



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #7
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, July 13, 2015
Meeting Time:	7:00 pm

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. CITIZENS' FORUM**
- E. AGENDA APPROVAL**
- F. APPROVAL OF MINUTES**
 - 1. Regular Session #6, June 8, 2015
 - 2. Special Session #2, June 22, 2015
- G. CONSENT AGENDA**
 - 1. Correspondence:**
 - a. Feline Fanciers
 - 2. Resignations/Retirements: None**
 - 2. Leaves of Absence: None**
 - 3. Nominations:**
 - a. Sheet 1: Nomination and Election of Teachers
 - 4. Extended Travel (Student Trips):**
 - a. Belize Trip-April 22-28, 2016, Preliminary Approval
 - 5. Donations: None**
- H. STUDENT REPRESENTATIVE REPORT**
- I. POLICY – CHANGES – PROPOSALS:**
 - a. GBCD—Background Investigation and Criminal Records Check
 - b. GBCD-R—Technical Advisory for Policy GBCD
 - c. IJOA—Field Trips and Excursions
 - d. IJOC—School Volunteers
 - e. IJOC-E—Volunteer Service Statement & Agreement
 - f. JLIE—Student Parking at Dover High School
- J. POLICY ADOPTION: None**
- K. RESOLUTIONS: None**
- L. OLD BUSINESS:**
 - 1. Start/Stop Discussion
- M. NEW BUSINESS:**



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #7
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, July 13, 2015
Meeting Time:	7:00 pm

1. Update and Discussion of Next Steps for DHS/CTC Building Project
2. June Condition of Accounts

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT’S REPORT

P. COMMITTEE REPORTS

Q. SCHOOL BOARD MATTERS OF INTEREST

R. ADJOURNMENT

Citizens are invited to public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements at all public meetings, unless a vote to the contrary is taken by the School Board. Statements shall be limited to three minutes unless otherwise extended by the Chairperson, with the approval of the School Board. All citizens are permitted to place items on the agenda through written application to the Superintendent at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.

NEW HAMPSHIRE FELINE FANCIERS, INC
ONLINE AT NHFF.ORG



July 2, 2015

Dr. Elaine M. Arbour, Ed.D.
Dover Superintendent of Schools
Dover School District SAU 11
61 Locust St Ste 409
Dover, NH 03820-3753
e.arbour@dovert.k12.nh.us

Dear Dr. Elaine M. Arbour,

SUBJECT: NOVEMBER 7-8, 2015 CFA CAT SHOW AT THE DOVER MIDDLE SCHOOL GYM

Please consider our request to return on our new date of November 7-8, 2015 to host another Cat Fancier's Association (CFA) cat show.

Starting in January 2001 New Hampshire Feline Fanciers (NHFF), a not-for-profit 501(c)4 organization, has successfully hosted fifteen (15) annual all-breed CFA cat shows at the Dover Middle School Gymnasium. From these cat shows NHFF has donated proceeds to and assisted in fundraising with local animal welfare organizations such as the Cocheco Valley Humane Society, the Lakes Region Humane Society, and the New Hampshire Animal Control (formerly Spay/Neuter) Program. NHFF show proceeds have also been donated to the Winn Feline Foundation which supports health-related studies into medical problems affecting cats, and the CFA Animal Relief Fund which contributes to the costs of relief efforts provided by humane organizations following national disasters.

We would need only the gymnasium both days over the weekend. Saturday times would be from 8 AM to 6 PM and Sunday times would be 8 AM to 6 PM.

Our show setup typically requires five (5) hours before doors open to the public Saturday and only requires access to the gymnasium and the loading dock — access 6 PM or earlier Friday works best for us. If that time is unavailable we can schedule the start of the show to be compatible with our five-hour setup and your custodian scheduling.

Please contact me with your answer to our request.

Sincerely,

Chip Blaney
Treasurer
New Hampshire Feline Fanciers Inc.
cc: Cathy Faure, Facilities Coordinator

LaFleur, Robin

From: Faure, Cathy
Sent: Wednesday, July 08, 2015 11:14 AM
To: LaFleur, Robin
Subject: NH Feline Fanciers

Robin,

The NH Feline Fanciers would like to host their annual cat show on November 7 & 8 2015 instead of their usual January date. This group not only pays on time but are very considerate of our building and I highly recommend they get to host this years cat show at DMS.

Due to the change in date they are also allowed to enter the school on Friday November 6 at 6:00 P.M. instead of their usual 7:00 P.M. set up time.

If you have any questions please don't hesitate to contact me.

Cathy

Cathy Faure
Facilities Coordinator
Dover School Department
603-516-6890

**OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE**

TO: **DOVER SCHOOL BOARD**

DATE: July 13, 2015

MEMORANDUM: Nomination and Election of Teachers.

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2015-2016 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY
Albin, Abby	Speech Pathologist	WPS	Jean Calculator	\$41,761.00
Fowler, Tina	Biology Teacher	DHS	Dana Heath	\$55,448.00
Kelly, Kim	ESL Teacher	HSS	New Position	\$40,723.00
Mack, Daniel	Information Technology/Computer Programmer	DHS Career Tech Center	Jen Cove	\$37,996.00
Nelson, Danielle	Social Studies Teacher	DMS	Tice Leonard	\$40,466.00
Piller, Emily	Music Teacher	GES	Amanda Starck	\$39,710.00
Ruland, Deanna	ESL Teacher	GES/WPS	Replacement of 3 ESL Tutor positions	\$43,371.00
Silva, Joyce	Nurse (eff. 1/4/16)	WPS	Claudia Lynch	\$37,074.52 prorated on the basis of \$63,164
Tincher, Jennifer	Inclusion Facilitator	DW	Elaine Nyberg	\$48,884.00
Verran, Julie	ESL Teacher	DHS/DMS	Fran Mroz	\$48,884.00



**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**



PETER DRISCOLL
Principal
p.driscoll@dover.k12.nh.us

25 ALUMNI DRIVE
DOVER, NEW HAMPSHIRE 03820-4365
(603) 516-6900 Fax (603) 516-6926
www.dover.k12.nh.us/dhs

LOUISE PARADIS
Director of Career Technical Education
l.paradis@dover.k12.nh.us

JON ALTBERGS
Dean of Instruction
j.altbergs@dover.k12.nh.us

DAVID BENNETT
Dean of Students
d.bennett@dover.k12.nh.us

KIMBERLY STEPHENS
Dean of Students
k.stephens@dover.k12.nh.us

June 15, 2015

Dear School Board Members,

This letter is being written in support of a trip to Belize to be chaperoned by Caitlin Tenney of the Science Department and Nikoll Lauze of the Student Services Department. The trip would take place from April 22, 2016 to April 28, 2016. During their stay in Belize, they would spend three days at Blue Water Creek and three days at South Water Caye. Ms. Tenney has led this trip many times when she taught in the Waltham, Massachusetts School District. The trip would focus on biology topics related to the rain forest and warm water oceans.

Sincerely,

Peter Driscoll
Dover High School Principal

2005 New Hampshire High School of Excellence
Accredited New England Association of Schools and Colleges

IZE Belize Link:

<http://duartedellarote.wix.com/izebelize>

Statement of the Educational Value:

<https://vimeo.com/77640145>

The educational value of our trip will provide our students with an experience of a lifetime. IPE projects will provide a unique opportunity to complete an individual expedition with lab sites to complete some of the projects. The field sites have professors from Cornell on staff to help students with their scientific research. This project will also help students to engage in hands-on learning experiences in another country. Beloit is home to many species of plants and animals that are currently being lost to research. The students will also engage in activities about the Native culture of Beloit too. Please watch the following video to see another high school group that attended the IPE before trip last year.

DISCOVER BELIZE WITH IZE!

IZE's Blue Creek Field Station

Arrive at Belize International where you begin your journey to IZE's Blue Creek Field Station in southern Belize. Your chartered bus takes you along the beautiful Hummingbird and Southern highways. You will pass through orange groves, banana plantations, pine ridge mountains and local villages.

The field station is located within a spectacular primary rainforest preserve. Cabins and dormitories are nestled along the crystal clear waters of Blue Creek, perfect for swimming after an arduous day of hands on field exploration. The preserve is home to hundreds of species of exotic birds, towering bromeliads, and dozens of species of reptiles, amphibians and mammals. Just a short walk from the station is a spectacular limestone cave system complete with majestic stalactites, stalagmites and crystalline pools to swim in. Our expert local Maya and Kekchi guides will fill your days with jungle climbs, iguana hikes, early morning treks in search of the keel billed toucan, purple-crowned fairies and the infamous Belizean Baboon..the Howler Monkey. A short trek from the station is the thatched hut village of Blue Creek, many say is like "stepping back in time." Home to the Mopan Maya and Kekchi you will get a chance to try your hand at creating some of the local crafts of the village, visit the schools and library, participate in community service projects or engage in a soccer game with the local kids. Exploring the ruins of the ancient Maya, zip lining the rainforest canopy, tubing through ceremonial Mayan caves and more await you!

Off to your next destination... the incredible Belize Barrier Reef!

IZE's South Water Caye Marine Field Station

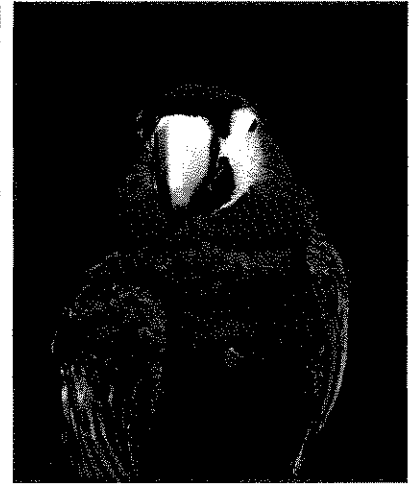
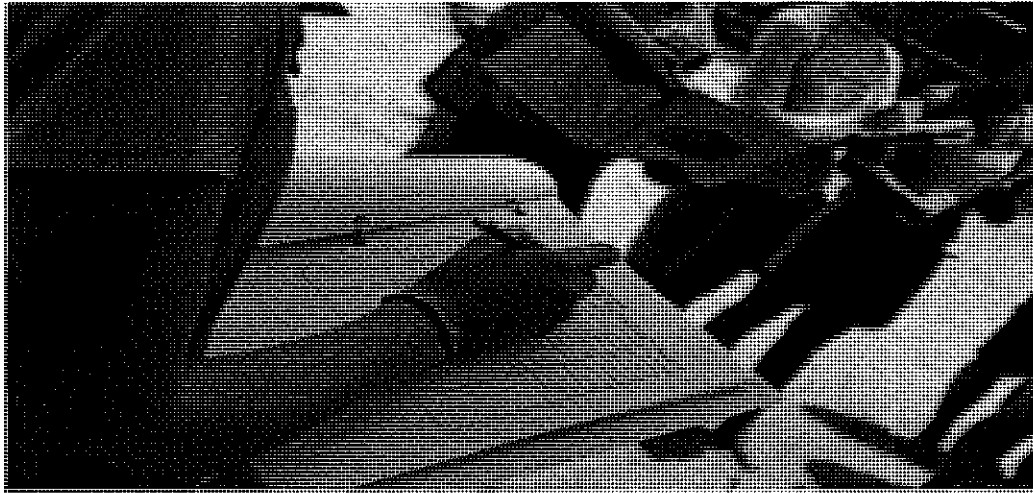
That's' right.. just 14 miles off the coast of Dangriga, IZE's Marine Field Station is perched directly on the Belize Barrier Reef. The world's second largest reef and a U.N.E.S.C.O. World Heritage Site! This small private island covered with coconut palms and white sand beaches is home to our marine field station complete with a wet lab, classrooms and extensive research library. Our new wet lab is a result of collaboration with IZE, Boston University, Cornell and the National Science Foundation. This new teaching lab is equipped with ten 20-gallon seawater aquariums and large wet tables!

Your days will be spent exploring the wonders of this reef's spectacular eco-system. Explore the reef by IZE's boats or directly from the beach. Our experienced guides will take you to learn about the most recent research being conducted at the Smithsonian Research Station on Carrie Bow Caye and to Man o War Caye, home to the rookery and breeding grounds of the magnificent Frigate Bird. After an exciting day of exploration, evenings can be spent swinging in a hammock, playing a friendly match of beach volleyball with the IZE staff, observing bioluminescent organisms or enjoying a movie at our "Theater Under the Stars".

IZE Belize
Nature's Finest Classroom



IZE Belize



Student Reviews

Amazing! –**Julia, University of Vermont**

Your staff was the best! They made us feel welcome & were always friendly & willing to help. Diving & snorkeling were some of the best I've ever done & that includes many islands of the South Pacific. Thanks for the memories! – **KiBear, Sacramento University**

It was great! I learned so much more than any teacher or book could ever teach me. –**Kate, Shawnee HS**

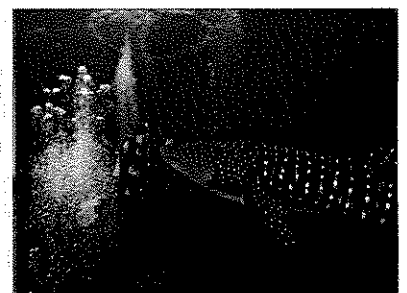
My overall experience was the best trip of my life. I wouldn't add or change anything. IZE is absolutely perfect! I would go back in a heartbeat. I've actually been talking to some of the members of the group I was with and since most of us are graduating from ODU next May, we all want to come back after graduation. –**Jim, Old Dominion University**

Last night I stayed with a Maya family. Their house was about the size of my room with dirt floors & thatched roof. They find happiness with simple things and life in general. I now realize how easy it is to miss the real meaning of life. Thank you IZE for allowing my to learn so much about biology, Geography, and best of all myself –**Ashley, DePere High School**

It was a once in a lifetime trip, the people we met were friendly, courteous & always willing to teach and talk. The sights were beyond beautiful. The caves, waterfalls, rainforest along with the Maya & Kekchi people of Blue Creek Village –amazing, beautiful and mind blowing, a truly magnificent example of natural beauty & power. –**Ben, University of Alabama**

The staff would play volleyball with us when they had downtime from their regular duties, answer questions about their way of life in Belize. The snorkeling was amazing & the guides were excellent at pointing out all of the different species we encountered. – **Morgan, Winona State**

Overall, it was a wonderful experience. I am so glad that my Tropical Marine Ecology class chose this location to continue our studies. I would not change a thing! The staff was all so accommodating & friendly. Thank you for a great experience! –**Gina, College of Atlantic**



Health and Safety:

<http://izebelize.com/book-a-ize-belize-trip/before-you-travel-to-belize/health-and-safety/>



IZEBelize

[IZE](#) [Belize](#) [Expeditions](#) [Education](#) [South Water Caye](#) [Blue Creek Rainforest](#) [Your Trip](#) [Gallery](#) [Blog](#) [Contact](#)

HEALTH & SAFETY



International Zoological Expeditions, Inc. (IZE) is committed to providing visitors to Belize a safe atmosphere conducive to learning and personal growth. Below are answers to frequently asked questions about IZE Belize tours.

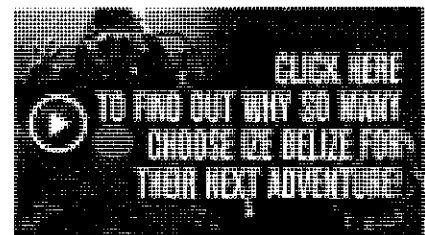
SAFETY IS ALWAYS FIRST AT IZE

Since 1970, IZE has shown tens of thousands of people the wonders of Belize while maintaining an **impeccable safety record**. We believe that our strict safety policies and caring, responsible staff combine to make IZE sites some of the safest in the Belize. For this purpose, IZE reserves the right to terminate any person's stay without refund for any actions that would put at risk the safety of themselves or others. This includes alcohol abuse and the use of illegal drugs. We also strictly enforce our policy regarding minors who may not, at any time during their stay, consume alcoholic beverages.

HEALTH AND VACCINATIONS

No vaccinations are required for entrance into Belize. However, as an extra precaution, please consult your physician for advice in respect to anti-malarial medication, and gamma globulin, typhoid, and hepatitis shots. Make sure your tetanus shots are up to date. If you have any physical or medical limitations, or allergies of any kind, please advise IZE when

[Book Your Trip Now!](#)



FOLLOW US

TESTIMONIALS

– "I wouldn't change anything! My experience with IZE was amazing!",
Natalie Gregory, SUNY Cortland

RECENT POSTS

[SAVE THE FROGS ~ Belize Eco-Tour 2015!](#)

[Mayan Chocolate in Belize](#)

[SAVE THE FROGS! Belize Ecotour 2014](#)

[National Science Foundation Supports Research at IZE](#)

[Cornell college adventure to belize](#)

booking your expedition so that we may better serve you and make your stay as pleasant and comfortable as possible.

WATER

All the drinking water at IZE sites in Belize is bottled and safe for drinking, don't forget to bring along a water bottle for convenience. All other water at our sites are either river water or collected rainwater that is stored in cement vats and piped to sinks, showers, and toilets. Traveling within the country is advisable to drink bottled water.

WATER CONSERVATION

Because we rely on collected water supplied by mother nature for our facilities please do your part in helping us conserve this precious commodity. Thank you!

MEALS

The food in Belize is good and plentiful, and like most Caribbean countries Belizean dishes typically consist of corn, rice, beans, chicken, fresh seafood and fruits. Please make sure you fill out your Participant Forms prior to departure so that IZE can accommodate any dietary requirements or food restrictions. We will make every effort to accommodate your needs.

INSECTS

Once in a while mosquitoes and sand flies may come around in Belize, especially if the breezes die down at South Water Caye, or when conditions at Blue Creek are particularly rainy. A little insect repellent will do the trick.

DID YOU KNOW?



– Did you know that the first station IZE built in Blue Creek was in 1975. It was 100 feet long and had a thatch roof. Within six months there were 6 foot trees growing out of the thatch roof. In a year the roof was completely green and reclaimed by the jungle.

[Book Your Trip Now!](#)

EXPLORE

[Ize's Story](#)
[About Belize](#)
[Testimonials](#)
[Book Your Trip](#)
[Contact](#)
[Credits](#)
[Privacy Policy](#)

CONNECT

[Facebook](#)
[Twitter](#)
[Pinterest](#)

NEWSLETTER



Blue Creek Rainforest Field Station

- ❖ Rainforest Expeditions
- ❖ Explore the Spectacular Blue Creek Cave Systems
- ❖ Chocolate Farm Tours
- ❖ Arts & Crafts of the Maya & Kekchi
- ❖ Zip Lining & River Floating Excursions
- ❖ Community Service Projects & Home Stays
- ❖ Birding & Ethnobotany Tours
- ❖ Swimming/Snorkeling in the crystal clear waters of Blue Creek
- ❖ Explore the world of the Ancient Mayan Ruins

South Water Caye Marine Field Station

- ❖ U.N.E.S.C.O. World Heritage Site
- ❖ Second Largest Barrier Reef in the World
- ❖ Snorkeling – Beach Reef Access!
- ❖ Snorkeling Excursion by Boat
- ❖ World Class Scuba Diving Excursions
- ❖ Fishing – Bonefish, Permit, Tarpon
- ❖ Kayaking
- ❖ Birding
- ❖ “Theater under the Stars”

Dates of the Trip:

-The dates of the trip are April 22nd to April 28th. We will fly to Belize International on April 22nd. Transportation to Blue Water Creek from Belize City is provided by IZE Blue Creek. We will spend 3 nights in Blue Creek and then we will transfer to South Water Caye for 3 nights. We will return on April 28th.

General Itinerary: April 2016

April 22nd - Fly to Belize City from Boston, MA

April 23rd to 25 - Blue Water Creek

April 25th to 27 - South Water Cave

April 28th - Return to Boston, MA

Cost per Student:

- There is a \$250.00 deposit due 9 months prior to leaving on the trip per student.
- We are still working out the details of the final cost of the trip. The final cost will depend on flights. As of now, the ecological expedition in Belize is \$1579.00 per student. This includes all meals, lodging and transportation for the trip.
- The cost of flights are currently ranging from \$850.00 to \$1,000.00.
- I would plan on the trip costing around \$2450.00 to \$2600.00 per student.
- Student will not need an excess of spending money on the trip, everything is included.

Student Eligibility:

- All students must write a one page anonymous essay to attend the trip. Students will be selected by Ms. Lauze and myself.
- Students must be 16 years or older of age prior to the trip.

Academic Eligibility:

All students that would like to participate on the trip must have maintained a 3.0 or above in their science and math curriculum during the 2014-2015 school year.

Permission Forms:

-The forms we will be using are all located on the IZE Belize website. When we have established a finalized itinerary we will have an information session to answer any questions.

Please click the following link for the permission forms

[Permission Forms](#)

Participant Information Sheet

International Zoological Expeditions, Inc.

210 Washington Street, Sherborn, MA 01770 Phone: 508-655-1461

Website: ize2belize.com E-mail: jon@izebelize.com

Name (as it appears on passport) _____ M ___ F ___
Passport Number _____ Country of Origin _____
Date of Birth _____ Telephone # _____
Cell Phone # _____
Permanent Address: Street _____
City _____ State _____ Zip _____
E-Mail: Home _____ E-mail: Work _____
School Group Name _____
Group Leader _____
Travel Dates _____

International Flight Information

Arriving in Belize: Date _____ Flight # _____ Airline _____ Time _____
Departing Belize: Date _____ Flight # _____ Airline _____ Time _____

Emergency Contact _____
Relationship to you _____
Telephone # _____

Do you have any physical or medical limitations? If so, please explain: _____

List any/all allergies _____
Special Dietary Needs _____

* Important: Please inform IZE staff upon arrival of any special dietary needs. We will be happy to accommodate you.

If you are a certified diver planning to dive during your stay in Belize you must include your Scuba Certification Number on this form: _____

Hotel Information if other than IZE sites: Hotel _____
Dates _____

Signature _____ Date _____

International Zoological Expeditions, Inc.
Acknowledgement of Assumption of Risk and Partial
Release of Liability

I recognize that in addition to the general risks inherent in foreign travel, travel on this course carries some risks that, while common to less developed parts of the world, are different from those that I might encounter while traveling in the industrialized world.

I am aware of and I am prepared to meet the physical demands of this course, which will take place both in a tropical rainforest and on a coral reef. I understand that during my time in Belize I will be out of doors. I will face exposure to insect bites, hot humid temperatures, bright tropical sunlight, reptiles and marine creatures. I will be walking on rough, hard ground that is sometimes slippery. I will be traveling on a bus chartered from the only bus company operating in Belize. I understand that International Zoological Expeditions, Inc. has no control over the company's operations.

I will also be traveling in an open boat to South Water Caye, which is located 15 miles from the mainland. In addition, I may also participate in cave spelunking, night trekking, fishing, snorkeling, scuba diving, swimming, and other similar out-of-doors activity. I understand that while International Zoological Expeditions, Inc. manages its South Water Caye facility, the other housing it has secured for me is neither owned nor operated by International Zoological Expeditions, Inc. and International Zoological Expeditions, Inc. has no control over these lodging facilities. Neither does International Zoological Expeditions, Inc. own, operate or otherwise manage any of the food service facilities, other than those on South Water Caye or at Blue Creek Rainforest Preserve, where I will be eating. Nevertheless, International Zoological Expeditions, Inc. has inspected all of the lodging and food service facilities and has made a good faith effort to ascertain that the lodging and food service facilities meet or exceed the standards of safety customary in Belize and other less developed countries.

I understand that while International Zoological Expeditions, Inc. has safely operated courses in Belize for more than 40 years without a single serious medical problem, medical facilities are rudimentary and sophisticated medical facilities are non-existent. I understand that International Zoological Expeditions, Inc. and their employees have made and will continue to make every reasonable effort to ensure that my experience is a safe one. Being aware of the above-outlined risks and being also aware of additional related details as described on the world wide websites of International Zoological Expeditions, Inc., www.ize2belize.com and the United States Department of State's Consular Information Sheet for Belize, http://travel.state.gov/travel/cis_pa_tw_cis_cis_1055.html, I wish to participate in the course and assume all the risks outlined above. Accordingly, I waive whatever right I might otherwise have to bring a claim, in a court of law or otherwise, against International Zoological Expeditions, Inc. and its employees, for personal injuries or death or other harm to my person or property, except for those injuries, death or other harm caused by gross negligence or deliberate wrongful act of International Zoological Expeditions, Inc. and their employees.

I also shall not hold IZE responsible for any loss or damage from any errors and omissions contained in IZE literature, late or non-confirmation or acceptance of bookings and loss or damage caused by delays. In addition, IZE shall have the right, at any time in its discretion and without liability or cost therefore, to cancel any tour or the remainder thereof, or make an alteration in route, accommodation, price and/or details in the event of any tour being rendered impossible or inadvisable by weather, strikes, war, acts of God, governmental interference or any cause whatsoever that is beyond IZE's control.

I have read this document. I understand that it is a legally binding agreement. I am of legal age and am under no legal constraints of any kind that would prevent me from entering into this agreement.

Signature

Please Print

Date

If under 18, signature or parent or guardian

Complete Address

Telephone



IZEBelize

CONSENT FOR MINOR CHILDREN TO TRAVEL

BELIZE LAW :

* Children under 18 years of age must have proper documentation including a valid passport and letter of parental consent.

* All adults traveling with minors that are not legally theirs should have a consent letter from parents of the minors, stating that the parents have given permission for their children to travel with the accompanying adult.

Date: _____

Child's full name: _____

Date of birth (DD/MM/YY): _____

Place of birth: _____

US passport number: _____

Date of issuance of passport (DD/MM/YY): _____

I(we): _____

authorize my (our) minor child (full name) _____

to travel to Belize on : (Dates) _____

Aboard Airline/Flight # _____

With Group Name/Leader _____

Our Expected date of return is _____

In addition, I (we) authorize : _____

to consent to any necessary routine or emergency medical treatment during the aforementioned trip.

(Signature of Non-traveling Parent(s) · To Be Signed In Front Of A Notary Public Only)

Signed: _____ (Parent)

Signed: _____ (Parent)

Address: _____

Telephone: _____

Statement of source and Nature of Insurance Coverage:

- <http://duartedellarole.wix.com/izebelize#faq/c11rf>
- All insurance information is available at the following site above.
- Insurance company associated with IZE Belize: <https://www.travelinsured.com/agency>

Cost to the District:

- There will be no cost to the district for the trip other than a substitute for both teachers to be absent on Friday for travel purposes.

Staff to Student Ratio:

- There will be 5 students to one staff member.
- There will also be 5 staff present at both sites of the trip.

Previous Visitors Reviews:

<http://izebelize.com/ize-belize-testimonials/>

Thank you for your time. Nikoll and I have extensive science training and will be an asset to the students learning while on this trip. We are providing our students an opportunity to become field scientists that will create memories and problem solving skills that will last a lifetime. Engaging students in hands-on experiential learning is a great complement to the NCSS standards of learning and will also provide students with the opportunity to engage in 21st century learning skills. Thank you for making this a possibility for our students to become scientists and engage in inquiry outside of the classroom. I know science trips are new to Dover and I am confident that this be a success for many years to come.

Thank you,

Caitlin Tenney, M.Ed.

DHS Biology

DOVER SCHOOL DISTRICT	POLICY CODE: GBCD
DATE OF ADOPTION: 5/12/14	PAGE 1 OF 3

FIRST READING

BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK

BACKGROUND INVESTIGATION

The Superintendent or his/her designee shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the district. This investigation shall be completed prior to making an offer of employment.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done.

As part of the application process each applicant for a position 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 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.

CRIMINAL RECORDS CHECK

Each person considered for employment by the School Board whose duties require regular contact with pupils **and volunteers as listed in policy IJOC** must submit to a **fingerprinting** **for** a state and FBI criminal records check.

Persons regularly in contact with students means a person or persons who, in the performance of his/her duties, (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g., once or twice a week, with students, including, but not limited to, an art, music, or physical education teacher, (3) a substitute teacher who comes in direct contact with pupils on a limited basis, or (4) any other persons who, the Superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a Criminal Records Check.

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

VOLUNTEERS

The volunteer, excluding interns, shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the Criminal Records Check for any person who is required by the Board to have a Criminal Records Check, unless otherwise determined by the Board.

CONDITIONAL EMPLOYMENT

DOVER SCHOOL DISTRICT	POLICY CODE: GBCD
DATE OF ADOPTION: 5/12/14	PAGE 2 OF 3

Persons 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.

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 contingent upon the completion of a Criminal Records Check which is satisfactory to the district.

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

FINAL OFFER OF EMPLOYMENT

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

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

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

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 policy on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four (24) hours of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform

DOVER SCHOOL DISTRICT	POLICY CODE: GBCD
DATE OF ADOPTION: 5/12/14	PAGE 3 OF 3

the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

ADDITIONAL CRIMINAL RECORDS CHECKS

The Board may require a Criminal Records Check of any employee at any time.

Effective January 1, 2009: Dover School District staff employed as teachers, paraprofessionals, substitutes, coaches and secretaries, will be required to pay in advance the sum equivalent of what the State of New Hampshire charges.

Legal References:

RSA 189:13-a

Appendix GBCD-R

Technical Assistance Advisory from the New Hampshire State Department of Education, dated 11/27/2000

DOVER SCHOOL DISTRICT	POLICY CODE: GBCD
DATE OF ADOPTION: 5/12/14	PAGE 4 OF 3

DRAFT

TECHNICAL ASSISTANCE ADVISORY
PREPARED BY THE DEPARTMENT OF EDUCATION AND THE DEPARTMENT OF
SAFETY

FIRST READING

SCHOOL EMPLOYEE BACKGROUND INVESTIGATION,
INCLUDING A CRIMINAL HISTORY RECORDS CHECK

Purpose.

The purpose of this Technical Assistance Advisory is to provide clear and concise requirements for school administrative units (hereinafter, the "SAU"), school districts, or charter schools with respect to a school employee background investigation, including a criminal history records check, for each selected applicant regularly in contact with pupils in the performance of his/her duties.

Definitions. The following definitions shall apply:

- (a) "Background investigation" means an investigation into the past employment and other background of a selected applicant in a SAU, school district, or charter school or an employee or employees of a contractor which contracts with a SAU, school district, or charter school with the intent of determining whether:
 - (1) The applicant is qualified for the position for which he/she has applied, and
 - (2) The applicant has been found guilty of any criminal activity or conduct that would make him/her ineligible for employment.
- (b) "Conditional offer of employment" means an offer of employment extended to a selected applicant subject to a successful completed criminal history record check which is satisfactory to the SAU, school district, or charter school.
- (c) "Contractor" means a private business or agency or an employee or employees of the contractor which contracts with a SAU, school district, or charter school to provide services including but not limited to:
 - (1) cafeteria workers,
 - (2) school bus drivers,
 - (3) custodial personnel,
 - (4) any other direct service or services to students of the district or charter school.
- (d) "Criminal history records check" means a criminal history records inquiry conducted by the New Hampshire State Police through its records and through the Federal Bureau of Investigation (hereinafter, the "FBI").

- (e) "Persons regularly in contact with pupils" means a person or persons who in the performance of his/her duties:
- (1) Comes in direct contact with pupils on a daily basis for any period of time;
 - (2) Meets regularly, once or twice a week, with students, including but not limited to an art, music, or physical education teacher; or
 - (2) A substitute teacher who comes in direct contact with pupils on a limited basis.
 - (4) Designated volunteers, **as defined in policy IJOC** are categories of volunteers that designated by the governing bodies of SAU, school districts, or charter schools to have criminal history records checks performed.
- (f) "School employee" means an employee in any position in a SAU, school district, or charter school.
- (g) "Selected applicant" means a person selected for employment who has provided a SAU, school district, or charter school with:
- (1) A signed notarized criminal history records release form, and
 - (2) A complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of a SAU, school district, or charter school which have been submitted by a SAU, school district, or charter school to the New Hampshire State Police for a criminal history record check.
- (h) "Subcontractor" means a private business or agency or an employee or employees of a contractor that contracts with a contractor to provide services.

Employee Background Investigation

Each SAU, school district, or charter school, as part of the employment process, shall conduct an employee background investigation for each selected applicant for employment.

SAU's, school districts, or charter schools are not liable in any lawsuit for negligence or deficiencies, if the SAU, school district, or charter school satisfies the requirements of RSA 189:13-a, I

Criminal Records Check.

- (a) For each selected applicant the SAU, school district, or charter school shall submit, with appropriate fees, a notarized criminal history records release form provided by the state police, ~~(Attachment #1)~~ and a complete set of fingerprints on a FBI Applicant Fingerprint Card ~~(Attachment #2)~~ to the New Hampshire State Police so

that the State Police can conduct a criminal history record inquiry through the state repository and through the FBI.

- (b) No selected applicant may be extended a conditional offer of employment unless the SAU, school district, or charter school has initiated a criminal history records check.
- (c) A criminal history record check shall be prepared in compliance with RSA 189:13-a (~~Attachment #3~~) and with New Hampshire Department of Safety requirements included in this advisory.
- (d) The Department of Safety, Division of State Police shall notify, in writing, to the submitting agency whether the selected applicant does or does not have any convictions under RSA 189:13-a, V or a submitted list of other felonies
 - (1) The SAU, school district, or charter school will immediately destroy a “does not have any convictions” notification received from the state police.
 - (2) The SAU, school district, or charter school has 30 days to destroy a “does have a conviction” notification received from the state police.
 - (3) Under no circumstances shall the criminal history records notification be kept by the school administrative unit, school district, or charter school.
- (e) No selected applicant shall be extended a final offer of employment if such person has been convicted of:
 - (1) RSA 630:1 Capital Murder
 - (2) RSA 630:1-a First Degree Murder
 - (3) RSA 630:1-b Second Degree Murder
 - (4) RSA 630:2 Manslaughter
 - (5) RSA 632-A:2 Aggravated Felonious Sexual Assault
 - (6) RSA 632-A:3 Felonious Sexual Assault
 - (7) RSA 632-A:4 Sexual Assault
 - (8) RSA 633:1 Kidnapping
 - (9) RSA 639:2 Incest
 - (10) RSA 639:3 Endangering Welfare of Child or Incompetent
 - (11) RSA 645:1, I (b) Indecent Exposure and Lewdness
 - (12) RSA 645:2 Prostitution and Related Offenses
 - (13) RSA 649-A:3 Child Pornography
 - (14) RSA 649-B:3 Computer Pornography and Child Exploitation Prevention
 - (15) RSA 649-B:4 Certain Uses of Computer Services Prohibited
 - (16) RSA 650:2 Obscene Matter Offenses
- (f) A SAU, school board, or charter school board of trustees may deny a selected applicant a final offer of employment if such person has been convicted of a felony

in addition to (e) above as determined by the SAU, school district, or charter school.

Criminal Records Check Through the Division of State Police, Department of Safety

- (a) The law (RSA 189:13-a) requires that a SAU, school district, or charter school must submit to the State Police a complete set of fingerprints and a notarized release form for each individual covered by the law. The state police must conduct a New Hampshire criminal records check, and will forward the fingerprints to the FBI for a national records' check. The FBI will not conduct that check without a proper set of fingerprints.
- (b) The state police will provide to each SAU, school district or charter school a set of records release forms and fingerprints cards. The records release forms and the fingerprint cards, provided by the state police, will be the only types of forms that will be accepted. However each SAU, school district, or charter school may produce the release form as is necessary.
- (c) The selected applicant will complete the release form, have it notarized and bring the fingerprint card to a person qualified to take fingerprints. Depending on arrangements that have been made by the district, this may be a local law enforcement agency or a trained individual employed by the selected an employed by the SAU, school district, or charter school.
- (d) The SAU, school district, or charter school will then forward the release form and the fingerprints to the state police. The submission of the release form and the fingerprints must be accompanied by the proper fees, which cover the cost of both the state and federal records check. Inadequate fees will delay the process. ~~The fees are as follows:~~
 - Selected Applicants ————— \$55.25
 - Designated Volunteer ————— \$25.75
 -
- (e) The criminal history record check conducted by the FBI will take between 30 to 60 days. The FBI will forward the results to the state police and the state police will send a notification to the hiring agency indicting the presence or absence of a criminal conviction. If there is no criminal history record, the FBI will destroy the fingerprint card once the check has been completed. Similarly, no copy of the fingerprints will be kept by the state police.
- (f) The results of the completed criminal history records checks by the state police will be sent separately from the completed criminal history records checks by the FBI. The average time to receive a notification for a New Hampshire criminal history records check is two weeks.

Criminal History Records Check by the State Police for Persons Who Work for Several School Districts.

- (a) Because criminal history record information must be destroyed by the SAU, school district, or charter school, there is no record information to share with another SAU, school district, or charter school.
- (b) The sole exception will apply to substitute teacher applicants.
- (c) Substitute teachers concurrently applying to multiple SAU's, school districts, or charter schools will submit the proper release forms, fingerprints and fees to only one of the districts.
- (d) Upon request, in person or in writing to the state police, the substitute teacher applicant will receive a copy of their criminal history record notification.
- (e) The substitute teacher applicant will show the state police notification to the other SAU's school districts or charter schools, and this will satisfy the statutory requirements for the criminal history records check.
- (f) This copy of the substitute's criminal history record notification will be valid for 14 days from the date of the notification. After this time period the criminal history records check process must be reinitiated.

Fingerprints.

- (a) The overriding issues with respect to the fingerprints are that they be taken properly on the FBI Applicant Fingerprint Card supplied by the State Police.
- (b) The law allows this to be done by a qualified law enforcement agency or an authorized person employed by the SAU, school district, or charter school.
- (c) If, after two attempts a set of fingerprints is invalid, a SAU, school district, or charter school may, in lieu of fingerprints, accept clearances from every city, town or county where an applicant has lived during the past five years.
- (d) To assure that completed criminal history records checks are returned to the correct SAU's, school districts or charter schools, the SAU, school district, or charter school must place the name, address and identification number in Employer and Address section and the OCA section of the FBI Applicant Fingerprint Card.

Conditional Offer of Employment.

- (a) A SAU, school district, or charter may extend a conditional offer of employment to a selected applicant, with a final offer of employment subject to a successful completed records check including a criminal history records check.

- (b) A selected applicant extended a conditional offer of employment shall be eligible for the same salary and fringe benefits as if he/she were provided a final offer of employment.
- (c) A conditional offer of employment may continue during the time the SAU, school district, or charter school is awaiting receipt of a completed criminal history records notifications.
- (d) In the event that the first set of fingerprints is invalid and a second set of fingerprints is necessary in order to complete the criminal history records check the conditional offer of employment shall remain in effect.
- (e) A conditional offer of employment for a selected applicant shall be valid for no more than on resubmission of fingerprints and the subsequent clearances for the law enforcement agencies in the city, town or county which the applicant has lived for the last five years.

Final Offer of Employment.

- (a) A SAU, school district, or charter school may extend a final offer of employment to a selected applicant, who has a conditional offer of employment, if the selected applicant receives a successfully completed records check including a criminal history records check.
- (b) If a selected applicant is extended a final offer of employment, the individual shall be entitled to membership in the collective bargaining unit subject to the requirements of RSA 273-A and shall immediately be covered by the terms and conditions of the collective bargaining agreement.

Records Retention.

Under no circumstances shall the criminal records be released to the school administrative unit, school district, or charter school. The school administrative unit, school district or charter school shall maintain the confidentiality of all criminal history records information received pursuant to this paragraph. If the criminal history records information indicates no criminal record, the school administrative unit, school district or charter school shall immediately destroy the information received from the Division of the State Police. If the criminal history record information indicates that the applicant has been convicted of a felony or a crime listed in paragraph V, the school administrative unit, school district or charter school shall review the information for a hiring decision, and the division of state police shall notify the department of education of any such convictions. The school administrative unit, school district or charter school shall destroy any criminal history record information that indicates a criminal record within 30 days of receiving such information.

Contractors Or Subcontractor Responsibility.

- (a) An employee background investigation including a criminal history records check shall be conducted by a contractor or subcontractor for each employee in regular contact with pupils in accordance with this advisory.
- (b) The cost of such investigation, including criminal history records checks for employees or selected applicants for employment with such contractors, shall be borne by the contractor or subcontractor.
- (c) The contractor or subcontractor shall submit to the SAU, school district, or charter school, a written verification that a background a criminal history records check has been done for each employee of the contractor or subcontractor who is regularly in contact with pupils.
- (d) In the event that services performed by a SAU, school district, or charter school, are now provided by a contractor, an employee background investigation shall not be required for a school employee who becomes an employee of the contractor.

Unsuccessful Criminal History Records Notification.

If a SAU, school district, or charter school receives a criminal history records notification which states "does have a conviction" for crimes listed in RSA 189:13-a V, or a separate list of felonies submitted by that agency's governing authority for a selected applicant the SAU, school district, or charter school shall immediately, within 24 hours of receipt of such report, excluding Saturday, Sunday, or a holiday, dismiss the selected applicant.

Cost of an Employee Background Investigation, Including Criminal History Records Check. The cost of a background investigation, including history records check or any other relevant records check shall be borne by the selected applicant unless otherwise determined by a SAU, school board, or charter school.

EMPLOYEE INITIATION OF A CRIMINAL RECORDS HISTORY CHECK

(The new employee must initiate the Criminal Records Check at the Superintendent's Office before s/he can be issued a conditional employment contract.)

- ~~1. Sign and have notarized the Criminal Records Release Authorization form.~~
- 2. Arrange to have your fingerprints taken by making an appointment with **the SAU.** ~~the appropriate police department.~~
- ~~3. Bring your (1) signed Criminal Records Release Authorization form, (2) completed fingerprints card, and (3) check for the \$34 made payable to State of New Hampshire Criminal Records. The fee is set by the New Hampshire Division of Safety and is to be paid by the employee, not the School District.~~

Do not send these materials directly to the Division of Safety.

- ~~4. Once the completed forms have been logged and sent to the NH Department of Safety via certified mail, you will be issued an employment contract. Sign two copies of the conditional employment contracts. Retain one copy and send the other copy to the Superintendent's office. Pursuant to RSA 198:13-a, this~~ **the** conditional employment contract entitles you to the same salary and

economic benefits as you would otherwise receive under a final offer of employment, except that you are not covered by the terms and conditions of any applicable collective bargaining agreement while conditionally employed.

Completion of Criminal Records History Check

5. The Superintendent's office will send ~~by certified mail~~ your Criminal Records Release Authorization form, fingerprints card, and payment to the New Hampshire Department of Safety, Division of State Police, Central Reporting for Criminal Records, 10 Hazen Drive, Concord.
6. The State Police will conduct a New Hampshire Criminal Records Check and will forward your fingerprints to the FBI for a National Criminal Records Check. The check done by the FBI will take a minimum of 30 days. The FBI will destroy your fingerprint card once the check has completed. No copy of the fingerprint card will be kept by the State Police.
7. The results of the completed Criminal Records Check conducted by the State Police will be sent to the Superintendent and the Department of Education separately from the completed Records Check conducted by the FBI. Your two-part Criminal Records Report shall be kept confidential, and only the Superintendent and the Principal shall have access to it. The Department of Education establishes its own confidentiality procedure. The Criminal Records Report issued by the FBI and the NH Department of Safety becomes the property of the School Administrative Unit, however, you, as an employee, may request and receive one attested copy of these Reports from the Superintendent's Office at no charge.

Final Offer of Employment

The District will automatically convert your conditional employment to a final employment contract if you have not been found guilty of a criminal activity or of any other contract if you have not been found guilty of any Criminal Records Check, then state law requires that you be dismissed from employment within 24 hours of our receipt of the report, excluding Saturday, Sunday or holidays.

Effective January 1, 2009: Dover School District staff employed as teachers, paraprofessionals, substitutes, café workers, facility workers, coaches and secretaries, will be required to pay in advance the sum equivalent of what the State of New Hampshire charges.

See Policy GBCD

DOVER SCHOOL DISTRICT	POLICY CODE: IJOA
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 1 OF 2

FIRST READING

FIELD TRIPS AND EXCURSIONS

Field trips and excursions for the purpose of this policy are all “day” trips or those with limited overnight activities within the State of New Hampshire funded by the school.

Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. To the extent that they provide the most effective means for accomplishing general curriculum objectives of the school, field trips shall be authorized by the building principal.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers, and principals will be expected to consider the following factors in selection of field trips

- (a) Value of the activity to the particular class group or class groups
- (b) Relationship of the field trip activity to a particular aspect of classroom instruction
- (c) Suitability of the activity and distance traveled in terms of the age level
- (d) Mode and availability of transportation
- (e) Cost

Parents or guardians shall always have the right to excuse their child from any field trip or excursion. Consent forms for those attending must be filed with the Principal before any trip.

DOVER SCHOOL DISTRICT	POLICY CODE: IJOA
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 2 OF 2

School: _____

DOVER SCHOOL DISTRICT
FIELD TRIP NOTIFICATION AND PERMISSION FORM

Dear Parents & Guardians,

Your child's class will be participating in a school sponsored activity away from school. The information for this activity is as follows. ****Please note that no child will be allowed to attend a trip without a signed permission slip.****

Please sign and return to your child's teacher by: _____.

Description of Activity: _____

Purpose of Activity: _____

Destination: _____ Transportation Provided By: _____

Date: _____ Departure Time: _____ Return Time: _____

Cost: _____ Please make check payable to: _____

We Need Chaperones for this Trip: YES NO

I understand I must complete fingerprinting for a criminal records check at least three (3) weeks in advance of the field trip at the SAU 11 office before attending this trip.

I have completed the fingerprinting for a criminal records check at the SAU 11 office.

Recommended clothing, equipment, supplies, etc.: _____

School/Field Trip Permission Form

I/we have been informed as to the nature of the activity and acknowledge that there are always certain risks for those who participate. We realize that all efforts will be made by the teachers and chaperones to ensure the safety of the students, but understand that the school cannot assume responsibility for unreasonable accidents and/or injuries. I/we agree that our child must adhere to all safety rules and regulations, as well as all instructions from the adults. Failure to do so may result in exclusion from this or other activities. If there is important information, medical or otherwise, that the school staff should know, I/we agree to provide it to the nurse and/or teachers before the trip. I/we understand the risks and requirements for our child to participate and give our consent to attend the trip to:

I hereby give permission for my child to be transported to a hospital or other emergency medical facility and to receive emergency medical treatment. Emergency contact phone number: _____

Student Name: _____ Teacher Name: _____ Grade: _____

Trip Date & Destination: _____

Parent/Guardian Signature: _____ Date: _____

Home # _____ Work # _____ Cell # _____

In case of an emergency and you cannot be reached, whom do you want us to call?

DOVER SCHOOL DISTRICT	POLICY CODE: IJOA
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 3 OF 2

Name: _____ Home # _____ Work # _____ Cell # _____

DRAFT

DOVER SCHOOL DISTRICT	POLICY CODE: IJOC
DATE OF ADOPTION: 5/12/14	PAGE 1 OF 2

FIRST READING

SCHOOL VOLUNTEERS

The District recognizes the valuable contribution made by volunteer assistance of parents and other citizens. The Superintendent is responsible for developing and implementing procedures for the selection and utilization of volunteers. School district employees who desire the assistance of a volunteer should request a volunteer through proper administrative channels.

Designated Volunteers

Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated volunteer" means any volunteer who:

1. Comes in direct contact with pupils on a daily basis;
2. Meets regularly with students;
3. Meets with students on a one-on-one basis;
4. Any other volunteer so designated by the School Board or Superintendent. **person who supervises or chaperones students on or off the school campus.**
5. **People whose background checks yield a conviction noted in policy GBCD-R, may not volunteer in the Dover School District.**

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.

Volunteer Application & Selection

Persons wishing to volunteer at the District should complete a Volunteer Application form describing their skills, interests and availability. Such forms will be made available at the Principal's office.

Volunteer selection shall be made based on the qualifications and availability of the volunteer. Volunteers shall be assigned only to those teachers who have requested volunteer assistance. Staff should request volunteers through administrative channels for selected activities and as resource persons.

Assignment shall be made by the school administrator or designee.

Volunteers shall be provided appropriate training at the building level consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal. Exceptions would be district-wide programs established by the administration whereby general volunteer programs would be defined.

A volunteer may be asked to terminate his/her services when circumstances in the judgment of the administrator necessitate termination.

DOVER SCHOOL DISTRICT	POLICY CODE: IJOC
DATE OF ADOPTION: 5/12/14	PAGE 2 OF 2

Volunteer Duties

Selected volunteers will serve in the capacity of assistants and will not be assigned to roles that require specific professional training. Instructional services shall be rendered only under the supervision of certified staff.

All volunteers will sign a confidentiality agreement and shall refrain from discussing the performance or actions of a student except with the student's teacher, counselor, Principal, or other school district who has a legitimate educational purpose for discussing such information.

The Confidentiality Agreement is included as Appendix **IJOC-R**.

Assignments shall be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, housekeeping and material preparation tasks. Assignment shall be limited to situations that may be supervised by a certificated staff person.

In some instances, volunteers may perform clerical and material preparation tasks away from the school site.

Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting.

Volunteers will refer to their immediate supervisor or other regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.

Volunteers will Receive orientation, including: (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) work schedule and place of work; and (4) expected relationship to regular staff.

Volunteers will receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.

Coaches

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the all other regulations and standards as set by NHIAA.

Legal References:

RSA [189](#):13-a, School Employee and Volunteer Criminal History Records Check

Legal References:

RSA 189:13-a

DOVER SCHOOL DISTRICT	POLICY CODE: IJOC – E-R
DATE OF ADOPTION: FEBRUARY 9, 2009	PAGE 1 OF 2

FIRST READING

Dover School District-SAU #11

Volunteer Service Statement & Agreement

Date: _____, 20__

I make this Statement and Agreement in order to provide, and to be authorized to perform, the following uncompensated services to my community:

[Specify Nature and Scope of Services] under the direction

of: [Identify the Department or Official with
Official Oversight Authority of the Work]

between [Time Period in Which Work to be Performed]

In performing the specified volunteer service, I acknowledge:

- that I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from performing the tasks required;
- that I have acquainted myself with what is required to perform those tasks, and represent that I have the skill and ability to perform them;
- that I assume full responsibility for my own safety and the safety of others who might be affected by my actions or omissions. I hereby agree to release, defend, indemnify, and hold harmless the Dover School District, its agents, employees, and officers, from any and all claims of illness, bodily injury, personal injury, or property damage, occurring to me or to others, arising from my negligent, reckless wanton, or intentional conduct while participating in this activity.
- that I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the Dover School District, and will honor the direction of Dover School District officials to suspend or terminate service;
- that I agree to the foregoing in consideration for being permitted to perform volunteer service for and on behalf of the Dover School District.
- that I agree to maintain confidentiality of all students and staff.

Volunteer (Please Print Clearly)

Volunteer (Signature)

Address: _____

DOVER SCHOOL DISTRICT	POLICY CODE: IJOC – E-R
DATE OF ADOPTION: FEBRUARY 9, 2009	PAGE 2 OF 2

Telephone: _____

Area Where Volunteering: _____

School: _____

This form is to be completed at the SAU Office Only.

Dover School District
61 Locust Street, Suite 409
Dover, NH 03820

VOLUNTEER CRIMINAL RECORD RELEASE AUTHORITY FORM

**SCHOOL EMPLOYEE BACKGROUND INVESTIGATION-
RSA 189:13-A**

I hereby authorize the New Hampshire Department of Safety, Division of State Police to release criminal history record information, if any, to:

____ Elaine M. Arbour, Ed.D..

____ (Name)
____ Superintendent of Schools SAU #11

____ (Title)
____ **McConnell Center, 61 Locust Street, Suite 409**

____ (Address)
____ Dover, NH 03820

(Name & address of authorized representative of the employing school administrative unit, school district, charter school, or other person to receive Criminal History Record Information.)

I also authorize release of said information may be sent to the administrator of the Bureau of Credentialing, New Hampshire Department of Education.

PLEASE TYPE OR PRINT CLEARLY – ALL INFORMATION IS MANDATORY

Name: _____
____ LAST (MAIDEN) FIRST MI

Address: _____
____ STREET CITY STATE ZIP

Date of Birth: ____ / ____ / ____ Social Security: ____ / ____ / ____

By signing below you are certifying that you are the individual listed above and that the information provided is true under penalty of forgery and/or unsworn falsification.

Releasee's Signature: _____ Date: ____ / ____ / ____

DOVER SCHOOL DISTRICT	POLICY CODE: IJOC – E-R
DATE OF ADOPTION: FEBRUARY 9, 2009	PAGE 3 OF 2

Witness's Signature: _____ Date: ____/____/____

HOURS FOR FINGERPRINTING: _____ Monday, Tuesday, Wednesday 9:00 a.m. to 10:00 a.m.
_____ Thursday 1:30 p.m. to 3:30 p.m.

If there is a scheduling conflict, please contact SAU receptionist at 516-6800 to make arrangements for other days or times.

Policy Code: IJOC _____ Volunteers & Chaperones

Volunteers may be subjected to a background investigation/criminal records check. Any person for whom the Board requires a criminal records check may be required to 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.

DOVER SCHOOL DISTRICT	POLICY CODE:JLIE
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 1 OF 1

FIRST READING

STUDENT PARKING AT DOVER HIGH SCHOOL

The Dover School Board shall maintain and post for use certain parking lots at and near Dover High School. The Board shall require students using parking lots it manages to pay a fee for a school year vehicle pass.

All funds collected from this policy shall be applied to maintenance and the cost of staff policing the high school parking lots.

The principal shall administer the management of the parking policy, institute a system for collection of all funds, and enforce the rules and guidelines necessary to implement the policy.

The rate for a student parking pass shall be set by the School Board. The initial rate will be:

~~\$100.00~~ **177.00** for a full school year

~~\$50.00 for a half school year~~ **After September 30: Prorated to \$1.00 per**

day for the remainder of the school year.

Sophomores are not eligible for parking on campus.

Violators shall be towed. **Violators of the parking policy are subject to suspension or revocation of their parking privileges and students parking without a pass may be towed.** The principal or his designee is given authority for towing all illegally parked vehicles.

**MEMORANDUM
FROM THE
SUPERINTENDENT OF SCHOOLS**

TO: SCHOOL BOARD
FROM: ELAINE M. ARBOUR, SUPERINTENDENT
SUBJECT: PROPOSED SCHOOL HOURS 2015-2016
DATE: JULY 13, 2015

CURRENT SCHOOL HOURS

	TEACHER START TIME	STUDENT ARRIVAL TIME	INSTRUCTIONAL START TIME	STUDENT DISMISSAL TIME	TEACHER DISMISSAL TIME
Kindergarten & Elementary	8:00 a.m.	8:05 a.m.	8:15 a.m.	3:05 p.m.	3:15 p.m.
Middle	7:15 a.m.	7:20 a.m.	7:30 a.m.	2:20 p.m.	2:30 p.m.
High School	7:20 a.m.	7:30 a.m.	7:40 a.m.	2:30 p.m.	2:35 p.m.
Alt School	7:20 a.m.	7:30 a.m.	7:40 a.m.	2:30 p.m.	2:35 p.m.

PROPOSED SCHOOL HOURS – 2015-2016-OPTION 1

	TEACHER START TIME	STUDENT ARRIVAL TIME	INSTRUCTIONAL START TIME	STUDENT DISMISSAL TIME	TEACHER DISMISSAL TIME
Kindergarten & Elementary	8:10 a.m.	8:15 a.m.	8:25 a.m.	3:15 p.m.	3:25 p.m.
Middle	7:40 a.m.	7:45 a.m.	7:55 a.m.	2:45 p.m.	2:55 p.m.
High School	7:20 a.m.	7:30 a.m.	7:40 a.m.	2:30 p.m.	2:35 p.m.
Alt School	7:20 a.m.	7:30 a.m.	7:40 a.m.	2:30 p.m.	2:35 p.m.

PROPOSED SCHOOL HOURS – 2015-2016-OPTION 2

	TEACHER START TIME	STUDENT ARRIVAL TIME	INSTRUCTIONAL START TIME	STUDENT DISMISSAL TIME	TEACHER DISMISSAL TIME
<i>Kindergarten & Elementary</i>	<i>8:15 a.m.</i>	<i>8:20 a.m.</i>	<i>8:30 a.m.</i>	<i>3:20 p.m.</i>	<i>3:30 p.m.</i>
<i>Middle</i>	<i>7:40 a.m.</i>	<i>7:45 a.m.</i>	<i>7:55 a.m.</i>	<i>2:45 p.m.</i>	<i>2:55 p.m.</i>
<i>High School</i>	<i>7:20 a.m.</i>	<i>7:30 a.m.</i>	<i>7:40 a.m.</i>	<i>2:30 p.m.</i>	<i>2:35 p.m.</i>
<i>Alt School</i>	<i>7:20 a.m.</i>	<i>7:30 a.m.</i>	<i>7:40 a.m.</i>	<i>2:30 p.m.</i>	<i>2:35 p.m.</i>

JBC Highlights:

Hired HMFH in fall to conduct feasibility study

Completed tours, presentations, and visioning sessions with community

Narrowed to 3 options for cost estimation

Hired PC Construction as Construction Manager

Both firms completed cost estimation and presented the findings to the JBC

Held 2 question and answer sessions regarding the 3 options after the cost estimation was complete

Received information on the tax impact: for average home, \$62 in FY 17 and \$30 in FY18

Chose the new construction (option 3) but have asked HMFH to explore keeping the existing gym as a practice gym. They will investigate the cost benefit of this idea as well as the cost to build a practice gym.

Next:

Receive approval from School Board to go to the City Council for the Appropriation and Authorization of funding