schools outside of emergency response, such as critical incidents or active threats. Key fobs will be numbered to correspond with the specific patrol rifle they are attached to.

M. CONCLUSION:

1. This Memorandum of Understanding represents mutually agreed goals and objectives of the Hollis Police Department and the Hollis School District for the School Resource and Community Policing Officer Program.
2. This endeavor is a partnership between education and law enforcement to support a collaborative multi-faceted approach to prevent crime and to intervene in the acts of such in schools, as well as provide more security and safety to both students and staff. Regular meetings shall be conducted between the Police Department and School Officials to support this partnership.
3. This agreement may be terminated without cause by either party upon 30 days prior written notice to the other party. It shall be reviewed annually and amended as necessary to meet the needs of the signatory agencies.
4. This Memorandum of Understanding shall not be construed to create or substantiate any right or claim on the part of any person or entity, which is not party hereto.
5. The cost of the School Resource Officer within the Hollis Brookline High School

will be shared between the Town of Hollis (60%), The Hollis School District (40%).

- 6. This memorandum shall be made available to the public and more specifically, shall be readily available for viewership through the websites maintained by the Hollis Police Department and the Hollis School District.

Signed:

Joseph R. Hoebeke, Chief of Police

Andrew Corey, Superintendent of Schools

Date

Date

Last Updated: August 29, 2022

Category: Priority/Required by Law

The School Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt ("postvention"); and to promote access to suicide awareness, prevention and postvention resources.

I. District Suicide Prevention Plan and Biennial Review.

- A. The Superintendent shall develop and provide to the Board for approval, a coordinated written District Suicide Prevention Plan (the "Plan") to include guidelines, protocols and procedures with the objectives of prevention, risk assessment, intervention and response to youth suicides and suicide attempts. This coordinated plan shall conform to the components required of public schools by RSA 193-J:2.
- B. Biennial Review: No less than once every two years, the Superintendent, in consultation with the District Suicide Prevention Coordinator with input and evidence from community health or suicide prevention organizations, and District health and guidance personnel, shall update the District Suicide Prevention Plan, and present the same to the Board for review. Such Plan updates shall be submitted to the Board in time for appropriate budget consideration.

II. Suicide Prevention Coordinator and Liaisons.

- A. District Suicide Prevention Coordinator. The Superintendent shall appoint a District Suicide Prevention Coordinator, who, shall be responsible for:
 1. developing and maintaining cooperative relationships with and coordination efforts between the District and community suicide prevention programs and personnel;
 2. annual updating of (i) State and community crisis or intervention referral intervention information, and (ii) names and contact information of Building Suicide Prevention Liaisons, for inclusion in student handbooks and on the District's website;
 3. developing - or assisting individual teachers with the development - of age appropriate student educational programing, such that all students receive information in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help;
 4. developing or assisting in the development of the annual staff training required under section C of this policy;
 5. Such other duties as referenced in this Policy or as assigned by the Superintendent.
- B. Building Suicide Prevention Liaison. The school counselor, or, in their absence, the building administrator, shall be designated as the Building Suicide Prevention Liaison, and shall serve as the in building point-of-contact person when a student is believed to be at an elevated risk for suicide. Employees who have reason to believe a student is at risk of suicide, or is exhibiting risk factors for suicide, shall report that information to the Building Liaison, who shall, immediately or as soon as possible, establish and implement a response plan with the District Suicide Prevention Coordinator.

III. Annual Staff Training. The Superintendent shall assure all school building faculty and staff, designated volunteers, and any other personnel who have regular contact with students, including contracted personnel or third-party employees, receive at least two hours of training in suicide awareness and prevention. Such training may include such matters as youth suicide risk factors, warning signs, protective factors, intervention, response procedures, referrals, and postvention and local resources.

IV. Dissemination. Student handbooks and the District's website will be updated each year with the contact information for the Building Suicide Prevention Liaisons, State and community crisis or intervention referral intervention resources. The District Suicide Prevention Plan will be made available on the District's, and each school's respective websites.

Legal References:

RSA 193-J: Suicide Prevention Education

District Policy History:

1st Reading: Jun 1, 2022

2nd Reading: Aug 3, 2022

3rd Reading and Adopt: Sept 7, 2022

BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK

A. Background Investigation

The Superintendent, their designee, shall conduct a thorough investigation into the past employment history, criminal history records, and other applicable background, of any person considered for employment with the Hollis School District. This investigation shall be completed prior to making an offer of employment, approving the contract with an individual contracting directly with the District, or approving the assignment of an employee of a contractor, a student teacher, or “designated volunteer”

As part of the application process, each applicant shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or notified that he or she will not be hired.

Record of background investigations (not necessarily source documentation) shall be retained pursuant to the District’s Record Retention Schedule

B. False Information

The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment, withdrawal of any offer of employment, or immediate discharge from employment.

C. “Covered Person” and “Applicant” Defined

Except as otherwise provided in this Policy, the term “**Covered Person**” shall mean employee, coaches, trainers, designated volunteer, whether direct or through a volunteer organization, including but not limited to cafeteria workers, school bus drivers, custodial personnel, or any other service where the contractor or employees of the contractor provide services directly to students of the district.

The term “**applicant**” as used in this policy shall include an applicant for employment or any person seeking to serve in any position falling with the term “covered person” as defined above.

D. Criminal Records Check

As part of the District’s background check, each covered person/applicant must submit to a State and FBI Criminal Records Check per RSA [189](#):13-a.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check.

No covered person shall be employed, extended a conditional offer of employment (as described below), or begin service in the District, until the Superintendent, or his/her designee, has initiated the formal State and FBI criminal history records check process and a background investigation.

The applicant shall provide the District with a criminal history records release form as provided by the New Hampshire State Police along with a full set of fingerprints taken according to that statute. The release form generally authorizes the State Police to conduct a criminal history records check through its state and records of the Federal Bureau of Investigation, and to release a report of any misdemeanors and/or felony convictions, as well as any charges pending disposition for any crimes listed in the then current paragraph V of RSA 189:13-a (“**Section V Offenses**”). Refusal to provide the required criminal history records release form (with fingerprints) and any other required releases to authorize the criminal history records check will result in immediate disqualification of the applicant and no further consideration for the position.

E. Volunteers

Volunteers may be subject to a background investigation/criminal records check, as designated in Policy IJOC, Paragraph B.

Any person for whom the Board requires a Criminal Records Checks shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the Criminal Records Checks, unless otherwise determined by the Board.

F. Exceptions for, Substitute Teachers, Bus Drivers & Bus Monitors.

The following exceptions apply only to the State Police/FBI criminal history records check provisions of this policy. The Superintendent shall, nonetheless, require a full background investigation for the excepted employees, and for applicants for school bus drivers or monitors employed directly by the District, the background check shall include a full background check, including a state criminal record release from an applicant for a bus driver or monitor for district positions.

- 1. Substitute Teachers and Other Non-“Applicant” Educational Staff.** Pursuant to RSA 189:13-a, IX(a), substitute teachers and other staff who do not meet the definition of “applicant” above, may initiate a criminal history records check with the Superintendent as described above. The State Police, however, shall issue its report directly to the potential substitute teacher/staff person. The report shall be valid for 30 days from the date of issuance and constitutes satisfactory proof of compliance with RSA 189:13-a.
- 2. Bus Drivers and Bus Monitors.** Pursuant to RSA 189:13-a, VI and RSA 189:13-b, criminal history records checks for bus drivers and bus monitors shall be processed through the New Hampshire Department of Education.

G. Results of Criminal History Records Check.

The results of the criminal history records check shall be delivered to the Superintendent or designee who shall be responsible for maintaining their confidentiality.

As used in this Section G, a “**designee**” of the Superintendent authorized to receive and inspect results of the criminal history records check, may only be an assistant superintendent, head of human resources, the personnel director, the business administrator or the finance director.

If the results of the records check disclose no criminal record, the results and information shall be destroyed immediately following review by the Superintendent or designee. If the results indicate criminal conviction or indicate any charge pending disposition of a Section V Offense, then the Superintendent or designee shall review the information for a hiring decision but shall destroy the records within 60 days of receiving the information.

Section V Offense. If the results of the record check disclose that the Applicant or Covered Person has either been convicted or is charged pending disposition of a violation or attempted violation of a Section V offense, that person shall not receive an offer or final offer of employment.

Non-Section V Offenses. In addition to disqualification based upon conviction or pending charges for a Section V Offense, the District may deny a final offer of employment or permit service/work in the schools based upon convictions or charges of other misdemeanors or felonies, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity and the best interests of the students and the District. Such determination will be made by the Superintendent or designee in accordance with the established protocol and on a case-by-case basis. For non-Section V Offenses, which the applicant discloses, or which come to light during the background check, the presumption of innocence shall apply, however, the Superintendent or designee shall consider all reliable information in assessing the applicant's suitability. The Superintendent or designee shall assess whether, in light of the totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant's suitability for the position.

If the Superintendent chooses to nominate an applicant who has a history of conviction or pending charges of a crime (non-Section V Offense), then the final hiring decision must be approved by the School Board, who shall be informed generally of that history in non-public session.

H. Conditional Employment

Persons who have been selected for employment may be given a conditional offer of employment, with the final offer subject to the successful completion of the background check, the State Police and FBI criminal history records check, and a determination that there are no disqualifying pending charges or convictions.

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the results of a Criminal Records Check and background check which is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.

I. 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.

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.

No applicant shall be extended a final offer of employment or be allowed to serve in the District if such person has charges pending or has been convicted of any Section V Offense; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

An applicant may only be extended a final offer of employment or final approval to work/serve within the District's schools upon the satisfactory completion and results of criminal history records check and background check.

The Superintendent, or designee, will transmit this policy to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.

When the District receives a notification of a felony conviction from the state police on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four hours (24) of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct that he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

J. Fees for Criminal History Records Check.

Any applicant for whom the Board requires a criminal history records check, or, in the instance of third party contractors, the applicant's employer, shall pay the actual fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board.

K. Administrative Protocols/Procedures.

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

L. Contractor and Vendor Provisions.

The Superintendent shall take such steps as are necessary to assure third party agreements which involve covered personnel to include a provision for such personnel to complete criminal history records checks as required under this policy, as well as training and information required under policy **GBCE**.

M. Additional Criminal Records Checks

The Superintendent may require a state criminal history Records Check of any employee at any time to the extent permitted by law.

N. Reports of Post-Employment/Service Section V Offenses.

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

Legal Reference:

RSA [189](#):13-a, School Employee and Volunteer Background Investigations

RSA 189:13-b, School Bus Driver and Transportation Monitor Criminal History Records Check

Code of Conduct for New Hampshire Educators

Reviewed and Revised: August 11, 2010

1st Reading: August 10, 2016

2nd Reading: September 7, 2016

3rd Reading: Waived

Adopted: September 7, 2016

Reviewed and Revised: June 1, 2022

2nd Reading: September 7, 2022

NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT and DISTRICT ANTI-DISCRIMINATION PLAN

Category: Priority/Required by Law

Related Policies: ACD, [ACE](#), GBAA, [JBAA](#), [JICK KED](#), [KEE](#)

See also: [EF](#), [EFAA](#), [IKG](#), [AC-E](#) & [AC-R](#)

A. Prohibition Against Discrimination of Students in Educational Programs and Activities.

Under New Hampshire law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. Discrimination, including harassment, against any student in the District's education programs, on the basis of any of the above classes, or a student's creed, is prohibited. Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy [JICK](#) Pupil Safety and Violence Prevention.

B. Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. 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 as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

C. Policy Application.

This Policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy [JICK](#), Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

D. District Anti-Discrimination Plan.

~~No later than October 15, 2020,~~ The Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Plan should include provisions, and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District's Human Rights ~~[Non-Discrimination]~~ Officer and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District's Suicide Prevention Plan per Policy JLDDB), the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

E. Human Rights ~~[or Non-Discrimination]~~, Title IX, 504 and other Coordinators or Officers.

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, the Superintendent shall prepare and disseminate as an Appendix AC-E to this Policy an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, postal and physical addresses.

Human Rights Officer	Director of Student Services for Students;
Human Rights Officer	HR Administrator for Employees
Title IX Coordinator	Director of Student Services
504 Coordinator	Director of Student Services

The Appendix will also include current contact for relevant state and federal agencies including:

U.S. Department of Education, Office of Civil Rights

U.S. Department of Agriculture, Office of Civil Rights

N.H. Human Rights Commission

N.H. Department of Justice, Civil Rights Unit

N.H. Department of Education, Commissioner of Education

F. Complaint and Reporting Procedures.

Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school

system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced below under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced below under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed below and related administrative procedures or regulations. Complaints or reports regarding matters not covered in one or the other of those policies should be made to the District Human Rights Officer.

1. Reports or complaints of sexual harassment or sexual violence by employees or third party contractors should be made under Board policy [GBAA](#);
2. Reports or complaints of sexual harassment or sexual violence by students should be made under Board policy [JBAA](#);
3. Reports or complaints of discrimination on the basis of disability should be made under Board policy [ACE](#), except for complaints regarding facilities accessibility by disabled non-students or employees, which should be made under Board policy [KED](#); and
4. Reports or complaints of bullying or other harassment of pupils should be made under Board policy [JICK](#).

G. Alternative Complaint Procedures and Legal Remedies.

At any time, whether or not an individual files a complaint or report under this Policy, an individual may file a complaint with the Office for Civil Rights ("OCR"), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: OCR.Boston@ed.gov

Note: Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.

2. New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: humanrights@nh.gov

Notwithstanding any other remedy, any person may contact the police or pursue a criminal prosecution under state or federal criminal law.

H. Retaliation Prohibited.

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless that person knew the complaint or report was false or knowingly provided false information.

I. Administrative Procedures and Regulations.

The Superintendent shall develop such other procedures and regulations as are necessary and appropriate to implement this Policy.

J. Notice of Compliance.

The Superintendent will provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

Legal References:

RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right

RSA 354-A:7, Unlawful Discriminatory Practices

The Age Discrimination in Employment Act of 1967

Title II of The Americans with Disabilities Act of 1990

Title VII of The Civil Rights Act of 1964 (15 or more employees)?

Appendix: AC-R

Revised: September 2008

Revised: July 1998, February 2004, February 2005

1st reading: August 8, 2012

2nd reading: September 12, 2012

3rd reading: Waived

Approved: September 12, 2012

1st Reading: April 3, 2019 (as amended)

2nd Reading: May 1, 2019

3rd Reading: June 5, 2019

Adopted: June 5, 2019

1st Reading: January 5, 2022

2nd Reading: April 6, 2022

3rd Reading and Adopt: September 7, 2022