

Pasquaney School District
Policy GADA: Employment References and Verification

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

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

In addition, this prohibition does not apply if:

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

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Pasquaney School District
Policy GBCD: Background Investigation and Criminal History Records Check

To help assure the safety of District students, it is the policy of the School Board that before any person is employed by the School District, or are otherwise placed into positions whereby they have frequent close contact with - or supervision of - students, that the administration conduct proper investigation into such person's background, including, without limitation, a criminal history records check under RSA 189:13-a – 189:13-c.

A. Definitions. As used in this policy:

1. **"Applicant"** shall mean and include an applicant for employment or any person seeking to serve in any position falling within the term "Covered Person" as defined below, who is selected by the District for further consideration for such position.
2. **"Background investigation"** means an investigation into the past employment and other background of an Applicant with the intent of determining whether:
 - a. The applicant/covered person is qualified for the position for which he/she has applied, will/would be assigned, or will/would perform, and
 - b. The applicant has been found guilty of any criminal activity or conduct that would make him/her ineligible or unsuitable for employment or service in the district.
3. **"Conditional offer of employment"** means an offer of employment extended to a selected Applicant subject to a successful completed criminal history record check (defined below) which is satisfactory to the SAU or school district.
4. **"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:
 - a. cafeteria workers,
 - b. school bus drivers,
 - c. custodial personnel,
 - d. any other direct service or services to students of the district or charter school.
5. **"Covered Person"** shall mean every employee, stipend position (e.g., coach, trainer, drama coach, etc.), candidate, designated volunteer (whether direct or through a volunteer organization), or any other service where the contractor or employees of the contractor provide services directly to students of the District, or any applicant/person seeking to serve in any of those positions.
6. **"Criminal History Records Check" or "CHRC"** means a criminal history records inquiry under RSA 189:13-a – 13-c, conducted by the New Hampshire State Police through its records and through the Federal Bureau of Investigation.
7. **"Volunteer"** is any volunteer who:
The administrative supervisor for the applicable activity or program

- a. Comes in direct contact with students on a predictable basis (e.g., library volunteer, field trip chaperone;
 - b. Meets regularly with students (e.g., community mentor, volunteer assistant coach);
 - c. Meets with students on a one-on-one basis with or without the presence of a teacher or other such professional staff member; OR
 - d. Any other volunteer so designated by the School Board or Superintendent.
- 8. **“Educator Candidate”** means a student at an institution of higher education in New Hampshire who has been selected to participate in a K-12 educator preparation program (RSA 189:13-c, I(b)). This definition includes both Educator Candidates who are placed as student teachers in the district, and those who might be in the District for a different purpose (e.g., Methods, etc.)
- 9. **“Section V Offense(s)”** are those criminal offenses listed in RSA 189:13-a, V, as that list may be amended by the Legislature from time to time. The current list of offenses may be accessed at:
[Link: Section V Offenses - RSA 189:13-a, V](#)
- “Non-Section V Offenses”** are all other crimes offenses, whether felonies or misdemeanors.
- 10. **“Designee”** shall mean, a person designated by the Superintendent to receive and inspect results of the Criminal History Records Check. Under RSA 189:13-a, II, the Designee for purposes of CHRC may only be an assistant superintendent, head of human resources, the personnel director, the business administrator

B. Background Investigation and Restrictions on Hiring or Appointing Individuals with Revoked or Suspended Credentials.

1. **General Requirements.** The Superintendent will require a Background Investigation of any Applicant or Covered Person as defined in this policy, ***including but not limited to reviewing the most recent NHED List of Revoked & Suspended Credentials.*** The Superintendent may assign the Background Investigation (but not the CHRC) to someone other than Designee, but the Background Investigation shall be completed prior to making a final offer of employment, approving the contract with an individual contracting directly with the District, student teacher, or a Volunteer to work or serve within the District. For Covered Persons who are employed by a third-party contractor or assigned as a Volunteer by a volunteer agency, the Superintendent or Designee may waive the Background Investigation and instead rely on suitable assurances from the contracting company or agency regarding a background investigation. The requirement for a Criminal History Records Check under paragraph D, below, however, may not be waived. *All decisions regarding employment and the pre-employment process shall conform to the District’s Anti-Discrimination and Equal Opportunity policy, AC.*

As part of the application process, each Applicant shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The Applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or until notified that s/he will not be hired. Failure to report will be treated in the same manner as falsification of information under Section C, below.

General record (e.g., checklist and or source documentation) of completion of a Background Investigation (but not copies of the results of a CHRC) shall be retained in an employee’s personnel file and retained pursuant to the District’s Record Retention Schedule EHB-R.

2. **Prohibition against hiring/appointment of individuals with revoked or suspended credentials.** The District will not hire any individual whose education license, certification or other credential ("credential") issued by the Department of Education is currently revoked or suspended, unless: (1) the individual's prospective employment would begin after the reinstatement of that individual's credential; or, (2) the individual retains an active endorsement in one or more areas in which the individual remains eligible for employment, even though the endorsement in another area is under revocation or suspension.

No person whose credential issued by the Department of Education has been revoked or is under current suspension, may be appointed as, or serve as, a volunteer for any district service or activity, designated or otherwise.

In the instance of a person with no current endorsement, the suspension or revocation would preclude hiring or appointing that person to any position within the district. This means, for example, that a former science teacher whose credentials are revoked may not be appointed as a volunteer soccer coach.

Notwithstanding the prohibitions and limitations imposed by this paragraph, educators whose credentials have been revoked or are currently suspended, retain all the rights afforded members of the public to enter onto school grounds and attend school events in accordance with applicable laws and School Board policies. Similarly, such individuals who are parents or guardians of district students shall maintain all the rights afforded all parents and guardians under law and School Board policies – but may not serve in volunteer positions.

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

D. Criminal History Records Check.

1. **General.** As part of the District's Background Investigation, each Applicant must submit to a Criminal History Records Check ("CHRC") through the State of New Hampshire in full compliance with RSA 189:13-a. No Covered Person/Applicant shall be employed, extended a Conditional Offer of Employment, or begin service in the District, until the Superintendent, or his/her designee, has initiated a CHRC

The Applicant shall provide the District with a criminal history records release form as provided by the New Hampshire State Police along with a full set of fingerprints taken by a qualified law enforcement agency according to RSA 189:13-a, II.

Refusal to provide the required criminal history records release form (with fingerprints) and any other required releases to authorize the CHRC will result in immediate disqualification of the Applicant/Covered Person and will not be considered for the position.

2. **Special Provisions for Educator Candidates & Bus Drivers.**

- a. **Educator Candidates.** Educator Candidates who are placed in the District as a student teacher shall undergo a CHRC prior to beginning in the District. For Educator Candidates in the District under a status other than student teacher (e.g, observation, Methods Course or Practicum student), the Superintendent or Designee will determine whether to require a CHRC using the same parameters

included in the Volunteer definition, above.

- b. **Bus Drivers.** Pursuant to RSA 189:13-a, VI and RSA 189:13-b, criminal history records checks for bus drivers shall be processed through the New Hampshire Department of Education ("NHED"). Although NHED will conduct the CHRC, the Superintendent or designee shall require a Background Investigation in accordance with paragraph B.
3. **Results of Criminal History Records Check.** The results of the CHRC shall be delivered to the Superintendent or designee who shall be responsible for maintaining their confidentiality. The Superintendent or Designee shall destroy all results and reports of any CHRC within sixty (60) days of receiving said information.
4. **Pending Charges or Convictions for Section V Offenses.** If the results of the CHRC disclose that the Applicant has either been convicted of or is charged pending disposition of a violation or attempted violation of a Section V offense, that person shall not receive an offer or final offer of employment. Additionally, the Superintendent (not the Superintendent's Designee), shall notify NHED through its Investigator or the Chief of the Governance Unit or as otherwise directed by NHED.
5. **Non-Section V Offenses and/or Past Charges of Section V Offenses** If the results of a CHRC disclose that the Applicant has been charged (whether pending or previously concluded) with a Non-Section V Offense, or has been previously charged with a Section V Offense which the charge has been disposed of other than by a conviction, the Superintendent or Designee shall take such information into account prior to hiring or assigning such Applicant. In making a determination regarding such an Applicant, the Superintendent or Designee shall consider all reliable information, and assess whether, in light of the totality of the circumstances, the Applicant's suitability for the position sought with student safety being the priority consideration. (Circumstances the Superintendent should consider, include, but are not limited to, nature and date of the charge, information about reduced charges, age at time of charge, relationship of the nature of the charged offense to the duties of the position sought).

If the Superintendent chooses to nominate, appoint or assign an Applicant who has a history of conviction or pending charges of a Non-Section V Offense, or of past concluded charges of Section V Offenses that did not result in a conviction, then the final hiring decision or appointment of another Covered Person may be approved by the School Board. Pursuant to regulations of the United States Dept. of Justice, and RSA 189:13-a, the Superintendent may **NOT** share with the Board information directly gleaned from the CHRC regarding specific criminal charges, arrests, convictions etc., but may share the fact that s/he is nominating a person whose background investigation revealed information requiring the Superintendent to apply the criteria established by the Board in the preceding paragraph.

6. **Fees for Criminal History Records Check.** Any applicant for whom the Board requires a CHRC check, or, in the instance of third party contractors/organizations, the Covered Person's employer/organization, shall pay the actual fees and costs associated with the fingerprinting process and/or the submission or processing of the CHRC, unless otherwise determined by the Board.
7. **Additional Criminal Records Checks.** To the extent permitted by law, the Superintendent or Designee may require a CHRC of any Covered Person at any time after hire or appointment to a position within the District.

E. Conditional Offer of Employment. Applicants who have been selected for employment may be given a conditional offer of employment, with the final offer subject to the successful completion of the Background Investigation and CHRC, and a determination that there are no disqualifying pending charges or convictions.

Any Applicant 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 employment or approval to work within the District is entirely conditioned upon the results of a CHRC and Background Investigation being satisfactory to the District.

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

An Applicant may only be extended a final offer of employment or final approval to work/serve within the District's schools upon the satisfactory completion and results of CHRC and Background Investigation,

G. Administrative Protocols/Procedures. The Superintendent is authorized to establish written protocols for Background Investigations, and such protocols may vary depending on the nature of the position(s) (e.g., verification of academic records and achievements for certified professionals, credit checks for personnel with fiscal responsibilities). The written protocols may include additional specific disqualifying misdemeanor or felony convictions or charges (e.g., prostitution, theft, etc.) in addition to the Section V Offenses.

H. Contractor and Vendor Provisions. The Superintendent shall take such steps as are necessary to assure third party agreements which involve covered personnel to include a provision for such personnel to complete CHRCs and Background Investigations as required under this policy, as well as training and information relative to child sexual abuse prevention as required under RSA 189:13-a, XII and policy GBCE.

I. Training of Superintendent/Designee. The Superintendent or any Designee shall complete such training relative to the reading and interpretation of criminal records as required by NHED.

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

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

PASQUANEY SCHOOL DISTRICT
Policy GBEC: Drug-Free Workplace & Drug-Free Schools (dually coded as ADB/GBEC)

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor **in writing** of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:
 - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to:
 - i. determine and assure compliance with the notification requirements of section A.5.a, b and c;
 - ii. determine the effectiveness of programs established under paragraph A.5.c above;
 - iii. ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Pasquaney School District
Policy GBED: Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes and E-Liquids in and on School Facilities and Grounds

State law prohibits the use of any tobacco product, e-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

Definitions. These definitions shall also include any amendments to the referenced statutes as the same may be amended or replaced from time to time.

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI.

"Device" means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited to, hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that may or may not contain nicotine or e-liquid. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-b.

"E-liquid" means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a.

"Employee" shall include all persons within the definition of "covered person" under Board policy GBCD.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, device, e-cigarette, e-liquid, or liquid nicotine in any facility, in any school building or vehicle, or anywhere on school grounds maintained by the District. Students are also subject to the provisions of D.2, below.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

Employees

No employee shall use any tobacco product, device, e-cigarette, e-liquid, or liquid nicotine, in any facility, in any school building or vehicle, or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

Employees are also subject to the provisions of D.2, below.

All other persons

1. No visitor, contractor, vendor or other member of the public, shall use any tobacco product, device, e-cigarette, e-liquid, or liquid nicotine in any facility, in any school building or vehicle, or anywhere on school grounds maintained by the District.
2. Additionally, no person, including, without limitation, students or employees (as defined above), may sell, give or furnish tobacco products, e-cigarettes, or e-liquid to any person under 21 in or upon any school facility.
3. The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, e-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Pasquaney School District
Policy GBEF: Internet Access for Staff

The School Board recognizes that technological resources can enhance teacher performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all staff to learn to use the available technological resources that will assist them in the performance of their education. As needed, staff shall receive training, lessons and instruction in the appropriate use of these resources.

Staff shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their education. Staff are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that prevents access to visual depictions that are obscene or pornographic and that the operation of such measures is enforced. The Superintendent or designee may disable the technology protection measure during use by an adult to enable access for bona fide research, educational or other lawful purpose.

The Superintendent shall establish administrative regulations and an Acceptable Use Agreement that outlines staff obligations and responsibilities related to the use of District technology. He/she also may establish guidelines and limits on the use of technological resources. Inappropriate use may result in a cancellation of the staff member's user privileges, disciplinary action, and/or legal action in accordance with law, Board policy, and administrative regulations.

The Superintendent or designee shall provide copies of related policies, regulations, and guidelines to all staff. Staff shall be required to acknowledge in writing that they have read and understood the District's Acceptable Use Agreement.

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First reading: _____

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District revision history:

Pasquaney School District

GBEF-R - SCHOOL DISTRICT ACCEPTABLE USE POLICY FOR STAFF

Computer information systems and the abundant sources of information available on the internet greatly enhance the quality of education available to all students. Therefore, use of computers, networks, electronic sources and access to the Internet will be made available to students and staff in the Pasquaney School District for the purpose of conducting research, communicating with others for educational purposes, exchanging information and ideas, and as an audience for student writing and a natural environment for collaborative work.

Purpose of this document

To establish a policy to ensure efficient, safe, ethical and legal use of the Pasquaney District's computer information systems. These policies apply to all users of computer information systems located or accessed in the District as well as users who obtain their access privileges through associations with the District.

Definition

The definition of "computer information systems" is any configuration of computer hardware and software that connects users. This includes all internal (intranet) and external (Internet) connections, as well as all of the computer hardware, operating system, software, application software, stored texts and data files. This also includes electronic mail, local database, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, portable communication technologies, and new technologies as they become available. Stand-alone workstations are also governed by this agreement.

Educational Purpose

The Pasquaney School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. Members of the school community will use the Pasquaney School District computer information resources with respect for the public trust that they have been provided and in accordance with policy and regulations established by the Pasquaney School District. Only authorized students and staff may use School District information networks, and the network shall not constitute a public forum. This policy/agreement does not attempt to articulate all required and prescribed behavior by computer information system users. Successful operation of the computer information systems requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the computer information systems. The user is ultimately responsible for his/her actions in accessing the computer information systems.

The District will endeavor to provide a safe and wholesome Internet environment. However, it is possible that a user will be able to find ways to circumvent Internet access limits and controls. For that reason, parents will be warned of the potential availability of offensive material on the Internet, and students and parents will both be advised that the student is ultimately responsible for his/her own conduct on the Internet. The written permission of parent/guardian is required before students may use the School District's computer information systems. The permission must be updated yearly.

Responsibilities

Computer use is a privilege and not a right. Every user accepts the responsibility to respect the rights of all other computer/network users and to act in a responsible, polite, ethical and legal manner at all times.

Students are responsible for proper behavior on school computers and networks just as they are in the classroom. General school rules for behavior and communications apply. Because in-school computer access is a privilege, and because each user is personally responsible for his or her own actions, unacceptable behavior may result in the suspension or revocation of computer/network and/or Internet access. Staff are

responsible for following the school board policy pertaining to staff ethics (GBC), staff conduct (GBCB), staff-student relations (GBH).

Levels of Access

Computer and Electronic Resources: Access to computers gives students an opportunity to use a wide range of electronic resources in their class work and research, explore their own interests, and pursue independent study. All students have access to computers and electronic resources.

Internet: All computers district wide have been set up for Internet use. All students, with parental approval, may use the World Wide Web to search for information, save or print text files, download images, format documents and computer programs with faculty permission and guidance.

E-mail: Some students are issued email accounts for educational purposes.

Monitoring and Data Retention Policy

1. Network administrators may review files and communications to maintain system integrity and ensure that users have used or are using the system responsibly.
2. All log files used by the School District for monitoring purposes generally will be purged from the system 90 days after the file creation data. These will include all logs currently generated by the Proxy server in all schools and the SAU office.
3. All log files and files created on the servers are considered School District Property.

Acceptable Use

1. Access to the computer information systems within the District is a privilege and must be treated as such by all users.
2. Computer information systems will be used only for the purposes of academic research, education, and school-related business and operations. Computer information systems may not be used for recreational, personal or commercial purposes.
3. Any system which requires password access or for which the District requires an account will only be used by the authorized account user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.
5. All communications and information accessible via any District computer information system shall be treated as School District property.
6. All software used on District equipment must be licensed to the district.
7. All software installation will be done by district-authorized personnel only.
8. Use of non-district computers on district network is not allowed.

Unacceptable Use

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and unacceptable. Unacceptable activities constitute, but are not limited to, any activity through which any user:

- Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
- Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.

- Seeks to gain or gains unauthorized access to information resources.
- Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud, obtain money, property, services, or other things of value by false pretenses, promised or representations.
- Destroys, alters, dismantles or otherwise interferes with the integrity of computer-based information and/or information resources.
- Invades the privacy of individuals or entities.
- Uses the information systems for commercial or political activity.
- Destroys, modifies or abuses the hardware or software in any way.
- Installs unauthorized software for use on District computers.
- Modifies computer configuration settings including but not limited to screen resolution, desktop patterns/pictures, file sharing configurations, printers and network settings without prior authorization of the Technology Coordinator.
- Uses the computer information systems to access inappropriate materials.
- Acquires, communicates, creates, submits, publishes, displays or participates in any defamatory, inaccurate, racially orientated, offensive, abusive, obscene, pornographic, profane, sexually orientated, illegal, harassing, vandalizing, violent, inappropriate or threatening materials, messages or activities on a District computer information system.
- Notwithstanding the District's right to retrieve and monitor any e-mail messages, such messages should be treated as confidential by other employees and students and accessed only by the intended recipient. Employees and students are not authorized to retrieve or read any email that is not sent to them. Any exception to this policy must receive prior approval by the superintendent.
- Violating school policies and standards of behavior or any other illegal activities including copyright violation and unauthorized access to restricted materials.
- Sending, downloading, storing, printing, or displaying files or messages that are profane, obscene, offensive or harassing.
- Damaging computer systems or disrupting network users, services or equipment.
- Using computers or networks for personal, financial or commercial gain.
- Submitting a copy or revision of another file, if represented exclusively as your own work.
- Creating, reproducing, or revising a file for use by another student, when that file is represented exclusively as your own work.
- Unauthorized entry into computers, changing or destruction of computer files, tampering or changing computer hardware/software, or altering computer/network operating environments, or other vandalism.
- Using the school's Internet connection for any illegal activity, including copyright violation.
- Disrupting or interfering with network users, services, or equipment, including (but not restricted to) sending chain letters or broadcasting messages to multiple lists or individuals.
- Using the school's Internet connection to access Internet Relay Chat (IRC) and unsupervised interactive games.
- Users are not to reveal, forward, or publicize identifying information (name, personal address, phone number) of themselves or others.
- User is solely responsible for an assigned account. The responsibility for security of files is yours. Under no conditions should you give your password to anyone. If another student gains access to your files, even if unauthorized by you, and submits a copy of your work, you could be held responsible.

Students should be aware that all on-line sessions can be monitored and those site names visited are recorded and the log is periodically checked. It is to be noted that the system administrator has access to all files. The

administrator reserves the right to log and monitor network use and file server space by users. The administrator assumes no responsibility or liability for deleted or damaged files due to violation of fileserver space allotments.

Restricted Materials and Actions

To keep users safe and our information systems secure, the following is NOT allowed:

- No use of personal email accounts. Users may not access these accounts from the school network. This includes, but is not limited to Hotmail, AOL mail, Yahoo mail, and personal mail accounts through an Internet Service Provider account.
- No use of peer-to-peer file sharing programs. Examples of this would be sites such as Sharaza, Limewire or Kazaa.
- No use of Instant Messaging, including, but not limited to AOL Instant Messenger, MSN Messenger, ICQ, and Yahoo Messenger, unless specifically authorized by the Technology Coordinator.
- No use of online games, unless for educational purposes.
- No use of chat rooms unless specifically authorized by the Technology Coordinator. Authorization will be for one session only and must be requested if access is needed after the first session.
- No downloading and/or storage of illegal MP3 files or Gaming files on District equipment.
- For students: Disclosure of personal contact information such as name, address, or phone number. Do not give out any personal information except for academic purposes such as college applications and scholarships. Never arrange to get together with someone you meet online.
- For web pages: No use of student's full name, address or email address in conjunction with a photograph.
- Do not respond to any illicit or suspicious activities, and immediately report them to a School District administrator.

Consequences of Violations

The Pasquaney School District values the appropriate and responsible use of its computer information systems. Any system user identified as a security risk or violating district computer guidelines will face consequences that may include denial of access to the District's system. A violation of any of the rules and guidelines outlined in this agreement will result in the following consequences:

Faculty consequences
Infractions set forth in this agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action in accordance with district policy and collective bargaining agreements. Inappropriate behavior in violation of state and federal statutes will be subject to prosecution by those authorities.

The District reserves the right to:

1. Monitor all activity.
2. Make determinations on whether specific uses of a network are consistent with network usage guidelines.
3. Log network and monitor disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.
7. Read, review, audit, intercept, access or disclose any and all information on an employee's or student's computer system any messages created, received or sent over the electronic mail system for any purpose, even if coded or password protected without prior notice.

Pasquaney School District Internet Safety Policy

Internet Resources

The Internet is a global computer network of schools, libraries, businesses, governments, organizations and millions of individuals all exchanging or publishing ideas and information. Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages and ideas with Internet users throughout the world. The Internet includes outstanding government and scientific information, as well as valuable material on business, current events, the arts and popular culture. Its resources change constantly and are not always authoritative or accurate.

Because the Internet is largely unregulated, not all the information it carries is suitable for school children. During school, teachers will guide students toward appropriate materials and insofar as possible, monitor students' use. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials. Within reason, freedom of speech and access to information resources and opportunities for collaboration far exceed any of these disadvantages. To gain access to the Internet, all students under the age of 18 must obtain parental permission.

Recognizing that the resources of the internet are becoming more and more important as an educational resource, and noting that at the same time the internet's content is broad and unrestricted, the Pasquaney School District wishes to assure that Pasquaney students and staff have ready access to the internet, while minimizing the risk of accidental or purposeful contact with inappropriate material.

We are required, and intend, to comply with Title XVII Children's Internet Protection and assure that the school district:

- A. has in place a policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are:
 - a. obscene
 - b. child pornography; or
 - c. harmful to minors; and
 - d. is enforcing the operation of such technology protection measure during any use of such computers by minors; and
- B. has in place a policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are:
 - a. obscene; or
 - b. child pornography; and,

In addition we wish to assure that our students are provided with appropriate guidance as they use the internet for research, cooperative learning, etc.

Therefore, it shall be the policy of the Pasquaney School District to:

- a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- b) prevent unauthorized access and other unlawful online activity;
- c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and

d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. No filter is more than 60% effective at blocking access to inappropriate material. Therefore, no K-5 student shall use the internet except when under the direct supervision of a school staff member. Grades 6-8 may have less supervised access in computer labs and the library.

We recognize that human supervision cannot assure that continuous observation is possible; therefore, we will provide an internet proxy server with a commercially available filtration system which will be used to filter all internet access from any computer in the Pasquaney School District. Access will be controlled through the proxy server. Filtering will be imposed on a graduated basis. There will be increasingly restrictive levels of filtration with administrators, and teachers having the fewest restrictions and K-5 students the most. This filter may also be used to filter other inappropriate material beyond that included in CIPA as directed by the administrators of each building (i.e. Drugs, Alcohol, Games, etc.).

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. From time to time, the filter may block sites which are appropriate for legitimate educational use. In those cases, the staff member shall make a request to the helpdesk to have the block removed.

Additionally, each student is responsible for following the Acceptable Use Policy (AUP) (which is included in the Parent/Student Handbook). These responsibilities include maintaining appropriate network and computer use. To the extent practical, steps shall be taken to promote the safety and security of users of the Pasquaney School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communication.

Specifically, as required by the Children's Protection Act, prevention of inappropriate network usage includes:

- a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Additionally, use of instant messaging by minors to communicate with anyone outside the district without a specific waiver (i.e. exchange student communication, communication as part of an online class) is specifically forbidden.

This is monitored both directly and through periodic, online spot checks of student and staff use. Violations of the AUP may have consequences ranging from a request to change sites, a direction to discontinue computer use for the balance of the period, loss of internet access privileges, loss of computer privileges, detention, and/or suspension.

We look forward to the continued integration of the internet into the education of our children. We want to use this material to provide a broader view of the world consistent with our mission. A continued careful approach to internet safety will assure that the best possible use of the internet will continue.

Appendix:

Technology Protection Measure - The term technology protection measure means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of Title 18, United States Code;
2. Child Pornography, as that term is defined in section 2256 of Title 18, United States Code; or
3. Harmful to Minors. The term harmful to minors means any picture, image, graphic image file, or other visual depiction that:
 - a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
4. Sexual Act; Sexual Contact. The terms sexual act and sexual contact have the meanings given such terms in section 2246 of Title 18, United States Code.

I understand and agree to the above.

Signature_____

Date_____

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Pasquaney School District
GBEF-R: Internet Access for Employees - Acceptable Internet Use Procedures-Staff

Purpose

The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

Definition

The definition of "information networks" is any configuration of hardware and software which connects users. The network includes, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

The School District Services

The School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all required for proscribed behavior by its users.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

Guidelines

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school-related business and operations.
3. Any system which requires password access or for which the District requires an account, such as the Internet, will only be used by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.

Unacceptable Use

The District has the right to take disciplinary action, remove computer and networking privileges and/or take legal action, for any activity characterized as unethical and

unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources.
4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

School District Rights

The District reserves the right to:

1. Monitor all activity. Notwithstanding any related laws, staff members have no expectation of privacy regarding their use on the school district computer network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.

6. Cooperate fully with any investigation concerning or relating to the District's network activity.

School District Internet Code of Conduct

Use of the Internet by students and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect their Internet log from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

School District Internet Access Release Form

As a condition of my right to use the School District network resources, including access to the Internet, staff members understand and agree to the following:

1. To abide by the District Acceptable Use Procedures and Code of Conduct.
2. That District administrators and designated staff have the right to review, edit and/or delete any material stored on District computers, which they believe, in their sole discretion, may be unlawful, obscene, abusive, or otherwise objectionable. Staff members hereby waive any right of privacy which they may otherwise have to such material.

3. That the School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the District's network resources.
4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.
5. That the School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.
6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Procedures or Code of Conduct.
7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

Name of User/Staff Member: _____

Home phone: _____

School of Employment: _____

Position of Employment: _____

I hereby certify that I have read the Acceptable Use Policy and Procedures; that I fully understand their terms and conditions; and that I will abide by the terms conditions set forth in those document.

Signature of User/Staff Member: _____

Date: _____

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

**Pasquaney School District
Policy GBJ: Personnel Records**

The Superintendent is authorized and directed to develop and implement a comprehensive, confidential and efficient system of personnel records that is in full compliance with all state and federal requirements.

The District will not disclose any teacher personally identifiable data or information to any person outside of the District, except as may be required by law. Such data or information may be shared to District employees, as necessary.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Pasquaney School District
Policy GCO: Teacher Performance and Evaluation System

The School Board will adopt and the superintendent will implement a teacher performance and evaluation system. The performance and evaluation system will include procedures, evaluation criteria and other components necessary to evaluate certified teaching personnel. Such procedures, criteria and components may be included as an appendix to this policy.

The School Board will involve teachers and principals in the development of this policy and its corresponding appendix by providing such teachers with notice and an opportunity to comment on their provisions. However, all final decisions relative to evaluation procedures, criteria and components will remain with the School Board.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

<p style="text-align: center;">PASQUANEY SCHOOL DISTRICT GCO – Evaluation of Principals and Teachers</p>
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The Board intends to seek and maintain the best qualified staff to provide quality education for students. In keeping with this goal, there will be an ongoing appraisal of the performance of staff to provide:

- A systematic process whereby all staff members may increase the effectiveness of their services, using the available professional resources.
- An opportunity for all staff members to analyze their strengths and weaknesses as they relate to the teaching-learning process and to discuss objectively the contributions they have made to the school system.
- An opportunity for the administrative staff to analyze the strengths and weaknesses of individual staff members and to use this knowledge to develop objectives to improve their competence. These may relate to the teaching-learning process and other professional responsibilities.
- Recommendations concerning the continued employment of personnel, the granting of a continuing contract, and/or other recommendations to the School Board.

Principals

The Superintendent or his/her designee shall conduct an ongoing process of evaluating a principal on his/her skills, abilities and compliance and shall provide each principal periodic opportunities to discuss his/her performance. In addition, the Superintendent or his/her designee shall, at least annually, formally evaluate each principal and inform each of his/her strengths and weaknesses.

The goal of the formal evaluation process is to ensure that an effective educational program is provided for students; to promote growth in effective administrative leadership for the School District; to clarify the Building Principal's role from the perspective of the Board and the Superintendent; to ascertain areas in need of improvement, and to focus the immediate priorities of the principal's responsibilities.

The formal evaluation shall include an opportunity for the principal and the superintendent to discuss written performance criteria, the past year's performance, and future areas of growth. The evaluation shall be completed by the Superintendent or his/her designee, signed by the Building Principal and filed in the Principal's personnel file. The principal may make comments responding to the formal evaluation.

The policy supports and does not preclude the ongoing informal evaluation of the principal's skills, abilities and competence.

Teachers

The Principal or their designees shall evaluate all teachers and shall report the results of such evaluations to the Superintendent. For the purposes of this policy, "teacher" means any professional employee of the School District whose position requires certification as a professional engaged in teaching. The term "teacher" includes assistant principals, librarians, and guidance counselors. (Formal evaluations shall be conducted utilizing the current Pasquaney School District Teacher Evaluation Model). Such evaluations shall be used as a basis for contract recommendations which shall be made annually to the Board by April 15 or within 15 days of the adoption of the district budget by the legislative body, whichever is later. No notification shall occur later than the Friday following the second Tuesday in May. In addition, the Principal shall provide teachers periodic opportunities to discuss his/her performance.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history: