

Policy Committee
Thursday, February 20, 2020, 10:15 AM
SAU Office

- I. Call to Order
- II. Proof of Posting
- III. Policy Revision - SAU Recommendation

GCCBC Family and Medical Leave Act

This new policy comes recommended by our Human Resources Department. It has been reviewed by our attorney, who has provided some input and revisions.

SAU Recommended Policy

NHSBA Model Policy GCCBC

Raymond Policy GCCBC

CCA-R Organizational Chart

Current Raymond Policy CCA-R

Recommended Revised Policy CCA-R

Recommended Revised Policy CCA-R
with budget-approved positions

GCEC Administrators' Vacations

Current Raymond Policy GCEC

Recommended Revised Policy GCEC

- IV. Selected Policies from the NHSBA Fall 2019 Policy Update:

BEDG Minutes

NHSBA Model Policy BEDG

Raymond Policy BEDG

BEDG-R Access to Minutes and Public Records (to be withdrawn)

NHSBA Model Policy BEDG-R

Raymond Policy BEDG-R

EH Data Management (Public Use of School Records)

NHSBA Model Policy EH

Raymond Policy EH

**EH-R Administrative Procedures for Public Access to District Records
“Right to Know” Requests**

NHSBA Model Policy EH-R

No corresponding Raymond policy

IHAMA Teaching about Alcohol, Drugs and Tobacco

NHSBA Model Policy IHAMA

Raymond Policy IHAMA

JLCFA Feminine Hygiene Products

NHSBA Model Policy JLCFA

*New policy - no corresponding
Raymond Policy*

JLDBB Suicide Prevention and Response

SAU Consultant Recommended Policy

NHSBA Model Policy JLDBB

*New policy - no corresponding
Raymond Policy*

V. Adjournment

Family and Medical Leave

Employees may be entitled to family and medical leave under the federal Family and Medical Leave Act of 1993 ("FMLA") and/or under RSA 189:73 when they meet all of the eligibility requirements of these laws. This policy sets forth several rules that must be applied uniformly to all employees who may be eligible for family and medical leave. This policy is not intended to expand the District's obligations beyond the requirements of the FMLA and/or RSA 189:73. As used in this policy, "family and medical leave" means leave available under either or both the federal and state laws.

1. Employee Eligibility under the Federal FMLA

Employees are eligible for the federal FMLA if they have been employed by the District for at least 12 months, have worked at least 1,250 hours in the 12 months immediately preceding the requested leave, and are employed at a worksite where the District employs at least 50 employees within a 75-mile radius.

2. Employee Eligibility and Leave under RSA 189:73

Employees are eligible for family and medical leave under RSA 189:73 if they have been employed by the District for at least 12 months and have worked at least 900 hours in the 12 months immediately preceding the requested leave. Employees who meet RSA 189:73's eligibility criteria will be provided with family and medical leave under the same terms and conditions as leave provided to employees eligible for leave under the federal FMLA. As permitted by law, family and medical leave under RSA 189:73 will be used concurrently with leave provided under the federal FMLA.

3. FMLA Eligibility Periods

There are two types of eligibility periods under the federal FMLA as described below.

a. 12-Month Period for Birth, Adoption, or Foster Care; Serious Health Condition Purposes; Qualifying Exigency

Eligible employees may use up to twelve (12) weeks of unpaid family and medical leave during a 12-month period for the following qualifying reasons:

1. Birth and care of the newborn child of the employee;
2. Placement with the employee of a son or daughter for adoption or foster care;
3. Care for an immediate family member (spouse, child, or parent) with a serious health condition;
4. Medical leave when the employee is unable to perform the essential functions of their job because of their own serious health condition;
5. Qualifying exigency leave for an employee whose spouse, child, or parent is a regular member of the Armed Forces on covered active duty deployed to a foreign country or a reserve member of the Armed Forces (including National Guard) on covered active duty deployed to a foreign country under a call or order to active duty in a contingency operation.

The 12-month period used to determine employee eligibility for family and medical leave for the purposes described above shall be a rolling 12-month period measured backward from the date of the employee's request for leave

b. 12-Month Period for Military Caregiver Leave

Eligible employees may use up to 26 weeks of unpaid family and medical leave during a single 12-month period to care for a spouse, child, parent, or next of kin of an eligible service member or veteran with a serious injury or illness. The 12-month period for military caregiver leave is calculated separately from the 12-month period for family and medical leave taken for other qualifying reasons (as outlined above in Section 3(a)). The 12-month period for military caregiver leave is calculated from the first day that the leave is taken for this purpose. Any military caregiver leave that is not taken within this specific 12-month period is forfeited.

The military caregiver 12-month leave period may overlap with the District's regularly designated family and medical leave period and, in certain circumstances, may impact the employee's eligibility to take family and medical leave for other qualifying reasons.

4. Limitations on FMLA Leave

Leave may be taken for childbirth, adoption, or foster care placement of a child only within twelve (12) months of that childbirth, adoption, or placement. The District may require that such family and medical leave be taken on a full-time basis. Leave for serious health conditions, either of a family member or the employee, may be taken intermittently or a reduced schedule if medically necessary. The minimum time for family and medical leave taken on an intermittent basis is one (1) hour per work day.

5. Special Rules for Instructional Employees

Instructional employees are those whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. It does not include, and the special rules do not apply to, teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists, or curriculum specialists. It also does not include cafeteria workers, maintenance workers, or bus drivers.

- (a) If an eligible instructional employee needs intermittent leave or leave on a reduced leave schedule to care for a family member with a serious health condition, to care for a covered service member, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20 percent of the total number of working days over the period the leave would extend, the District may require the employee to choose either to:
 - (1) Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
 - (2) Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

(b) If an eligible instructional employee needs leave at the end of the academic term, the District may require the employee to remain on leave until the end of the term if:

- (1) The employee wishes to begin leave (for any FMLA purpose) more than five weeks before the end of the term and to return during the last three weeks of the term;
- (2) The employee wishes to begin leave (for any FMLA purpose except the employee's own serious health condition or a qualifying exigency arising from active duty) during the last five weeks of the term and to return during the last two weeks of the term; or
- (3) The employee wishes to begin leave (for any FMLA purpose except the employee's own serious health condition or a qualifying exigency arising from active duty) during the last three weeks of the term and to take leave of more than five working days.

6. Notice by Employee

Employees requesting leave shall provide at least 30 days' notice to the District whenever the need for such leave is foreseeable. If the employee is unable to provide thirty (30) days' notice for either foreseeable or unforeseeable leave, then the employee must provide such notice as is practicable. Upon request by the District, the employee shall provide appropriate supporting medical certification (or other certification appropriate to the particular request).

When the District has reason to believe that an employee is or will be absent for an FMLA-qualifying purpose, the District may request the appropriate information from the employee to determine the employee's eligibility for family and medical leave.

7. Coordination with Other Leave

When leave is taken that qualifies both as protected family and medical leave (under the FMLA and/or RSA 189:73) and as permitted leave under any employment contract, collective bargaining agreement, or District policy, the employee shall use family and medical leave and the other type of leave concurrently, provided that the employee meets all of the eligibility requirements for each type of leave and as permitted by law. Types of leave that shall run concurrently with family and medical leave include, but are not necessarily limited to: accrued sick leave, vacation, personal leave; unpaid leave; disability leave; leave provided for absences caused related to work-related injuries; and, any other applicable types of leave

8. Fitness for Duty Certificate

Before an employee returns to work from family and medical leave for the employee's own serious health condition, the employee may be required to submit a fitness for duty certification from the employee's health care provider indicating that the employee is able to return to work and perform all of the essential functions of his or her position.

9. Employment and Benefits Protection

Except as permitted by law, at the end of an authorized family and medical leave, an employee will be reinstated to their former position or to a position equivalent in pay, benefits, and other terms and conditions of employment.

Employees who take protected family and medical leave will not lose any previously accrued seniority or employment benefits. However, such benefits will not continue to accrue during the employee's family and medical leave.

During family and medical leave, the District will maintain the employee's health insurance benefits under the same terms and conditions applicable to employees not on leave. If family and medical leave is paid through the use of accrued leave time, the District will deduct the employee's portion of the health plan premium as a regular payroll deduction. If family and medical leave is unpaid or paid through benefits not provided through the District's payroll system (e.g., workers' compensation or disability benefits), the employee must contact the District to make arrangements to pay their portion of the health plan premium. Failure to make such arrangements and pay the employee-portion of the premium costs during family and medical leave may jeopardize an employee's entitlement to continuation of coverage.

GCCBC - FAMILY AND MEDICAL LEAVE ACT

(Download policy)

Category R

Consistent with the federal Family and Medical Leave Act of 1993, the School District recognizes that eligible employees have access to unpaid family and medical leave for up to twelve (12) weeks during any twelve (12) month period. The intent of this policy is to summarize the Act as it applies to eligible employees of the School District. Employees should consult regulations that implement the Act for more specific definitions and criteria for use. It is not the intent of this Policy to provide additional or different provisions than those specified in the Act and its implementing regulations.

To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) months, have worked at least 1,250 hours during the prior twelve months, and be employed at a work-site where at least 50 employees are employed by the District within a 75-mile radius of that work-site.

Family leave shall be provided when a son or daughter is born to the employee or when one is placed with the employee for adoption or foster care. Medical leave shall be provided for the serious health condition of the employee, or in order for the employee to take care of a spouse, child, or parent who has a serious health condition rendering him/her unable to perform the functions of his/her job.

An employee may elect, or the District may require, an employee to use accrued paid vacation, personal, or family leave for purposes of family leave. An employee may elect, or the District may require, an employee to use accrued vacation, personal, or medical/sick leave for purposes of medical leave.

The employee shall notify the District of his/her request for leave, if foreseeable, at least thirty (30) days prior to the date when the leave is to begin. If such leave is not foreseeable, then the employee shall give such notice as is practical. The District may require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, he/she must be returned to the same or equivalent position of employment. The Superintendent, or his/her designee, may reassign a teacher consistent with the teacher's agreement, to a different grade level, building, or other assignment, consistent with the employee's certification.

The District shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning the enforcement of the Act.

The user of this policy is also directed to the applicable provisions of any Collective Bargaining Agreements in the district.

Legal Reference:

Title 29 § 2601 et. seq.

Revised: August 2006

Revised: November 2004

Reviewed: June 2004

Revised: November, 1999

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Raymond School District Policy - GCCBC

FAMILY AND MEDICAL LEAVE ACT

Consistent with the federal Family and Medical Leave Act of 1993, the School District recognizes that eligible employees have access to unpaid family and medical leave for up to twelve (12) weeks during any twelve (12) month period. The intent of this policy is to summarize the Act as it applies to eligible employees of the School District. An employee should consult the regulations that implement the Act for more specific definitions and criteria for use. It is not the intent of this Policy to provide additional, or different, provisions than those specified in the Act and its implementing regulations.

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The District shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning the enforcement of the Act.

Statutory Reference:

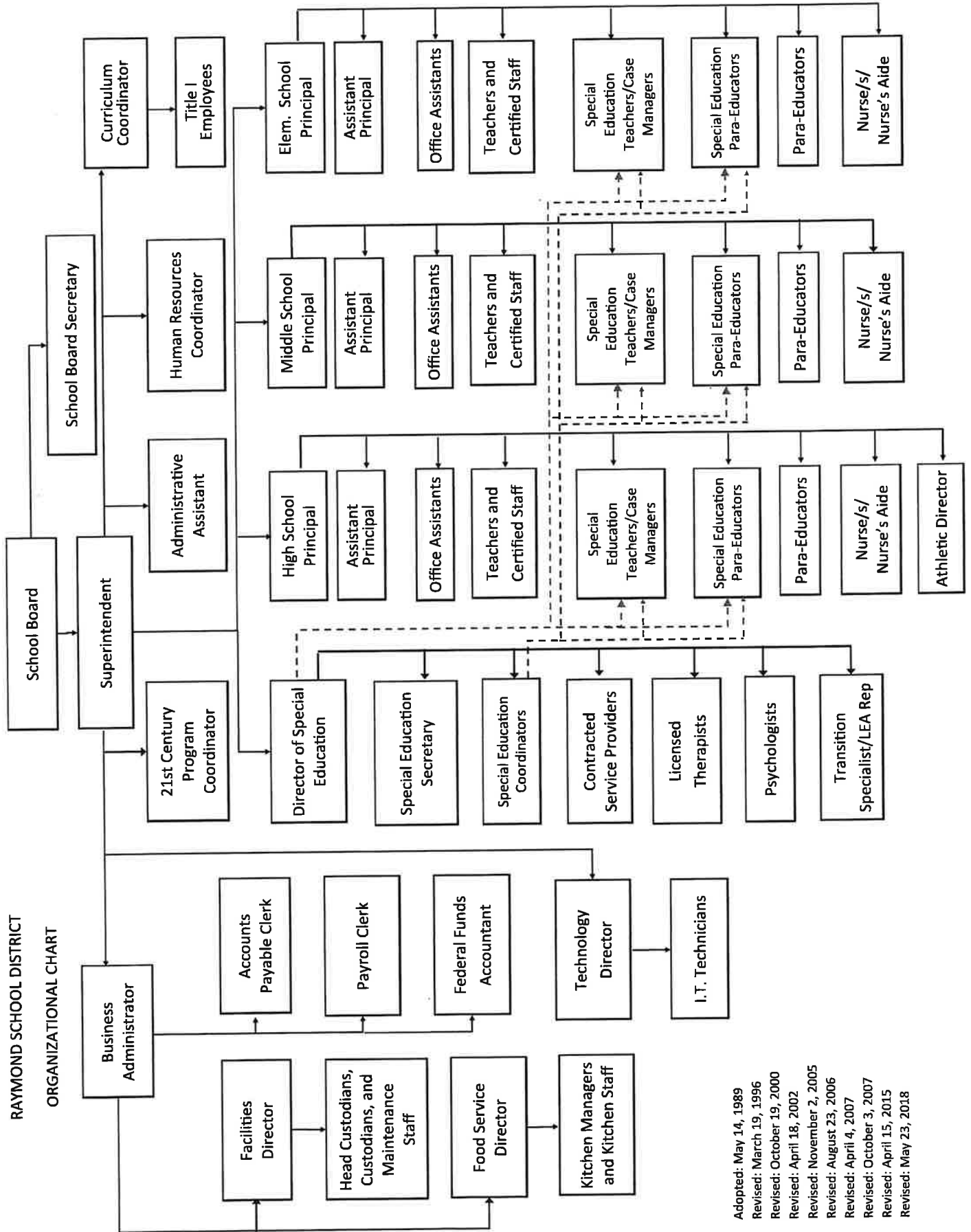
Title 29 § 2601 et seq.

Adopted: March 3, 1994

Revised: August 1, 2002

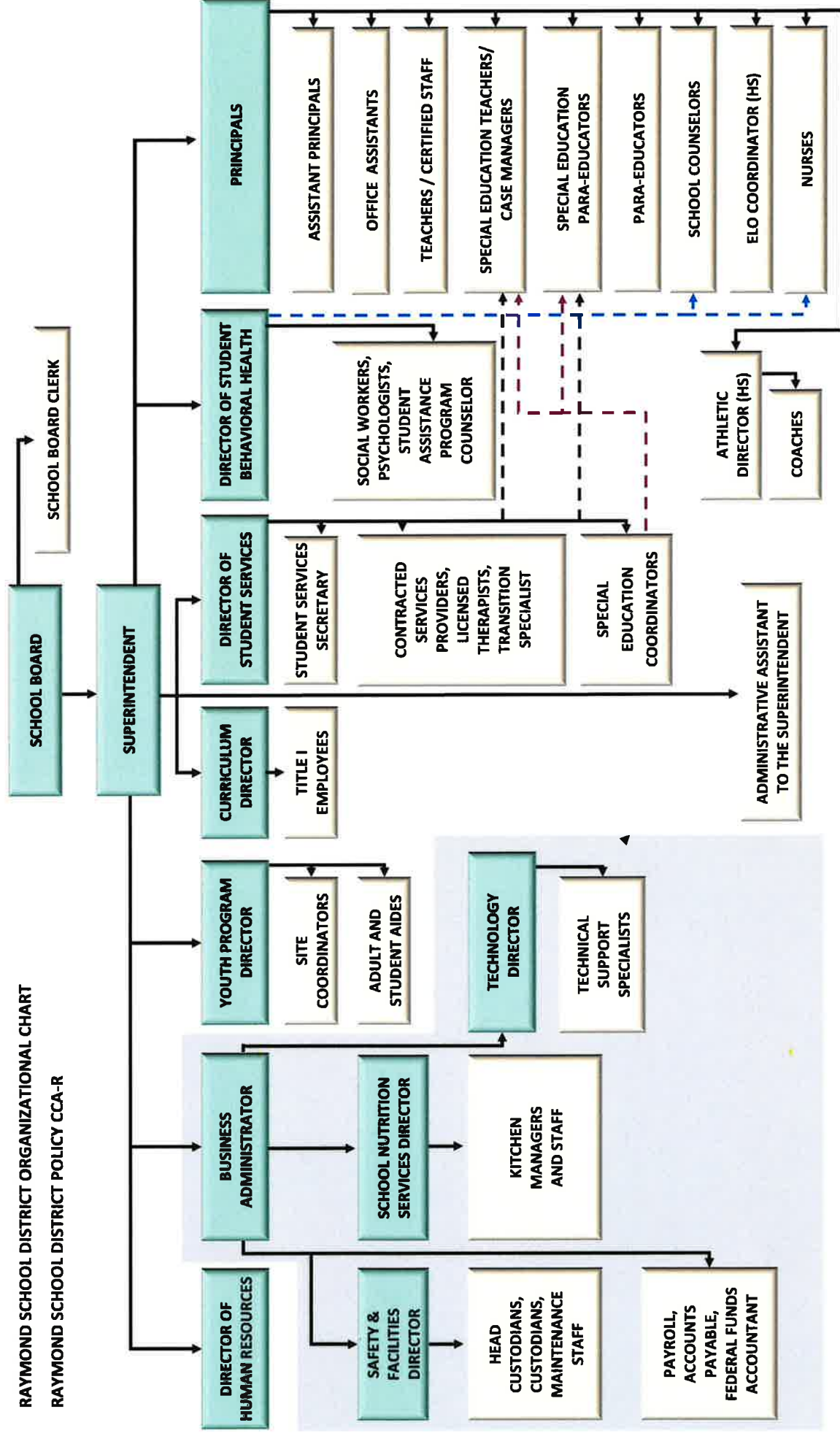
RAYMOND SCHOOL DISTRICT POLICY CCA-R

RAYMOND SCHOOL DISTRICT ORGANIZATIONAL CHART

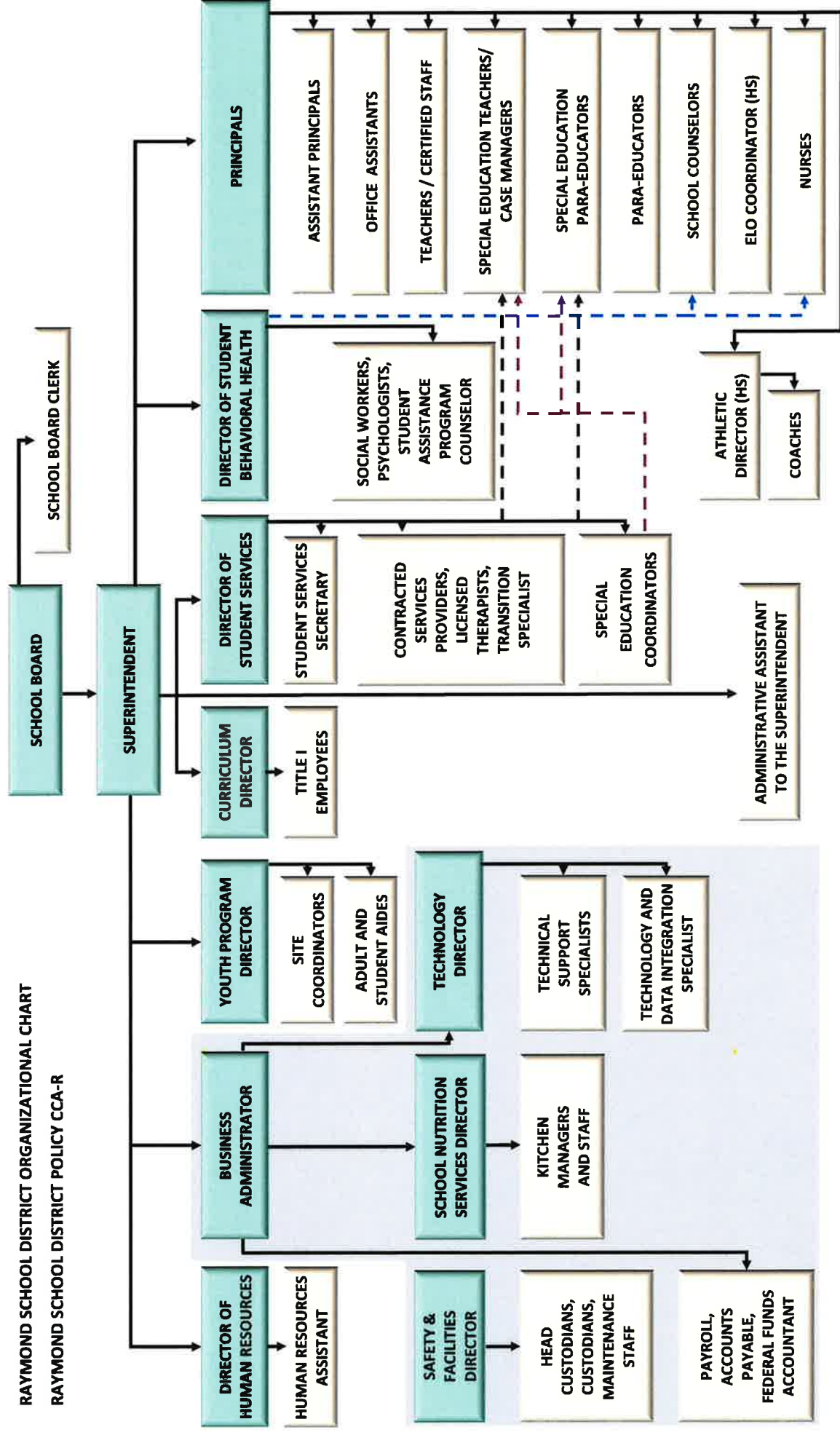


Adopted: May 14, 1989
 Revised: March 19, 1996
 Revised: October 19, 2000
 Revised: April 18, 2002
 Revised: November 2, 2005
 Revised: August 23, 2006
 Revised: April 4, 2007
 Revised: October 3, 2007
 Revised: April 15, 2015
 Revised: May 23, 2018

RAYMOND SCHOOL DISTRICT ORGANIZATIONAL CHART
RAYMOND SCHOOL DISTRICT POLICY CCA-R



RAYMOND SCHOOL DISTRICT ORGANIZATIONAL CHART
RAYMOND SCHOOL DISTRICT POLICY CCA-R



ADMINISTRATORS' VACATIONS

For the purpose of this policy, Raymond School District Administration shall mean:

Superintendent of Schools
Business Administrator
Building Principals
Director of Student Services
Director of Technology
Director of Safety and Facilities
Curriculum Coordinator

1. Administrators are entitled to four weeks (20 days) vacation per year.
2. Administrators who have completed seven (7) full consecutive years of service to the District as a full-time administrator are entitled to an additional week (5 days) of vacation per year. This additional week shall not be taken consecutively with the other four weeks of vacation.
3. All vacation schedules will be subject to the approval of the Superintendent of Schools. Vacations of longer than five (5) days taken by the Superintendent will be subject to the approval of the School Board.
4. It is highly encouraged that all accrued vacation days be used on or before August 31 following the close of the school year. Administrators unable to use all available vacation days by August 31 may carry over up to 5 vacation days during the school year. These 5 days must be used by June 30 of that same school year.
5. Any District administrator who requests additional time to be absent from duty must have written approval of the Superintendent. Additional time to be absent from duty by the Superintendent must be approved by the School Board. Such time absent, if approved, will be deducted from his/her salary.

Adopted: December 7, 1989
Revised: February 1, 1996
R/R: 9/20/01
Revised: August 1, 2002
Revised: June 19th, 2013
Revised: November 6, 2019

ADMINISTRATORS' VACATIONS

For the purpose of this policy, Raymond School District Administration shall mean:

Superintendent of Schools
Business Administrator
Building Principals
Director of Student Services
Director of Technology
Director of Safety and Facilities
Curriculum ~~Coordinator~~ Director
Director of Human Resources
Director of Student Behavioral Health

1. Administrators are entitled to four weeks (20 days) vacation per year.
2. Administrators who have completed seven (7) full consecutive years of service to the District as a full-time administrator are entitled to an additional week (5 days) of vacation per year. This additional week shall not be taken consecutively with the other four weeks of vacation.
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Adopted: December 7, 1989
Revised: February 1, 1996
R/R: 9/20/01
Revised: August 1, 2002
Revised: June 19th, 2013
Revised: November 6, 2019
Proposed Revision First Reading:

**NEW HAMPSHIRE SCHOOL BOARDS ASSOCIATION
POLICY SERVICES
FALL 2019 POLICY UPDATE**

Sample Policies Included in this Update:

AC – Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan

[Priority/Required by Law policy]

Related Policies: ACD, ACE, GBAA, JBAA, JICK, KED, & KEE

See Also: EF, EFAA, IKG, AC-E & AC-R

- Sample policy AC was re-titled and revised to reflect the 2019 passage of SB263, 2019 N.H. Laws Ch. 282, which among other things: (1) identifies education as a civil right protected under RSA 354-A; (2) expanded (or clarified) the list of classes protected against discrimination under state law; (3) created specific right of claimants or the state attorney General's office to bring discrimination complaints to the NH Human Rights Commission and Superior Court, and (3) requires each district to adopt a policy that sets the framework for developing a coordinated plan to prevent and address incidents of discrimination. The November 2019 revision is intended to meet the minimum requirements of SB263, while more extensive revisions to related NHSBA sample discrimination policies and procedures undergo review and revision. Additionally, the revisions to AC incorporates the substantive provisions of former NHSBA sample policy GBA, which has now been withdrawn.

AC-E – Annual Notice of Contact Information for Human Rights Officer, Title IX Coordinator, 504 Coordinator and Civil Rights Agencies

Related Policy: AC

- This appendix was created to help meet statutory requirements that LEA policies include the specific name and contact information for persons serving in certain capacities (e.g., Title IX Coordinator).

**ADC/GBED/JICG – Prohibitions Regarding Use and Possession of Tobacco Products,
E-Cigarettes and E-Liquids in and on School Facilities and Grounds**

[Priority/Required by Law policy]

Identical Policies: GBED & JICG

Related Policy: IHAMA

- Sample policy ADC was revised in response to 2019 N.H. Laws Ch. 259:109 (HB 511). Revisions generally reflect expanded definitions of prohibited electronic devices whether for tobacco or cannabis (vaping etc.).

BEDG – Minutes

[Recommended policy]

Related Policy: EH

Related Administrative Procedure: EH-R

- Minor changes have been made to include reference to new EH-R (Administrative Procedures for Public Access to District Records) and slight changes to more accurately reflect statutory requirements. Some paragraphs of the former version were rearranged for better flow.

BEDG-R – Access to Minutes and Public Records

[WITHDRAWN]

See Also: EH & EH-R

- The former BEDH-R and the former version of sample policy EH covered the exact same subject matter, though in different formations. Because of the redundancies, NHSBA determined to merge the two. However, because of the frequent amendments to 91-A over the past 15 years, and the general lag in time to get policies approved, as compared to the greater flexibility of administrative procedures, NHSBA has placed the procedural elements of former EH and BEDG-R into new procedural document EH-R.

EBCA – Crisis Prevention and Emergency Response Plans

[Recommended policy]

Related Policies: ADD, EB, EBCB, & JICK

Related Procedure: EBCA-R

- Sample policy EBCA has been revised to reflect increase in changes to RSA 189:64 by 2019 N.H. Laws Ch. 20 (HB 123), regarding all-hazard drills (increasing from 2 to 4 per year), and requirement that at least one drill concern an armed assailant.

EBCB – Fire and All Hazard Drills

[Recommended policy]

Related Policy: EBCA

Related Procedural Documents: EBCA-R & EHB-R

- The now the now withdrawn EBCB-R merely restated now revised rules of the Department of Safety applicable to fire exits and drills for schools. At the time, copies of administrative rules of Dept. of Safety (like most state departments) were not easily accessible. All such rules are now available on the website of the Dept. of Safety.

EBCB-R – Fire Exit Drills in Educational Occupancies

[WITHDRAWN]

- This sample policy has been revised to better coordinate with the provisions of RSA 189:64 relating to all-hazard drills, including revisions to that statute by 2019 N.H. Laws Ch. 20 (HB 123), as well as the provisions of sample policy EBCA.

EH – Public Access to School District Records

[Recommended policy]

Related Policies: BEDG, EHB, & JRA

Related Administrative Procedures: EH-R & EHB-R

- The subject matter of the earlier version of this policy was merged with the content of the overlapping/redundant BEDG-R, and re-codified as new procedural document EH-R. BEDG-R has been withdrawn from the NHSBA sample policy/appendix manual. New sample EH-R is based on former BEDG-R, but also includes revisions to reflect legislative changes to RSA 91-A:4, IV by 2019 N.H. Laws Ch. 163 (HB 286) and Ch. 107 (HB 396), the most significant of which requires a written statement identifying the specific exemption under 91-A:5 or otherwise that applies when a record is withheld from disclosure (or redacted).

EH-R – Administrative Procedures for Public Access to District Records “Right to Know Requests”

[Recommended policy]

Related Policies: BEDG, EHB, & JRA

Related Administrative Procedure: EHB-R

- The subject matter of this new procedures document is derived from a merger of former BEDG-R (now withdrawn) and earlier sample policy EH (now revised). This sample (former BEDG-R), also includes revisions to reflect legislative changes to RSA 91-A:4, IV by 2019 N.H. Laws Ch. 163 (HB 286) and Ch. 107 (HB 396), the most significant of which requires a written statement identifying the specific exemption under 91-A:5 or otherwise that applies when a record is withheld from disclosure (or redacted).

FEH – Supervision of Construction Clerk of the Works / Project Manager

[Optional policy]

Related Policy: EC

- Sample policy FEH has been revised to include provisions of 2019 N.H. Laws 290 (HB 175), which amended RSA 198:15-c, to, among other things, require Districts to engage “project managers” for projects of \$1,000,000 or more that are funded in part through a state building aid grant. The amendments also require DOE to engage in rule-making to establish the “required services, responsibilities and qualifications for the school district’s project manager.” Those rules have not been established as of this update.

GBA – Equal Opportunity Employment

[WITHDRAWN]

See policy: AC

- Former policy GBA has been withdrawn, replaced and recoded in the District’s Policy Manual as policy AC.

GBED/ADC/JICG – Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes and E-Liquids in and on School Facilities and Grounds

[Priority/Required by Law policy]

Identical Policies: ADC & JICG

Related Policy: IHAMA

- Sample policy GBED was revised in response to 2019 N.H. Laws Ch. 259:109 (HB 511). Revisions generally reflect expanded definitions of prohibited electronic devices whether for tobacco or cannabis (vaping etc.).

GDB – Employment of Non-Certified Personnel

[Recommended policy]

Related Policy: AC

- NHSBA revised policy GDB to remove listing of protected classes in introductory paragraph, and instead refer to the Equal Opportunity policy. The intent is to decrease the possibility of outdated policies in the wake of several legislative changes to protected classes in the past few years. Additional minor changes included to call attention to areas requiring district specific language.

IHAMA – Teaching About Alcohol, Drugs and Tobacco

[Priority/Required by Law policy]

Related Policies: ADC/GBED/JICG, ADB/GBEC, & JICH

- Sample policy IHAMA was revised in response to 2019 N.H. Laws Ch. 346:104 & 346:109 (HB 4). That provision, rather awkwardly written included a requirement that districts adopt specific policies regarding violations of 126-K:8, I and education on the same. NHSBA notes that state law already required: (a) health education to address tobacco use (189:11-d), prohibited minors from using or possession tobacco products (126-K:6), prohibited smoking indoors in public places (RSA 155:64-77), a policy to that effect (RSA 155:68); and smoking on school property (RSA 126-K-7). Other than the health education component, all of these provisions are addressed in NHSBA sample policy ADB/GBED/JICG.

IHCD/LEB – Advanced Course Work/Advanced Placement Courses and STEM Dual and Concurrent Enrollment Program

[Priority/Required by Law policy]

Identical Policy: LEB

Related Policy: IKF

- Sample Policy IHCD has been revised in response to 2019 N.H. Laws Ch. 322 (SB 276). Revisions include: (a) opening dual/concurrent enrollment programs to sophomores, (b) reference to a career readiness credential, and (c) replacement of guidance counselor with school counselor.

IKFG – Career Readiness Pathways and Credentials

[Recommended policy]

Related Policies: IHCD, IHBH, & IKF

- At this time this new sample policy is more of a placeholder, and is intended to help assure that districts **with high schools** are aware of the short-term requirements of SB 276, 2019 N.H. Laws Ch. 322 “The Career Readiness Drive to 65 Act”. Among other things, the act requires that beginning in Fall 2020, all high schools must assess career interests for incoming freshmen, advise entering students how to achieve a career readiness credential (“CRC”) upon graduation, and imposes various record keeping measures relative to career readiness pathways (“CRP”) and CRCs. While the act includes definitions for both CRC and CRP, those definitions do not include specific substantive criteria, leaving it, at least for now, to local districts to manage. DOE is working on establishing criteria for a career readiness certificate, and a transcript structure for work-based learning.

JICG/ADC/GBED – Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes and E-Liquids in and on School Facilities and Grounds

[Priority/Required by Law policy]

Identical Policies: GBED & ADC

Related Policy: IHAMA

- Sample policy JICG was revised in response to 2019 N.H. Laws Ch. 259:109 (HB 511). Revisions generally reflect expanded definitions of prohibited electronic devices whether for tobacco or cannabis (vaping etc.).

JLCFA – Feminine Hygiene Products

[Recommended policy]

- This is a NEW POLICY intended to address the provisions of 2019 SB 142, adopted as 2019 Laws Chapter 252, and codified as RSA 189:16-a.

JLDBB – Suicide Prevention and Response

[Priority/Required by Law policy]

- This sample policy is in response to 2019 N.H. Laws Ch. 315 (SB 282), codified as RSA 193-J, which, among other things, requires that “each school district ... shall develop a policy that guides the development and implementation of a coordinated plan to prevent, assess the risk of, intervene in, and respond to suicide.” The statute then includes several required and discretionary policy components. As with other instances of recent legislation (e.g., 2018’s HB1612 & 2019’s SB 263), SB 282 contemplates Board development of a policy to direct the development of the plan, not the plan itself. This sample policy is intended to assist that process by coordinating the requirements of the statute with the framework with some of the model “policies” created by various suicide prevention/crisis intervention organizations such as the American Foundation for Suicide Prevention.

LEB/IHCD – Advanced Course Work/Advanced Placement Courses and STEM Dual and Concurrent Enrollment Program

[Priority/Required by Law policy]

Identical Policy: IHCD

Related Policy: IKF

- Sample Policy LEB has been revised in response to 2019 N.H. Laws Ch. 322 (SB 276). Revisions include: (a) opening dual/concurrent enrollment programs to sophomores, (b) reference to a career readiness credential, and (c) replacement of guidance counselor with school counselor.

DISCLAIMER

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MINUTES

*Category: Recommended**Related Policy: EH
Related Administrative Procedure: EH-R***ADOPTION NOTES –*****This text box, and all highlights within the policy should be removed prior to adoption.***

- (a) *Minor changes only (indicated with bold italicized language).*
- (b) **{**}** *indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (c) *General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.*
- (d) *Withdrawn and earlier versions of revised policies should be maintained separately as permanent records of the District. Some districts maintain a "Repealed/Revised" section within their manuals.*

Under RSA 91-A, the school board, and each of the school board's committees (***irrespective of*** whether standing or ad hoc, and ***irrespective of*** whether deemed a sub-committee or an advisory committees) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:

- 1) the names of members participating,
- 2) persons appearing before the School Board (any persons other than board members who address the board or speak at the meeting;
- 3) a brief description of each subject matter discussed;
- 4) identification of each member who made a first or second of any motion;
- 5) a record of all final decisions;
- 6) When a recorded roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and
- 7) In the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of whether the objection/discussion occurred in public or non-public session - the public minutes shall also reflect (i) the objecting member's

MINUTES

name, (ii) a statement that the member objected, and (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the discussion." (See RSA 91-A:2, II-a.).

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the Board has sealed such minutes by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion. Drafts of non-public minutes will be provided to the Board either at the conclusion of the non-public session and may be approved at the time - prior to any vote to seal, or if sealed, provided to Board at the meeting at which they are to be approved.

Draft minutes of all public meetings, clearly marked as drafts or "unapproved", will be made available for public inspection *upon request* no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, will be made available for public inspection within seventy-two (72) hours after the non-public session, unless sealed in accordance with the *statutory* procedure described in the preceding paragraph.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized, *and shall likewise be available for inspection during that period.*

All minutes, including draft minutes, will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. *Requests for access to minutes shall be processed in accordance with Board Policy EH{**} and administrative procedures EH-R{**}.*

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District's administrative office.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes are sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.

District Policy History:

First reading: _____

Second reading/adopted: _____

MINUTES

District revision history:**Legal References:**

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

RSA 91-A:2,II-a,

RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions

RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: Revised – November 2019, September 2018, and September 2017.

NHSBA revision notes: **November 2019** – minor changes made to include reference to new EH-R (Administrative Procedures for Public Access to District Records) and slight changes to more accurately reflect statutory requirements. Some paragraphs of the former version were rearranged for better flow. **September 2018** – revised to reflect 2018 N.H. Laws Ch. 244's requirement that minutes include the identity of members making the first and seconds of all motions. Additional revisions to the policy are included to more clearly reflect the process for sealing non-public minutes. **September 2017**, revised to include requirements of 2017 N.H. Laws Ch. 234 concerning inclusion on a district website of board minutes – or a description of where and when minutes may be inspected. Additional revisions clarified requirements for content of minutes, availability of draft minutes, and the duty to unseal the sealed minutes of non-public sessions in some circumstances.

w/p-update/2019 Fall/BEDG Minutes 2019-11 (d)

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Raymond School District Policy - BEDG

MINUTES

Under RSA 91-A, the school board, and each of the school board's committees (whether standing or ad hoc, or whether deemed a sub-committee or an advisory committees) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:

- 1) the names of members participating,
- 2) persons appearing before the School Board (any persons other than board members who address the board or speak at the meeting;
- 3) a brief description of each subject matter discussed;
- 4) identification of each member who made a first or second of any motion;
- 5) a record of all final decisions;
- 6) When a recorded roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and
- 7) In the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of whether the objection/discussion occurred in public or non-public session - the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the discussion." (See RSA 91-A:2, II-a.).

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the Board has sealed such minutes by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion. Drafts of non-public minutes will be provided to the Board either at the conclusion of the non-public session and may be approved at the time - prior to any vote to seal, or if sealed, provided to Board at the meeting at which they are to be approved.

Draft minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, will be made available for public inspection within seventy-two (72) hours after the non-public session, unless sealed in accordance with the procedure described in the preceding paragraph.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized.

All minutes, including draft minutes, will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent.

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's website in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District's administrative office.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.

Statutory Reference:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

RSA 91-A:2 II (a),

RSA 91-A: 3 III , Public Records and Meetings: Non-Public Sessions

RSA 91-A: 4 I, Public Records and Meetings: Minutes and Records Available for Public Inspection

Adopted: April 7, 1971

R/R: 8/6/98

Revised: June 6, 2002

Revised: June 4, 2008

Revised: August 14, 2019

ACCESS TO MINUTES AND PUBLIC RECORDS

Category: **WITHDRAWN**See Also: **EH & EH-R****ADOPTION NOTES –*****This text box, and all highlights within the policy should be removed prior to adoption.***

- (a) General – As with all sample policies, NHSBA recommends that each district carefully review this sample policy prior to adoption (or repeal in this case) to assure suitability with the district's own specific circumstances, policy codes, current policies and organizational structures.
- (b) NHSBA is revising and recoding this administrative procedure document as EH-R. See revision and adoptions notes for EH and EH-R, both included in the 2019 Fall Policy Update.
- (c) **{**}** indicates reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency
- (d) Withdrawn and earlier versions of revised policies should be maintained separately as permanent records of the District. Some districts maintain a "Repealed/Revised" section within their manuals.

WITHDRAWN / date district withdraws /

Former administrative procedure document BEDG-R**{**}** has been withdrawn, amended and recoded as administrative procedure EH-R**{**}**.

Administrative Procedure History:*Date withdrawn:**District revision history:*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA revision history: **WITHDRAWN** – November 2019; **Revised** – September 2017, and September 2016.

NHSBA revision notes: November 2019, The former BEDH-R and the former version of sample policy EH covered the exact same subject matter, though in different formations. Because of the redundancies, NHSBA determined to merge the two. However, because of the frequent amendments to 91-A over the past 15 years, and the general lag in time to get policies approved, as compared to the greater flexibility of administrative procedures, NHSBA has placed the procedural elements of former EH and BEDG-R into new procedural document EH-R.

w/p-update/2019 Fall/EH Access to Governmental Records

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Raymond School District Policy – BEDG-R

ACCESS TO MINUTES AND PUBLIC RECORDS

1. These procedures will apply to all requests for access to public records and minutes received by the administrative offices of the school district.
2. The Board encourages members of the public to make their requests for access to public records in writing and to include a specific description of the desired documents. No request will be denied if it is not in writing. All steps taken to comply with such requests will be documented in writing and will include a specific description of all documents that were made available.
3. Public documents requested under the Right-to-Know Law must be made available within five (5) business days. In the event a reply will take longer than five (5) days, a letter will be sent to the individual requesting the documents acknowledging receipt of the request and either estimating when a substantive reply will be available or explaining why such documents are unavailable.
4. Access to public records will ordinarily be afforded by providing photocopies of the requested materials. In some instances alternate methods -- such as allowing personal review of a particularly voluminous file -- may be more appropriate.
5. The school district will charge a basic fee of \$.10 per page for producing photocopies of records.
6. Electronic records may be provided via email, if the requestor so requests and if such records can be delivered electronically.
7. Records must be reviewed in their entirety by either the Superintendent or building principal before they are released, in order to ensure that no confidential or exempted information is disclosed.
8. Records exempted from disclosure requirements include: personnel records; student records; privileged documents (e.g. lawyer-client communication); records pertaining to litigation; collective bargaining; real estate negotiations; records containing certain types of confidential commercial or financial information; and other such documents as defined in RSA 91-A:5.
9. It is possible that only a portion of the information contained in a district record will be subject to public access under the Right-to-Know Law. In such cases the district will make a reasonable effort to provide access to the public portions of the record. For instance, a redacted photocopy of the document may be provided.
10. This procedure shall be effective immediately and shall continue in force until otherwise amended or repealed.

Adopted: June 4, 2008

Revised: March 8, 2017

PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS**Category: Recommended****Related Policies: BEDG, EHB & JRA****Related Administrative Procedures: EH-R & EHB-R****ADOPTION NOTES –*****This text box, and all highlights within the policy should be removed prior to adoption.***

- (a) *The subject matter of the earlier version of this policy has been merged with the content of the overlapping/redundant BEDG-R. Because of the frequent amendments to 91-A over the past 15 years, and the general lag in time to get policies approved, NHSBA has placed the procedural elements of former EH and BEDG-R into new procedural document EH-R. A sample of the administrative procedures referenced in the second paragraph below is included in the 2019 Fall Policy Update as EH-R. **Districts are encouraged to supplement the procedures in EH-R with any district specific protocols, forms etc., but should review those changes with local counsel or NHSBA.***
- (b) **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- (c) *General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.*
- (d) *Withdrawn and earlier versions of revised policies should be maintained separately as permanent records of the District. Some districts maintain a "Repealed/Revised" section within their manuals.*

The Superintendent is hereby designated the custodian of all "District records", which term shall have the same meaning as "governmental records" as that term is defined in the state's Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).

The Superintendent shall develop written procedures concerning all requests by the public to inspect or obtain copies of school district records (i.e., "governmental records"). The procedures shall conform in all respects to the Right to Know Law. The written procedures should contain provisions clearly indicating personnel responsible for processing any request for District records, as well as the cost for providing requested copies. No fee or expense shall be charged other than as allowed under RSA 91-A:4.

The Superintendent shall review such procedures annually and make such changes as are required as a result of legislative changes to the Right to Know or other applicable law or regulations, or as s/he may deem appropriate. Any changes to the written procedures should be provided to all appropriate personnel and to the School Board.

PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS

All District records shall be retained, deleted or destroyed in accordance with Board policy EHB{**}, and Administrative Procedures EHB-R{**}. Minutes of school board meetings, and materials used to prepare the same, shall also be made available in accordance with Board policy BEDG{**}.

The Superintendent is authorized to contact the District's attorney for any matter related to requests for public records and/or the development of the written procedures required under this policy.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:**Legal References:**

RSA 91-A, New Hampshire Right To Know Law

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA policy notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: Revised – November 2019, September 2017, September 2008, October 2005, November 1999, July 1998

NHSBA revision notes: **November 2019**, the subject matter of the earlier version of this policy was merged with the content of the overlapping/redundant BEDG-R, and re-codified as new procedural document EH-R. BEDG-R has been withdrawn from the NHSBA sample policy/appendix manual. New sample EH-R is based on former BEDG-R, but also includes revisions to reflect legislative changes to RSA 91-A:4, IV by 2019 N.H. Laws Ch. 163 (HB 286) and Ch. 107 (HB 396), the most significant of which requires a written statement identifying the specific exemption under 91-A:5 or otherwise that applies when a record is withheld from disclosure (or redacted); **September 2017**, updated to conform with then current language of 91-A.

w/p-update/2019 Fall/EH Access to Governmental Records

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Raymond School District Policy - EH

DATA MANAGEMENT
(Public Use of School Records)

The Superintendent is hereby designated the custodian of all records, minutes, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by this District.

1. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination as to whether or not the information requested is public in nature. If public, the Superintendent shall provide the information in a timely manner that does not disrupt the operation of the schools.
2. In accordance with RSA 91-A:4, if the Superintendent finds the information to be public in nature, he/she shall direct that it be reproduced on the premises. The party requesting the information is to be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon its becoming available.
3. If the Superintendent finds the information not to be public in nature, he/she shall so inform the requesting party and shall for no reason release such information.
4. If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he/she is hereby authorized to request, on behalf of the School Board, an opinion from the Board's attorney as to the nature of the information. Such opinion requests will be made within ten (10) working days of the original request for the information. The Superintendent shall notify the person requesting such information that an opinion is to be requested of the attorney and shall notify such person immediately upon receipt of an answer from the attorney.

Statutory Reference:
RSA 91-A:4

See Appendix: EHB-R

Adopted: May 16, 2002

ADMINISTRATIVE PROCEDURES FOR PUBLIC ACCESS TO DISTRICT RECORDS “RIGHT TO KNOW REQUESTS”

Category: *Recommended*

Related Policies: BEDG, EHB & JRA
Related administrative procedure: EHB-R

ADOPTION NOTES –

This text box, and all highlights within the policy should be removed prior to adoption.

- (a) *This new sample administrative procedural document merges the content of the earlier version of EH and BEDG-R, the former of which has been revised, and the latter withdrawn. The content in this sample (largely from former BEDG-R) has also been updated to reflect 2019 Legislative changes to RSA 91-A:4. The new language required by 2019 HB 286 & HB 396, is set out in bold italics.*
- (b) **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- (c) General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.
- (d) *Withdrawn and earlier versions of revised policies should be maintained separately as permanent records of the District. Some districts maintain a “Repealed/Revised” section within their manuals.*

1. These procedures will apply to all requests to inspect or obtain copies of “District records”, which term shall have the same meaning as “governmental records” as that term is defined in the state’s Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, and any other documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).
2. All requests for access to or copies of District records should be made through the [] ***the SAU office***. Any board member or staff member who receives a request from a member of the public to see, receive or otherwise inspect any District record(s) (“Right to Know request”) should immediately communicate that request to [] ***the SAU office***.
3. Individuals making Right-to-Know requests are encouraged to discuss their requests with the school administration to insure the request is stated in a manner that will focus on the records desired and avoid being unnecessarily overbroad. Carefully tailored requests often can be fulfilled more promptly and help avoid resources being expended to retrieve and prepare material which exceeds what is actually being sought. Members of the public are encouraged to make their requests in writing and to include a specific description of the desired record(s). Right to Know requests for District records will not be denied if such request is not in writing. If the person making the request refuses to put the request in writing, the staff

**ADMINISTRATIVE PROCEDURES FOR PUBLIC ACCESS TO DISTRICT RECORDS
"RIGHT TO KNOW REQUESTS"**

member receiving the request shall put the request in writing and shall provide the person with a copy.

4. Records requested under the Right-to-Know law which are not exempt under RSA 91-A:5 (or otherwise) will be made available immediately when such records are so available for such release. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent will, within five (5) business days of the request, respond to the requestor, in writing, acknowledging receipt of the request and providing a statement of the time reasonably necessary to determine whether the request shall be granted or denied. The Superintendent or designee may contact the person making the request if the request is unclear or will be time consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Any clarification or narrowing of the request shall be documented in writing and a copy of the re-formed request provided to the person making the request.
5. Records will be reviewed in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.
6. Records exempted from disclosure by RSA 91-A:5 or other law will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5 or other law, the Superintendent will respond to the requestor, in writing, ***including a statement of the specific exemption authorizing the withholding, and a brief explanation of how the exemption applies to the record(s) withheld.***
7. The School District will charge a fee of [insert fee amount] per page for copying/photocopies of records when the person requests a paper copy. ***No cost or fee shall be charged for the inspection or delivery, without copying of records, whether in paper, electronic, or other form.***
8. Electronic records may be provided via e-mail or on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.
9. All District records shall be retained, deleted or destroyed in accordance with Board policy EHB{**} and administrative procedure EHB-R{**}. Minutes of school board meetings shall also be made available in accordance with Board policy BEDG{**}.

District Administrative Procedure History:

Implemented by administration: _____

**ADMINISTRATIVE PROCEDURES FOR PUBLIC ACCESS TO DISTRICT RECORDS
"RIGHT TO KNOW REQUESTS"**

Legal References:

RSA 91-A, New Hampshire Right To Know Law

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: New Administrative Procedure – November 2019.

NHSBA revision notes: November 2019, the subject matter of this new procedures document is derived from a merger of former BEDG-R (now withdrawn) and earlier sample policy EH (now revised). This sample (former BEDG-R), also includes revisions to reflect legislative changes to RSA 91-A:4, IV by 2019 N.H. Laws Ch. 163 (HB 286) and Ch. 107 (HB 396), the most significant of which requires a written statement identifying the specific exemption under 91-A:5 or otherwise that applies when a record is withheld from disclosure (or redacted).

w/p-update/2019 Fall/EH-R Access to Gov Records Procedures 2019-11 (d)

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ADMINISTRATIVE PROCEDURES FOR PUBLIC ACCESS TO DISTRICT RECORDS “RIGHT TO KNOW REQUESTS”

Category: *Recommended*

Related Policies: *BEDG, EHB & JRA*
Related administrative procedure: *EHB-R*

ADOPTION NOTES –

This text box, and all highlights within the policy should be removed prior to adoption.

- (a) *This new sample administrative procedural document merges the content of the earlier version of EH and BEDG-R, the former of which has been revised, and the latter withdrawn. The content in this sample (largely from former BEDG-R) has also been updated to reflect 2019 Legislative changes to RSA 91-A:4. The new language required by 2019 HB 286 & HB 396, is set out in bold italics.*
- (b) **{**}** *indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
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- (d) *Withdrawn and earlier versions of revised policies should be maintained separately as permanent records of the District. Some districts maintain a “Repealed/Revised” section within their manuals.*

1. These procedures will apply to all requests to inspect or obtain copies of “District records”, which term shall have the same meaning as “governmental records” as that term is defined in the state’s Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, and any other documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).
2. All requests for access to or copies of District records should be made through the [] ***the SAU office***. Any board member or staff member who receives a request from a member of the public to see, receive or otherwise inspect any District record(s) (“Right to Know request”) should immediately communicate that request to [] ***the SAU office***.
3. Individuals making Right-to-Know requests are encouraged to discuss their requests with the school administration to insure the request is stated in a manner that will focus on the records desired and avoid being unnecessarily overbroad. Carefully tailored requests often can be fulfilled more promptly and help avoid resources being expended to retrieve and prepare material which exceeds what is actually being sought. Members of the public are encouraged to make their requests in writing and to include a specific description of the desired record(s). Right to Know requests for District records will not be denied if such request is not in writing. If the person making the request refuses to put the request in writing, the staff

**ADMINISTRATIVE PROCEDURES FOR PUBLIC ACCESS TO DISTRICT RECORDS
"RIGHT TO KNOW REQUESTS"**

member receiving the request shall put the request in writing and shall provide the person with a copy.

4. Records requested under the Right-to-Know law which are not exempt under RSA 91-A:5 (or otherwise) will be made available immediately when such records are so available for such release. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent will, within five (5) business days of the request, respond to the requestor, in writing, acknowledging receipt of the request and providing a statement of the time reasonably necessary to determine whether the request shall be granted or denied. The Superintendent or designee may contact the person making the request if the request is unclear or will be time consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Any clarification or narrowing of the request shall be documented in writing and a copy of the re-formed request provided to the person making the request.
5. Records will be reviewed in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.
6. Records exempted from disclosure by RSA 91-A:5 or other law will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5 or other law, the Superintendent will respond to the requestor, in writing, ***including a statement of the specific exemption authorizing the withholding, and a brief explanation of how the exemption applies to the record(s) withheld.***
7. The School District will charge a fee of [insert fee amount] per page for copying/photocopies of records when the person requests a paper copy. ***No cost or fee shall be charged for the inspection or delivery, without copying of records, whether in paper, electronic, or other form.***
8. Electronic records may be provided via e-mail or on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.
9. All District records shall be retained, deleted or destroyed in accordance with Board policy EHB{**} and administrative procedure EHB-R{**}. Minutes of school board meetings shall also be made available in accordance with Board policy BEDG{**}.

District Administrative Procedure History:

Implemented by administration: _____

**ADMINISTRATIVE PROCEDURES FOR PUBLIC ACCESS TO DISTRICT RECORDS
"RIGHT TO KNOW REQUESTS"****Legal References:**

RSA 91-A, New Hampshire Right To Know Law

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

When adopting this sample or variation of the same, a district should not include the NHSBA history or NHSBA notes appearing below. The district should, to the extent possible, include its own adoption/revision history, as well as the legal references and disclaimer as indicated above.

NHSBA history: New Administrative Procedure – November 2019.

NHSBA revision notes: November 2019, the subject matter of this new procedures document is derived from a merger of former BEDG-R (now withdrawn) and earlier sample policy EH (now revised). This sample (former BEDG-R), also includes revisions to reflect legislative changes to RSA 91-A:4, IV by 2019 N.H. Laws Ch. 163 (HB 286) and Ch. 107 (HB 396), the most significant of which requires a written statement identifying the specific exemption under 91-A:5 or otherwise that applies when a record is withheld from disclosure (or redacted).

w/p-update/2019 Fall/EH-R Access to Gov Records Procedures 2019-11 (d)

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TEACHING ABOUT ALCOHOL, DRUGS AND TOBACCO**Category: Priority/Required by Law****Related Policies: {ADC/GBED/JICG,
ADB/GBEC, and JICH**}****ADOPTION NOTES –*****This text box, and all highlights within the policy should be removed prior to adoption.***

- (a) **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- (b) General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.
- (c) Withdrawn and earlier versions of revised policies should be maintained separately as permanent records of the District. Some districts maintain a "Repealed/Revised" section within their manuals.

District personnel shall provide students, parents, and legal guardians with information and resources relative to existing drug and alcohol counseling and treatment for students. The Superintendent shall oversee the development, distribution, and maintenance of a comprehensive list of local, regional, statewide drug and alcohol counseling, and treatment resources which are available to district students. This information may be published in student/parent handbooks, posted on district websites, distributed along with other course material during drug and alcohol education, and shall be available through the principal's office, school nurses' office, athletic program offices, guidance offices and other locations deemed appropriate by the principal in each school.

As part of the health education program for grades [K – 12 _____], the District shall provide aged and developmentally appropriate education based upon the needs of pupils and the community regarding the effects of alcohol and other drugs, abuse thereof, the hazards of using tobacco products, e-cigarettes, liquid nicotine and like suspensions, as well as the state laws and related penalties for prohibiting minors using or possessing such products. The Superintendent shall be responsible to establish and periodically review the District's guidelines for staff members providing such health education or education on such topics. An evidence-based prevention program, approved by the Superintendent, may be used for this purpose.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

TEACHING ABOUT ALCOHOL, DRUGS AND TOBACCO**Legal References:**

RSA 126-K:8, Youth Access to and Use of Tobacco Products, Special Provisions

RSA 189:10, Studies

RSA 189:11-d, Drug and Alcohol Education

RSA 193-E:2-a, Substantive Educational Content of an Adequate Education

Ed 306.40, (b)(2) a - Health Education Program.

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

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NHSBA history: Revised - November 2019; July 2004; and July 1998.

NHSBA note, November 2019, revised in response to 2019 N.H. Laws Ch. 346:104 & 346:109 (HB 4). That provision, rather awkwardly written included a requirement that districts adopt specific policies regarding violations of 126-K:8, I and education on the same. NHSBA notes that state law already required: (a) health education to address tobacco use (189:11-d), prohibited minors from using or possession tobacco products (126-K:6), prohibited smoking indoors in public places (RSA 155:64-77), a policy to that effect (RSA 155:68); and smoking on school property (RSA 126-K-7). Other than the health education component, all of these provisions are addressed in NHSBA sample policy ADB/GBED/JICG. **September 2017**, revised to reflect the 2016 enactment of SB 369, establishing RSA 189:11-d, Drug and Alcohol Education.

w/p-update/2019 Fall/ IHAMA Teaching About Drugs Alcohol & Tobacco 2019 (d)

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RAYMOND SCHOOL DISTRICT - IHAMA

Teaching About Alcohol, Drugs, and Tobacco

District personnel shall provide students, parents, and legal guardians with information and resources relative to existing drug and alcohol counseling and treatment for students. The Superintendent shall oversee the development, distribution, and maintenance of a comprehensive list of local, regional, and statewide drug and alcohol counseling and treatment resources which are available to district students. This information may be published in student/parent handbooks, posted on district websites, distributed along with other course material during drug and alcohol education, and shall be available through the principal's office, school nurse's office, athletic program offices, guidance offices and other locations deemed appropriate by the principal in each school.

The Superintendent shall be responsible to establish and periodically review the District's guidelines for staff members providing education on the effects of alcohol, other drugs, tobacco, and dealing with abuse. The District shall provide age and developmentally appropriate drug and alcohol education to pupils based upon the needs of the pupils and the community, as a component of the kindergarten through grade 12 health education program. An evidence-based prevention program, approved by the Superintendent, may be used for this purpose.

Legal References:

RSA 190:10, Studies

RSA 189:11-d, Drug and Alcohol Education

Ed 306.40, (b)(2) a - Health Education Program

Approved: April 18, 2018

FEMININE HYGIENE PRODUCTS**Category: Recommended****[districts with middle, junior and/or high schools only]****ADOPTION NOTES –*****This text box, and all highlights within the policy should be removed prior to adoption.***

- (a) *General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.*
- (b) *Withdrawn and earlier versions of revised policies should be maintained separately as permanent records of the District. Some districts maintain a “Repealed/Revised” section within their manuals.*

The District shall make tampons and sanitary napkins available at no cost in all gender neutral bathrooms and bathrooms designated for females located in *[for districts with elementary schools, modify the language as appropriate to include only middle and high school building] each middle/junior and high school within the District.*

The Superintendent may implement any rules or procedures appropriate to implement this policy. The Superintendent should also designate personnel to explore the availability of and pursue any grants or partnerships available to satisfy the costs associated with this policy.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References:

RSA 189:16-a, Menstrual Hygiene Products (2019 Laws Chapter 252).

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

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FEMININE HYGIENE PRODUCTS

NHSBA history: New policy – November 2019

NHSBA note: November 2019 – new policy intended to address the provisions of 2019 SB 142, adopted as 2019 Laws Chapter 252, and codified as RSA 189:16-a.

w/p-update/2019 Fall/ JLCFA Feminine Hygiene Products (d)

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Raymond School District Procedure JLDBB-R

The Raymond School District recognizes that suicide is a complex issue that requires school family, and community resources to be harnessed for appropriate and timely help to be available to NH students in order to prevent suicide. Policy JLDBB guides the Raymond School District in the development and implementation of a coordinated plan to prevent, assess the risk of, intervene in, and respond to suicide.

This coordinated plan includes these five areas:

Training for staff: 2 hours of training in suicide awareness and prevention. This training will occur annually, thereafter. Staff includes faculty, staff, contracted personnel, and designated volunteers. Such training may include but not limited to: youth suicide factors, warning signs, protective factors, response procedures, referrals, post-intervention, and resources available within the school and community. *By March 30, 2021, Raymond Schools will have completed 2 hour trainings with staff. Raymond Schools will use self-training materials that may include handouts, face-to face presentations, and online videos. This training will be evidenced informed. Raymond schools will develop a procedure for ensuring this annual training requirement is completed and met.*

Educating students in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage resources and refer friends for help. *Raymond Schools will use evidenced-based resources such as the Second Step Program and supplement with self-training materials as developmental needs require. (What other programs, curriculum, are being used? At MS at HS? What is included in Health Class Curriculum- may have to look deeper there. We can't miss those kids who don't take Health class....*

Identifying within the school, the person(s) who serve as the point of contact when a student and the community is believed to be at an elevated risk for suicide. *Raymond Schools will post a flyer that is available for students, parents, and staff that identifies the contact persons at each school. (Where to post it? On website? At Counselors offices?*

Making referral, crisis intervention, and other related information, both within the school and community, available for students, parents, faculty, staff and school volunteers. *Raymond Administrators, Counselors, Social Workers, Psychologists and other related personnel will have referral and crisis intervention information available for students, parents, faculty, staff and school volunteers. (How do we make sure this happens?) What materials should everyone use and have access to?*

Promoting cooperative efforts between school districts, charter public schools, and community suicide prevention program personnel. *Raymond Schools will work cooperatively with local resources, such as the Raymond Coalition, Seacoast Mental Health Center, and Raymond Police Department. Procedures for establishing meeting times will be developed each year. (are there other organizations?)*

DRAFT not to be Distributed March 2020

Raymond School District Policy JLDBB: Suicide prevention and response

The Raymond School District recognizes that suicide is a complex issue that requires school family, and community resources to be harnessed for appropriate and timely help to be available to NH students in order to prevent suicide. This policy guides the Raymond School District in the development and implementation of a coordinated plan to prevent, assess the risk of, intervene in, and respond to suicide.

As outlined in 193-J:1, this coordinated plan includes:

- a. Training for staff: 2 hours of annual training in suicide awareness and prevention for faculty, staff, contracted personnel, and designated volunteers. The training may include but not limited to: youth suicide factors, warning signs, protective factors, response procedures, referrals, post-intervention, and resources available within the school and community. This training will be evidenced informed.
- b. Educating students in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage resources and refer friends for help.
- c. Identifying within the school, the person(s) who serve as the point of contact when a student and the community is believed to be at an elevated risk for suicide.
- d. Making referral, crisis intervention, and other related information, both within the school and community, available for students, parents, faculty, staff and school volunteers.
- e. Promoting cooperative efforts between school districts, charter public schools, and community suicide prevention program personnel.

Raymond Schools will create a procedure JLDBB-R that guides the implementation of this policy, and review annually, and revise it as needed.

193-J:3 Immunity.

Nothing in this chapter shall create a private right of action against any school administrative unit, school district, public academy, chartered public school, the state, or any employee, contractor, subcontractor, or agent thereof. A school administrative unit employee, school employee, chartered public school employee, public academy employee, regular school volunteer, pupil, parent, legal guardian, or employee of a company under contract to a school, school district, school administrative unit, or chartered public school, shall be immune from civil liability for conduct arising from or related to the implementation of, or failure to adequately implement, this chapter. 315:2 Effective Date. This act shall take effect July 1, 2020.

Legal References: RSA 193-J, Suicide Prevention Education

Date Adopted:

SUICIDE PREVENTION AND RESPONSE

Category: Priority/Required by Law

ADOPTION NOTES –

This text box, and all highlights within the policy should be removed prior to adoption.

- (a) *This sample policy is required with the 2019 passage of SB 282 (codified as RSA 193-J). Although the new law is not effective until July 1, 2020, there are many provisions which may have budgetary and planning impacts. It is important, therefore, for Districts to carefully review the staffing and programming implications for FY 2021.*
- (b) *The annual training required under section C below, is required under the statute. The first training must occur by March 31, 2021.*
- (c) *This sample policy contemplates the development of a separate District Suicide Prevention Plan, with components as outlined in Section A of the policy. NHSBA recommends that districts use as a template or guide the sample “policy” available through the American Foundation for Suicide Prevention. The coding should connect to the board policy (e.g., JLDDB & JLDDB-R). This sample policy JLDDB was structured to mesh the key elements of RSA 193-J with the AFSP model “policy”. As of October 2019 the AFSP guide and policy can be found at:*

<https://afsp.org/our-work/education/model-school-policy-suicide-prevention/>
- (d) *This sample policy is structured to apply to districts with more than one school. For single school districts, the duties/positions of District Suicide Prevention Coordinator and School Suicide Prevention Points of Contact (policy sections B.1 & B.2, below) may/should be merged, with additional changes as needed for internal continuity.*
- (e) **{**}** *indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- (f) *General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.*

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

- A. **District Suicide Prevention Plan and Biennial Review.** No later than May 31, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Suicide Prevention Plan (the “Plan”) to include guidelines, protocols and procedures with the objectives of prevention, risk assessment, intervention and response to youth suicides and suicide attempts.

SUICIDE PREVENTION AND RESPONSE

1. **Specific Requirements for Plan Terms:** The District Suicide Prevention Plan shall include terms relating to:
 - a) Suicide prevention (risk factors, warning signs, protective factors, referrals);
 - b) Response to in-or-out-of-school student suicides or suicide attempts (postvention, suicide contagion);
 - c) Student education regarding safe and healthy choices, coping strategies, recognition of risk factors and warning signs of mental disorders and suicide; and help seeking strategies;
 - d) Training of staff, designated volunteers, and contracted personnel on the issues of youth suicide risk factors, warning signs, protective factors, response procedures, referrals, post-intervention and resources available within the school and community;
 - e) Confidentiality considerations;
 - f) Designation of any personnel, in addition to the {see adoption note (d) above, and B.1 & B.2, below} _____ District Suicide Prevention Coordinator and Building Suicide Prevention Liaisons, to act as points of contact when students are believed to be at an elevated risk of suicide;
 - g) Information regarding state and community resources for referral, crisis intervention, and other related information;
 - h) Dissemination of the Plan or information about the Plan to students, parents, faculty, staff, and school volunteers;
 - i) Promotion of cooperative efforts between the District and its schools and community suicide prevention program personnel;
 - j) Such include such other provisions deemed appropriate to meet the objectives of this Policy (e.g., student handbook language, reporting processes, “postvention” strategies, memorial parameters, etc.).
2. **Biennial Review:** No less than once every two years, the Superintendent, in consultation [with the District Suicide Prevention Coordinator and Building Suicide Prevention Liaisons _____ and] with input and evidence from community health or suicide prevention organizations, and District health and guidance personnel, shall update the District Suicide Prevention Plan, and present the same to the Board for review. Such Plan updates shall be submitted to the Board in time for appropriate budget consideration.

B. Suicide Prevention Coordinator and Liaisons.

1. **District Suicide Prevention Coordinator.** [{The Superintendent shall appoint a} OR {the _____ is designated as the}] District Suicide Prevention Coordinator, who, under the direction of the Superintendent shall be responsible for:

SUICIDE PREVENTION AND RESPONSE

- a) developing and maintaining cooperative relationships with and coordination efforts between the District and community suicide prevention programs and personnel;
 - b) annual updating of (i) State and community crisis or intervention referral intervention information, and (ii) names and contact information of Building Suicide Prevention Liaisons, for inclusion in student handbooks and on the District's website;
 - c) developing - or assisting individual teachers with the development - of age appropriate student educational programming, such that all students receive information in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help;
 - d) developing or assisting in the development of the annual staff training required under section C of this policy;
 - e) Such other duties as referenced in this Policy or as assigned by the Superintendent.
2. **Building Suicide Prevention Liaison.** The [*name position _____*], or, in his/her absence, the building principal, shall be designated as the Building Suicide Prevention Liaison, and shall serve as the in building point-of-contact person when a student is believed to be at an elevated risk for suicide. Employees who have reason to believe a student is at risk of suicide, or is exhibiting risk factors for suicide, shall report that information to the Building Liaison, who shall, immediately or as soon as possible, establish and implement a response plan with the District Suicide Prevention Coordinator.
- C. **Annual Staff Training.** The Superintendent shall assure that beginning with the 2020-21 school year, all school building faculty and staff, designated volunteers, and any other personnel who have regular contact with students, including contracted personnel or third-party employees, receive at least two hours of training in suicide awareness and prevention. Such training may include such matters as youth suicide risk factors, warning signs, protective factors, intervention, response procedures, referrals, and postvention and local resources.
- D. **Dissemination.** Student handbooks and the District's website will be updated each year with the contact information for the Building Suicide Prevention Liaisons, State and community crisis or intervention referral intervention resources. The District Suicide Prevention Plan will be made available on the District's, and each school's respective websites.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

SUICIDE PREVENTION AND RESPONSE**Legal References:**

RSA 193-J: Suicide Prevention Education

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

Other Resources:

- The New Hampshire Department of Education's Bureau of Student Wellness, Office of Social and Emotional Wellness (OSEW), provides resources and technical assistance to school districts to work collaboratively with their community to respond to the needs of students through a multi-tiered system of support for behavioral health and wellness. For further information see: www.nhstudentwellness.org
- American Foundation for Suicide Prevention (AFSP) - <https://www.afsp.org>
- Suicide Prevention Resource Center - <http://www.sprc.org>
- The National Suicide Prevention Lifeline – <https://www.suicidepreventionlifeline.org>
- The Trevor Project - <https://www.thetrevorproject.org>

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NHSBA history: New policy, November 2019.

NHSBA note, November 2019 This sample policy is in response to 2019 N.H. Laws Ch. 315 (SB 282), codified as RSA 193-J, which, among other things, requires that “each school district ... shall develop a policy that guides the development and implementation of a coordinated plan to prevent, assess the risk of, intervene in, and respond to suicide.” The statute then includes several required and discretionary policy components. As with other instances of recent legislation (e.g., 2018’s HB1612 & 2019’s SB 263), SB 282 contemplates Board development of a policy to direct the development of the plan, not the plan itself. This sample policy is intended to assist that process by coordinating the requirements of the statute with the framework with some of the model “policies” created by various suicide prevention/crisis intervention organizations such as the American Foundation for Suicide Prevention.

w/p-update/2019 Fall/ /JLDBB Suicide Prevention (d2)

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