

A. General

The Code of Conduct for New Hampshire Educators, sections 510.01- 510.05 of the N.H. Dept. of Education Administrative Rules (the “NH Code of Conduct”) imposes various reporting requirements upon each “Credential Holder” as that term is defined by N.H. Dept. of Ed. Administrative Rule 501.02 (h). The reporting requirements include, among others:

1. Reporting any “suspected violation of the code of conduct” ([see](#) NH Code of Conduct at Ed 510.05 (a)); and
2. Self-reporting within five (5) days any arrest for violations of crimes enumerated in RSA 189:13-a, V (“Section V Offenses”) ([see](#) NH Code of Conduct, at Ed 510.01 (b)(2)).

By way of MC²'s Policy GBEB, the Board has adopted the provisions of the NH Code of Conduct as employment rules and standards applicable to all employees, volunteers and consultants/independent contractors, irrespective of whether or not such persons are Credential Holders. Consequently, each MC² employee, designated volunteer, or contracted service provider (collectively referred to in this policy as a “Covered Individual”), is required to report certain acts, incidents, and misconduct as provided in this policy.

Reports under this Policy are in addition to other reports as may be mandated by law or other policies (e.g., abuse or neglect of children, required by RSA 169-C:29 and Policy JHF; acts of “theft, destruction, or violence” as defined under RSA 193-D:4(I)(a), incidents of “bullying” per Board Policy JIC and hazing under RSA 671:7).

B. Reports by Covered Individuals of Suspected Misconduct or Violations

1. Any Covered Individual having reason to suspect that any other MC² employee, designated volunteer, or third party consultant/contractor has violated any provision of the NH Code of Conduct, and/or MC² Policy GBEB, whether on or off duty, shall report the same to the Executive Director, or the Board Chair, in a case including the Executive Director.

If the person who is the subject of the alleged misconduct/violation is the Executive Director, then the Covered Individual shall report the suspected violation to the Board, who is hereby granted authority to consult with MC²'s attorney on the matter.

Additionally, if the Covered Individual is also a Credential Holder, they shall report the Executive Director's suspected violation/misconduct directly to the N.H. Department of Education. Likewise, if a Credential Holder has made a report to the Executive Director, and believes that MC²'s reporting procedures as expressed in this Policy have not been followed, the Credential Holder shall notify the New Hampshire Department of Education directly.

2. Any initial report made relative to A.1 or A.2 above, may be made orally in the first instance, but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than two business days. Upon request of the Covered Individual, the recipient of the report shall provide a copy of said report to the Covered Individual with a signed "received" annotation, such that the Covered Individual may document their State mandated obligation to report.

C. Self-Reporting of Certain Crimes.

Self-reports of the Section V Offenses as described in A.2 above, shall be made in the same manner as reports under B, above. Because the list of Section V Offenses is subject to change by the N.H. Legislature, employees and others who are arrested for any reason should promptly review the then statute, which may be found online at:

<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm>

D. Provisions Applicable to School Leader.

Upon receiving a report of suspected violation of GBEB or the NH Code of Conduct, or otherwise gaining knowledge of a violation, a school leader or any other administrator shall immediately report the same to the Executive Director. If the Executive Director is the subject of the report, then the School Leader's report shall be made in the same manner as described in B.1, above.

E. Executive Director's Report to the Department Regarding Credential Holders.

The Executive Director shall report misconduct by Credential Holders to the N.H. Department of Education in accordance with section 510.05 (c) of the NH Code of Conduct.

F. Procedures.

The Executive Director may establish such administrative procedures, forms, etc. as they may deem necessary or appropriate to implement this policy.

G. Dissemination.

A copy of this policy should be provided annually to each employee, designated volunteer, and contracted consultant.

Legal References:

N.H. Dept. of Education Administrative Rule – Ed 510.01- 510.05, Code of Conduct for NH Educators

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