



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #8
Meeting Location:	Media Ctr. (Rm. 306) McConnell Center
Meeting Date:	Monday, August 10, 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. Public Meeting to Enter Nonpublic Meeting #5, July 13, 2015
 - 2. Nonpublic Meeting #5, July 13, 2015
 - 3. Regular Session #7, July 13, 2015
 - 4. Public Meeting to Enter Nonpublic Meeting #6, July 20, 2015
 - 5. Nonpublic Meeting #6, July 20, 2015
 - 6. Special Session #3, July 20, 2015
- G. CONSENT AGENDA**
 - 1. Correspondence: none**
 - 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. Washington, DC Trip-May 31-June 4, 2016, Preliminary Approval
 - b. Winterguard Trip To Tampa-February 19-23, 2016 Preliminary Approval
 - 5. Donations:**
 - a. Piano Donation to DHS
 - b. PTA donation of membership to Ruth's Reusable Resources
- H. STUDENT REPRESENTATIVE REPORT: none**
- I. POLICY – CHANGES – PROPOSALS:**
- J. POLICY ADOPTION:**
 - 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
- K. RESOLUTIONS: None**



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L. OLD BUSINESS:

M. NEW BUSINESS:

- a. Copier Equipment and Related Maintenance Support Service RFQ Summary and Approval
- b. Enrollment Update

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.

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

TO: **DOVER SCHOOL BOARD**

DATE: August 10, 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
Carter, Yvonne	Speech Pathologist	WPS	Jean Calculator	\$62,103.00
Gorski, Katie	Special Education Case Manager	WPS	Nora Jones	\$47,369.00
Purrington, Wendell	.17 Music Teacher	DHS	New Position	\$11,566.46
Roberts, Michael	Latin Teacher	DHS	Judy Stone	\$37,996.00

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Amanda Isabelle
Dean of Students-5/6
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Beckie Pazdon
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TO: Superintendent Elaine Arbour

FROM: Kimberly Lyndes

DATE: August 3, 2015

RE: Washington D.C. 8th Grade Trip

The purpose of this letter is to give my endorsement regarding the Washington D.C. 8th grade class trip on May 31, 2016 through June 4, 2016.

This traditional eighth grade trip is designed as a culmination of the hard work and outstanding behavior many of our students earn. This trip, the 34th annual, has been a motivating factor for many students over the years at Dover Middle School.

As part of this fun and educational trip, students learn about the inner workings of the United States Government. Tours of the US Capitol, The White House and many monuments are planned. As a follow up activity students write a reflection paper about what they learned. What better place to learn about "US History" then in our Nation's Capital.

If you require any more information regarding this worthwhile trip, do not hesitate to call.

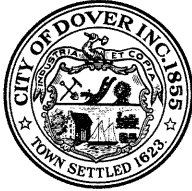
Sincerely,

Kimberly Lyndes
Principal
Dover Middle School

Kimberly Lyndes
Principal
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Bruce Patrick
Dean of Students-7/8
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Lindsay Dube
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**Dover Middle School
Washington DC Trip
2016**

Preliminary request inclusions

1. Statement of educational value (included).
2. Dates of trip. May 31st – June 4th, 2016
3. Itinerary (sample included).
4. Cost per student. \$519 (some scholarship money is available).
5. Academic eligibility (included).
6. Permission forms (included).
7. Principal opinion.
8. Release from duty. Will be requested when we have preliminary approval.
9. Financial benefit for leader and chaperones. 4 Chaperones per bus are complimentary there are no other benefits. No additional money is added to the students cost for chaperones.
10. Substitutes for staff that are attending, there is no other cost for the district.

Thank you for your consideration

The Dover Middle School Student Council has sponsored an eighth grade trip to Washington DC for the past thirty-two years since 1983.

This has become a tradition for our students, and in fact, the students in the younger grades have something to look forward to for their future and get excited about becoming eighth graders at Dover Middle School.

While in the nation's Capital we view and participate in many educational and social activities, such as meeting our US Senator or Congressman, touring the Capital Building, White House, Washington Monument, Lincoln Memorial, Vietnam Memorial, and the World War 2, Memorial. We also witness the changing of the guard at Arlington National Cemetery; visit the Smithsonian Museum complex and National Archives to view the Declaration of Independence. On many of the trips we have met a United States Congressman and they graciously take the time to talk to our students.

This is a life lesson. Some of the students have never experienced travel. Students learn cooperation and understanding each other and themselves.

We also establish goals for the students to achieve. Students are not allowed to receive more than one "in school suspension" or one "out of school suspension" throughout the year and they may not receive more than one "F" on their report cards cumulative for the first three eighth grade terms. This is a tremendous carrot for the students and it helps with the building climate. Some students that had discipline problems in the seventh grade change their behavior in the eighth grade in order to be able to attend this trip.

Last year all students that needed scholarship money were accommodated and no extra money is added onto the student price to pay for chaperones.

The real world experience, student energy and focus, take the classroom and expand it outside the walls of the school.

Thank you

Bruce Patrick
Dean of Students-DMS

Dover Middle School

Washington, DC Trip Itinerary 2016

Tuesday, May 31

7:00 pm	Students arrive at the school. Teachers will check all baggage.
8:00 pm	After loading the busses, we will depart.
12:00 am	Lights out. Quiet time on the bus.

Wednesday, June 1

Breakfast	To be determined
6:00-7:00 am	Students may talk in low tones.
10:00 am	Arrive at Busch Gardens
6:00 pm	Leave Busch Gardens
6:30 pm	Arrive at the Williamsburg Embassy Suites
7:00 pm	Pizza Party at the pool
8:00-9:00 pm	Swim at the hotel
9:30 pm	Curfew, everyone in their room - earlier, if group is heard in halls.

Thursday, June 2

5:30 am	Wake up call
6:30 am	Breakfast at the hotel
8:00 am	Drive to Washington, D.C.
11:00 am	Union Station to have lunch at the food court
12:30-3:00 pm	Tour of U.S. Capitol Building and new Visitor Center
4:00 pm	Dinner and shopping at the Pentagon City Mall
6:00 pm	Visit Lincoln, Vietnam, Jefferson Memorial, World War II Memorial and maybe the Washington Monument
9:00-10:00 pm	Swim at the hotel
11:00 pm	Curfew at the hotel. Earlier, if group is loud in the hallways

Friday, June 3

6:30 am	Wake up call
7:30 am	Breakfast at the hotel
10:00 am	Visit Ford's Theatre if available
11:00 am	Tour of the White House
12:00 pm	Lunch at the Smithsonian & Buildings
2:00 pm	Visit National Zoo
6:00-8:30 pm	Dinner at Dave and Busters

Saturday, June 4

7:00 am	Wake up call
8:00 am	Breakfast at the hotel
9:00 am	Check out of hotel
10:00 am	Tour Arlington National Cemetery and changing of the guards
11:00 am	Head home

Dover Middle School

To: Parents of Eighth Graders
From: Dean Patrick and the Student Council
Re: *Washington DC Permission Slip*

The Dover Middle School Student Council is again sponsoring a trip to Washington, D.C. This year the dates are Tuesday, May 31 (leaving at 8 pm) through Saturday, June 4, 2016 (arriving home at 11pm).

This trip will be open to all 8th graders EXCEPT those who receive two IN school suspensions or one OUT of school suspension (which are outlined in the student handbook section of your child's agenda) from the First Day of School until we leave on the trip. Also, eligible students are not allowed to receive more than one "F" on their report cards within the first 3 terms, including Related Arts classes. Excessive absences will also keep students from attending.

The amount of students that go is determined by the amount of signups we have. We need at least 48 students per bus. Last year, we took four buses. If we have an additional 48 students sign up, we will take 5 buses. If we don't have a full 48, we will have a waiting list. The last few years we have taken everyone who has been on the waiting list. Signups are on a first-come-first-served basis dependant upon when students return the official permission slip along with the deposit.

The cost of this year's trip is \$519. The payment schedule is as follows:

\$100 due at sign up
\$100 due January 20th
\$319 due March 10th

Please make checks payable to Dover Middle School and please put your child's name on the bottom of the check. Cancellations within the last 30 days before the trip will result in loss of total payment.

While in D.C., we will visit the Capitol Building, the White House, and the Lincoln, Vietnam, Jefferson, and Washington Memorials. We will stop at the Smithsonian Air & Space and Natural History Museum, Tomb of the Unknown Soldier, The Holocaust Museum, National Zoo and other historical sites in the nation's capital. We will also be going to Williamsburg, Virginia, stopping at Bush Gardens Amusement Park.

The price includes bus transportation, hotel accommodation, and most meals (3 breakfast, 3 dinners, and 2 lunches in D.C.).

We run a fun and educational trip and adhere to several trip rules. Students and parents will be given notice of these rules and sign a contract prior to the trip. A parent of each participating student must attend a mandatory parent meeting in April.

Students will stay four to a room and will be choosing roommates in March. Each student must have one of their roommates as their “buddy” and must be with them during the entire trip. Friends are encouraged to sign up.

If you wish for your child to participate, they must return the official permission slip (no handwritten notes will be accepted) with a \$100 deposit. Permission slips and sign-ups will be available during the 8th Grade Open House on Wednesday, 9/16. Remember, this is first-come-first-served. Checks should be made payable to DMS.

Also, we have received many requests so far this year for parents to be chaperones for this trip. Our chaperone list is already filled, but if you are interested you can have your name added to the existing chaperone waiting list. The cost is the same for the chaperones. Parents that are either with law enforcement or in the medical profession, such as doctors, nurses or EMT’s, will have a higher priority to go as a trip chaperone.

If there are any questions, please call Dean Patrick at school: 516-7215.

Thank You





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



PETER DRISCOLL
Principal
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KIM STEPHENS
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July 13, 2015

Dear Dover School Board,

This letter is being written to support the request of the Winter Guard to attend the Winter Guard International Competition in Tampa, Florida from February 19, 2016 to February 23, 2016. This group is the ten time New England Winter Guard Champions and are looking to participate in an event known for its high level of technical competition.

Thank you for your support of this opportunity for the Winter Guard.

Sincerely,

Peter Driscoll
Dover High School Principal

Requests for preliminary and final approval submitted to the School Board for Dover Winter Guard to travel to MA.

Dover Winter Guard has been asked to participate in a WGI (World Guard International) competition to be held in Tampa, FL on Saturday February 20-21, 2016. This competition will be a great opportunity for the team to challenge themselves as they compete against schools from other parts of the United States and to be nationally ranked in the Color Guard circuit.

- 1. Statements of the educational value of the proposed extended travel and the relationship to current program or course offerings.**

An overnight trip encourages cooperation, teamwork and the application of problem-solving skills and develops independence and self-confidence.

- 2. If a travel agency is utilized, evidence of a performance bond or other security for deposits from the agency is required. N/A**

- 3. Inclusive dates of trip.** Friday, February 19-February 23, 2016

- 4. General itinerary.**

February 19, 2016-Fly to Tampa. Check in to hotel. Attend practice in Tampa area.
February 20-21, 2016-Competitions. Schedule to be determined.
February 22, 2016-Team Building Activity-Busch Gardens, Tampa
February 23, 2016-Travel home

- 5. Cost per student.** Approximately \$500. Many fundraising opportunities are in place as well as corporate sponsorships. We will have the exact amount per student when our summer fundraisers are completed. All students will be made aware of their expected contribution by September, 2015.

- 6. Statement of academic eligibility or other limiting rules of participation established by the trip director.**

Students participating in Winter Guard and in this trip must be in good academic standing.

- 7. Permission forms to be reviewed with and signed by parents.**

PERMISSION/RELEASE STATEMENTS FOR FOREIGN OR EXTENDED TRAVEL will be signed and collected from the parents.

- 8. Statement of source and nature of insurance coverage.**

Liability insurance is provided through Dover Parents' Music Club's policy with RV NUCCIO and Associates.

9. Decision and opinion of the Principal and Superintendent.

Approval letter from Mr. Driscoll has been sent by him personally.

10. Release from duty of any staff member by the Superintendent.

None required.

11. Financial benefit to trip leader and chaperones must be disclosed (e.g.: plane fare, accommodations, future awards or credits for travel, bonus points, cash or gift awards, etc.) Coaches and chaperones' expenses will be covered by many fundraisers already in place. Chaperones are willing to pay the difference if we do not raise enough to cover the entire cost for their expenses.

12. Cost to the District. None.



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



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KIM STEPHENS
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August 3, 2015

Dear Dover School Board Members,

Dover High School is asking that you authorize the generous receipt of a donation of a used piano by Joseph Price. This piano, valued at approximately \$3,000, would be placed in the Music Room and would support classroom instruction as well as the band and chorus ensembles.

Thank you for your consideration.

Sincerely,

Peter Driscoll
Dover High School Principal

ELAINE M. ARBOUR, Ed.D.
Superintendent of Schools
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KAREN M. TAYLOR
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PAULA GLYNN
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THE DOVER SCHOOL DISTRICT

SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

TO: Dover School Board
FR: Elaine M. Arbour, Ed.D., Superintendent of Schools
RE: Donation Approval
DATE: August 10, 2015

The Garrison School PTA has chosen to donate a membership to Ruth's Reusable Resources valued at \$1,410.00 to Garrison School. Ruth's Reusable Resources is a store that provides transfer of surplus business supplies and merchandise into the hands of school children through teachers. Garrison School and the entire Dover School District greatly appreciate the donation and support of the Garrison School PTA.

I would like to respectfully request your acceptance of the donation noted above. School Board policy KCD requires that gifts of \$500 or more must be approved by the School Board. Thank you for your consideration.

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

SECOND 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
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DRAFT

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

SECOND 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

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SECOND 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.

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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?

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

DRAFT

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

SECOND 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
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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

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DATE OF ADOPTION: FEBRUARY 9, 2009	PAGE 1 OF 2

SECOND 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: _____

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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: ____ / ____ / ____

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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.