

Policy Committee Meeting
Thursday, April 18, 2024, 9:00 AM
SAU 33 Office
Agenda

- I. Call to Order
- II. Proof of Posting
- III. New Business

Graduation Requirements - Revise

At the January 17th School Board meeting, the Board noted that, as part of the approval of the 2024-25 Program of Studies, “that the graduation requirements change to 3 full credits for social studies, and remove one half credit from electives, starting with the Class of 2028.”

This is being brought to the Policy Committee for consideration of adding this information into the [graduation requirements listed in policy IKF](#).

Public Information Request Form - Redact

We recently redacted policy KDA Public Information Program. [KDA-R](#) was not reviewed at that time. There is no matching NHSBA sample policy.

This form is still used regularly, and a similar form can continue to be used as part of our internal recordkeeping, but it seems we can remove it from our policy book, if we choose.

IV. Student Handbook Policies

As we begin preparing our student handbooks for next year, we looked at the policies included in our handbook appendices and compared them to NHSBA sample policies. Below are NHSBA sample policies which have been updated more recently than our own policies.

Raymond Policy

NHSBA Policy

[ILD Non-Educational Surveys](#)

[ILD Non-Educational Surveys](#)

[ILD-R PPRA Supporting Forms](#) (Opt In/Opt Out) No matching policy
(ILD-R is related, but isn't part of the the student handbooks)

[JIH Student Searches and Their Property](#)

[JIH Student Searches, Property](#)

[JIH-R Student Searches](#)

[JIH-R Student Searches](#)

[JJA Student Activities & Organizations](#)

[JJA Student Activities & Organizations](#)

[JJA-R Cocurricular Participation](#)
(JJA-R is related, but isn't part of the the student handbooks)

[JJA-R Student Activities Eligibility](#)

V. Policy Review - Section J, Continued

Raymond Policy

No matching policy

No matching policy

JIHD Student Interviews/Interrogations

No matching policy

JJF Student Activity Funds

JJF-R Administering Student Activity Funds

No matching policy

JJIB Interscholastic Athletics

No matching policy

No matching policy

JKA Corporal Punishment/Restraint

JKB Detention of Students

No matching policy

JLC Student Health Services

JLCA Physical Exam of Students

JLCC Head Lice/Pediculosis

JLCD Administering Medication to Students

JLCD-R Administering Medication - Procedures

No matching policy

JLCE Emergency Care & First Aid

NHSBA Policy

JJHB Searches of Student Automobiles

JJHC Use of Metal Detectors

JJHD Student Interviews/Interrogations

JJI Student Protests, Demonstrations

JJF Student Activity Funds

JJF-R Student Activity Funds Management

JJG Non-School Sponsored Contests

JJIB Interscholastic Athletics

JJIC Eligibility for School Athletics

JJIF Guidelines for Proper Sportsmanship

JKA Corporal Punishment/Restraint

JKB Detention of Students

JLA Student Insurance Program

JLC Student Health Services

JLCA Physical Exam of Students

JLCC Head Lice/Pediculosis

JLCD Administering Medication to Students

JLCD-R Administering Med - Procedures

JLCDA Medical Treatment Parent Consent

JLCE Emergency Care & First Aid

Raymond School District Policy – IKF

HIGH SCHOOL GRADUATION POLICY

In order to better meet the individual needs of each student, Raymond High School offers a differentiated diploma program. In addition to the Raymond High School Diploma, Raymond High School also offers a State Standard Diploma and a NH Scholars Diploma.

The District requires that every student take three years of math and an additional year of math or a non-math class in which mathematics is significantly applied.

The District will develop a competency assessment of United States government and civics consistent with pertinent and applicable law. This assessment will be administered to students as part of the high school course in history and government of the United States and New Hampshire. Students who attain a passing grade on this assessment will be eligible to receive a high school diploma.

Raymond High School Diploma- This diploma is awarded in regular circumstances and is based on the Raymond School District minimum requirements for a high school diploma.

<u>Credit/Course Requirements</u>	<u>Number of Credits</u>
Fine and Performing Arts	.50
Computer	1.00
English	4.00
Health	.50
Mathematics	3.00 (including algebra credit that can be earned through a sequential, integrated, or applied program)
Physical Education	1.00
Science	3.00
Social Studies	2.50
Total Credits Required	15.50
Total Credits Elective	8.50
Total credits needed to graduate	24.00

Raymond High School Honors Diploma --Students must earn 28 credits, have taken two years of consecutive world language, and must maintain a minimum grade point average (GPA) of 3.27 or higher.

<u>Credit/Course Requirements</u>	<u>Number of Credits</u>
English	4
Math	3 (including algebra credit that can be earned through a sequential, integrated, or applied program)
Social Studies	2.5
Science	3
World Languages	2
Art Fine and Performing Arts	.5
Health	.50
Computer Education	1
Physical Education	1
ELO/Online Learning	.50
Electives	10
Total Credits	28

State Standard Diploma- This diploma is awarded in special circumstances and is based on the State of New Hampshire minimum requirements for a high school diploma. The approval of the school administration and Superintendent is required to be considered for this diploma. See IKF-R for criteria, application and appeal process.

<u>Credit/Course Requirements</u>	<u>Number of Credits</u>
Art	.50
Information and Communication Technologies	.50
English	4.00
Mathematics	3.00 (including algebra credit that can be earned through a sequential, integrated, or applied program)
Physical Sciences	1.00
Biological Sciences	1.00
US and NH History	1.00
US and NH Government/Civics	.50
Economics, including personal finance	.50
World History, Global Studies or Geography	.50
Health	.50
Physical Education	1.00
Open Electives	6.00
Total Credits	20.00

NH Scholars Diploma-This diploma is awarded in special circumstances for those students who have met all of the requirements of the NH Scholars.

Courses	NH Scholars	STEM	Arts
English --World Literature, American Literature, English Electives	4 credits	4 credits	4 credits
Mathematics - Algebra I, Algebra II, Geometry, and one other competency	4 credits	4 credits	4 credits
Science - Including 3 years of Labs chosen from Biology, Chemistry, and Physics, and others approved by individual schools	3 credits	4 credits	3 credits
Social Studies - Chosen from U.S. History, World History, World Geography, Economics, Government, Psychology and others as approved by individual schools	3.5 credits	3.5 credits	3.5 credits
Languages - Two years of the same language other than English	2 credits	2 credits	2 credits
STEM- At least one more year chosen from Technology, Engineering, Computers, Advanced Manufacturing, Science, Math, CTE Program, Project Lead The Way, and others as approved by individual schools		1 credit	
Arts - Chose from Visual Arts, Fine Arts, Performing Arts, Music, Graphic Design, and others as approved by individual schools			2 credits

Minimum
3.2 GPA Minimum
3.2 GPA

Certificates of Completion - Students with individualized education plans (IEP's) may earn a Certificate of Completion. These certificates shall not be equal to a regular high school diploma per the State of New Hampshire Department of Education. All students with disabilities shall be entitled to continue their high school educational program until such time as each student has earned a regular high school diploma or has attained the age of 21, whichever comes first. Certification of Completion recognizes the completion of a student's program as set forth by the Special Education Multidisciplinary Evaluation and Placement Team.

The following conditions will apply to students earning a Certificate of Completion:

- The student is identified with an educational disability as documented in an Individualized Education Program (IEP)

- The student has spent a majority of their high school program in either non-credit granting courses or was unable to demonstrate competency in required courses and, therefore, was unable to attain sufficient credits for a standard diploma.

The special Education Multidisciplinary Evaluation and Placement Team will determine if the student has met the criteria for a Certificate of Completion as outlined in the IEP. An award of this certificate will be on or before the student's 21st birthday. The student may choose when to receive the Certificate of Completion on one of three predetermined opportunities:

- At graduation with common age peers
- At the conclusion of IEP program, or
- Upon reaching the age of 21 (Graduation ceremony must be prior to their 21st birthday).

If the student participates in the traditional ceremony, the student's name will be included in the written graduation publication(s). The granting of a Certificate of Completion and/or participation in the commencement activities does not negate the student's rights to services until the age of 21 as prescribed in the IEP.

Certificates of Attendance- Students with individualized education plans (IEP's) may earn certificates of attendance. These certificates shall not be equal to a regular high school diploma per the State of New Hampshire Department of Education. All students with disabilities shall be entitled to continue their high school educational program until such time as each student has earned a regular high school diploma or has attained the age of 21, whichever comes first. Certificates of Attendance indicate that the school district recognizes a student's time at Raymond High School. A Transition Plan/Diploma track will be developed at the end of the 8th grade year or upon entrance to Raymond High School.

Criteria

- Special Education Team decision (includes, special education case manager, superintendent of schools, teacher, administration, parent or guardian and guidance)
- Student must be present 90% of the time
- Student must be in attendance for at least 4 years
- Student must be identified with an IEP
- Student has attended until age 21 but has not met the state requirements for graduation

Passage of Civics Exam.

The district will develop a competency assessment of United States government and civics, consistent with pertinent and applicable law. This assessment will be administered to students as part of the high school course in history and government of the United States and New Hampshire. Students must attain a passing grade on this assessment to be eligible to receive a high school diploma or other graduation certificate.

Effective for students graduating in 2024, the district will also administer the 128 question civics (history and government) naturalization examination developed by the 2020 United States Citizen and Immigration Services ("U.S. Citizenship Test"). This exam may be modified for a student with a disability in accordance with the student's individualized education program. Students must earn a grade of 70 percent or better to be eligible to receive a high school diploma or other graduation certificate.

Under RSA 189:11, II, the Superintendent will submit the composite results of either the locally developed civics competency assessment or the U.S. Citizenship Test to the N.H. Department of Education.

Federal Student Aid Application.

Effective for students graduating in 2024, as a requirement for receiving a high school diploma, each student who is at least 18 years of age or legally emancipated, or the parent/guardian of such a student who is under 18 years of age, shall either:

1. file a Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education; or
2. file a waiver on a form created by the N.H. Board of Education with the District indicating that the parent/guardian or, if applicable, the student, understands what FAFSA is and has chosen not to file an application.

The District shall provide to each student and, if applicable, the parent/guardian, any support or assistance necessary to comply with the requirement above.

The District shall award a high school diploma to any student who is unable to meet the requirement above if the student has met all other graduation requirements and the building Principal attests that the District has made a good faith effort to assist the student or parent/guardian in filing an application or waiver.

The Board supports early graduation as a means to earn a high school diploma (see Board policy IKFA. Parental involvement for students under the age of 18 is required. The high school principal shall approve such requests if he/she determines that all state and local graduation requirements will be met and that early graduation is related to career and/or educational plans of the student making the request. Upon approval by the high school principal, the minimum 4-unit requirement per year for enrolled students shall be waived and the student shall be awarded a high school diploma.

Legal References:

NH Code of Administrative Rules, Section Ed 306.04(a)(14), How Credit Can Be Earned

NH Code of Administrative Rules, Section Ed 306.04(f), Awarding of Credit for Required Subjects and Open Electives

NH Code of Administrative Rules, Section Ed 306.27(d), Mastery of Required Competencies

NH Code of Administrative Rules, Section Ed 306.27 (m), Credits Required for Graduation

NH Code of Administrative Rules Section Ed 306.27 (j), English and Mathematics Graduation Competencies

NH RSA 189:11

Adopted: September 18, 2013

Revised: June 21, 2017

Revised: March 2, 2022

Raymond School District Policy – KDA-R*

PUBLIC INFORMATION PROGRAM

REQUEST FOR INFORMATION
(to be used in the absence of a written request)

Name of person or organization requesting information: _____

Date of request: _____

Title and/or description of documents: _____

Type of request (please check one): Information _____ Copy desired _____

Request made (please check one): In person _____ In writing _____

Signature of School District personnel receiving this request:

If the preparation of material involves costs to the District other than retrieval, i.e., compilation, separation for non-public data, retyping, etc., the administration should provide a written estimate of the actual cost other than the copying.

Estimated costs: \$ _____
(the charge may not exceed actual cost or the estimated cost)

Date material is available in the office: _____

Date material is reviewed or received: _____

R/R: 8/23/79
Revised: August 1, 2002

Raymond School District Policy – ILD

NON-EDUCATIONAL QUESTIONNAIRES, SURVEYS, AND RESEARCH

Separate federal and state laws require that written consent be obtained from a parent or guardian before a student participates in a non-educational survey or questionnaire that asks about information not directly related to a student's academics.

Federal law, the Protection of Pupil Rights Amendment, imposes the prior written consent requirement only if the survey, analysis, or evaluation or its administration is paid for or in any way uses federal funds from the federal Department of Education and reveals information concerning the following:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

State law, RSA 186:11, IX-d, imposes the prior written consent requirement on questionnaires, or other documents designed to elicit information about:

1. A student's social behavior;
2. family life;
3. religion;
4. politics;
5. sexual orientation;
6. sexual activity;
7. drug use;
8. or any other information not related to a student's academics.

School District Approval

For the purpose of this policy, "non-academic survey" shall include a survey, analysis, or evaluation which seeks any information in the categories listed above. All non-academic surveys must have the prior approval of the Superintendent or his/her designee.

Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent and the approval of the School Board as to content and purpose. The results of such approved surveys must be shared with the School Board.

No questionnaire or survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information.

Parental Notification

Prior written consent from a parent or legal guardian is required to administer a non-academic survey to a student, unless the student is an adult or an emancipated minor who consents. Parents/Guardians will be notified at least ten (10) days prior to administration when a school intends to administer a non-academic survey. Included in the notice will be information regarding the purpose of the non-academic survey, how the survey will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey. Parents or guardians wishing to inspect a non-academic survey will be able to do so in the administrative office. Parents may refuse to give consent for their student to participate, with or without first reviewing the non-academic survey. The school will not penalize students whose parents/guardians decline to provide written consent. The school will take reasonable precautions to protect student privacy during their participation in any non-academic survey.

Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention

State law does not require prior written consent from a parent or guardian for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. Guidance issued by the Center for Disease Control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate and the survey is not paid for by the United States Department of Education. As required by both New Hampshire and federal law, the District shall provide parents and guardians with notice at least ten (10) days before the Youth Risk Behavior Survey is administered. Parents may inspect the Youth Risk Behavior Survey at the school's administrative office. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the Principal with written notice. District staff administering the Youth Risk Behavior Survey shall insure students understand that participation is voluntary and that students who opt-out will not be penalized.

Miscellaneous Provisions

This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- College or post-secondary education recruitment, or military recruitment;
- Book clubs, magazines, and programs providing access to low-cost literary

products;

- Curriculum and instructional materials used by schools;
- Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
- The sale of products or services to raise funds for school-related or education-related activities; and
- Student recognition programs.

Legal References:

RSA 186:11, IX-d, Non-Academic Surveys and Questionnaires
20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment
2017 CDC YRBS Guidance Manual

Appendix ILD-R

Adopted: January 6, 2016

Revised: January 3, 2018 (formerly ILDA)

Policy ILD: Non-Educational/Non-Academic Questionnaires, Surveys & Research

Status: ADOPTED

Original Adopted Date: 09/01/2008 | Last Revised Date: 05/01/2018 | Last Reviewed Date: 05/01/2018

Category: Priority - Required by Law

ADOPTION/REVISION NOTES -

Text between the highlighted lines "~~~", and highlights in this sample 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/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
- b. Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- c. {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: Revised: May 2018; September 2017; September 2008

NHSBA note, May 2018: Prior to the 2017 amendment to RSA 186:11, XI-d, the notice and previous "opt-out" requirements of the state law were found in NHSBA sample policy ILDA. With the 2017 amendments, the similarities between the state and federal statutes were greater than their differences, and NHSBA determined to combine the requirements into one policy. As such, we have modified sample policy ILD to identify some of remaining differences between the applicable state and federal statutes, and to reconcile the resulting overlap between former ILD and ILDA. NHSBA adoption consideration: Districts should be sure that in adopting the modified ILD they simultaneously repeal policy ILDA (or its equivalent).

NHSBA note, September 2017: The adoption of Senate Bill 43 by the Legislature in 2017 added a requirement for prior written consent from a parent or guardian before a non-academic survey can be administered. As a result, state law, RSA 186:11, IX-d, requirements are nearly identical to the requirements of the federal Protection of Pupil Rights Amendment. This update, therefore, combines sample policy ILD, Educational Questionnaires, Surveys, and Research with sample policy ILDA, Non-Educational Questionnaires, Surveys, and Research.

Separate federal and state laws require that written consent be obtained from a parent or guardian before a student participates in a non-educational survey or questionnaire that asks about information not directly related to a student's academics. While similar, the two laws are not co-extensive, with slightly different scope, procedures and exceptions.

A. General.

1. For the purpose of this policy, "non-academic survey" shall include a survey, questionnaire, analysis, evaluation or any other document which seeks any information in the categories listed in sections B (as to state law) or C (as to federal law), below. However, non-academic surveys should not be deemed to include questions directed to an individual student by a school counselor, nurse or appropriate personnel under circumstances indicating such questions are reasonably necessary for such person's compliance with applicable laws or regulations, and the discharge his or her duties.
2. All non-academic surveys must have the prior approval of the Superintendent or his/her designee.
3. Non-academic surveys conducted for other agencies, organizations or individuals must have both the recommendation of the Superintendent and the approval of the School Board as to content and purpose. The results of such approved non-academic surveys must be shared with the School Board.
4. No non-academic survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information.
5. As used below, the consent and notification provisions apply to a child's parent/legal guardian(s), unless the student is an adult or an emancipated minor who consents.

B. New Hampshire Law.

Under RSA 186:11, IX-d, prior notice and prior consent (opt-in) is required for any non-academic survey designed to elicit information about:

1. A student's social behavior;
2. family life;
3. religion;
4. politics;
5. sexual orientation;
6. sexual activity;
7. drug use;
8. or any other information not related to a student's academics.

C. Federal Law.

1. **Protection of Pupil Rights Amendment.** Under the federal Protection of Pupil Rights Amendment, prior written consent is required only if the non-academic survey, analysis, or evaluation or its administration is paid for or in any way uses federal funds from the federal Department of Education and reveals information concerning the following:
 - a. Political affiliations;
 - b. Mental and psychological problems potentially embarrassing to the student or the family;
 - c. Sexual behavior and attitudes;
 - d. Illegal, anti-social, self-incriminating, and demeaning behavior;
 - e. Critical appraisals of other individuals with whom respondents have close family relationships;
 - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. Religious practices, affiliations, or beliefs of the student or student's parent/guardian; or
 - h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
2. **Federal Exception.** Non-academic surveys which do not require consent and notice under New Hampshire law (section B) but might otherwise require notice and consent under the federal law (section C.1 above). However, the federal requirement exempts to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
 - a. College or post-secondary education recruitment, or military recruitment;
 - b. Book clubs, magazines, and programs providing access to low-cost literary products;
 - c. Curriculum and instructional materials used by schools;
 - d. Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
 - e. The sale of products or services to raise funds for school-related or education-related activities; and

f. Student recognition programs.

Caution: This exception only applies if the non-academic survey is otherwise exempt under New Hampshire law (section B, above).

D. Notification and Inspection.

When school personnel intend on administering a non-academic survey the school shall provide ten (10) day notice to parents/guardians. Included in the notice will be information regarding the purpose of the non-academic survey; how the survey will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey. Parents or guardians wishing to inspect a non-academic survey will be able to do so in the school's administrative office. Parents/guardians may refuse to give consent for their student to participate, with or without first reviewing the non-academic survey. The school will not penalize students whose parents/guardians decline to provide written consent. The school will take reasonable precautions to protect student privacy during their participation in any non-academic survey.

E. Consent Exception for Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention.

Neither state nor federal law requires prior written consent for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. Guidance issued by the Center for Disease Control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate and the survey is not paid for by the United States Department of Education.

However, New Hampshire law nonetheless requires the District to provide parents/guardians with notice at least ten (10) days before the Youth Risk Behavior Survey is administered. Parents may inspect the Youth Risk Behavior Survey at the school's administrative office. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the Principal with written notice. District staff administering the Youth Risk Behavior Survey shall insure students understand that participation is voluntary and that students who opt-out will not be penalized.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

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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Legal References

2017 CDC YRBS Guidance Manual

Description

2017 CDC YRBS Guidance Manual

NH Statutes References

RSA 186:11, IX-d

Description

Duties of State Board of Education

Federal Statutes References

Description

20 U.S.C. § 1232h

Protection of Pupil Rights Amendment (PPRA)

Cross References

ILDA

Description

WITHDRAWN - Non-Educational Questionnaires, Surveys and Research

RAYMOND SCHOOL DISTRICT POLICY – ILD-R

PROTECTION OF PUPIL RIGHTS AMENDMENT – SUPPORTING FORMS

Protection of Pupil Rights Amendment –

Consent/Opt-In For Specific Activities

(For activities not funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district’s “Notification of Protection of Pupil Rights Amendment” (PPRA). On _____ (Date) _____ at _____ (Name of school/site) _____ there will be a survey, analysis, or evaluation, and your consent is required so that your child(ren) may participate. This activity consists of:

Description:

Please sign below in the event that you consent to your child(ren)’s participation and return this form to your Principal/designee by __ (Five (5) days before activity or as directed) _____.

If you do not indicate your decision to consent/opt-in by the date set forth above, the student will not be permitted to participate in the activity. If you would like to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.

As the parent/guardian, I give my consent for my child(ren), as noted below, to participate in the activity designated above.

STUDENT (PRINT NAME)	SCHOOL	GRADE
_____	_____	_____
_____	_____	_____

Parent Signature

Date

Opt-Out For Specific Activities

(For activities not funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

For your convenience you will find attached a copy of our school district's "Notification of Protection of Pupil Rights Amendment" (PPRA). On _____(Date)_____ at _____(Name of school/site)_____ there will be a protected information survey conducted. This activity consists of:

Description:

If you do not want your child(ren) to participate, please sign below and return the form to your Principal/designee by _____(Five (5) days before activity or as directed)_____.

OPTIONAL: You may also opt out of the activity by calling or e-mailing your Principal no later than __ Five (5) days before activity or as directed) __ at _____(Phone)_____ or _____(Email address)_____.

If you do not indicate your decision to opt out by the date set forth above, the student will be permitted to participate in the activity. If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.

As the parent/guardian, I do not want my child(ren), as noted below, to participate in the activity designated above and, by signing and returning this form, indicate my decision to opt them out of the activity.

STUDENT (PRINT NAME)

SCHOOL

GRADE

Parent Signature

Date

Adopted: January 3, 2018

Raymond School District Policy - JIH

STUDENT SEARCHES AND THEIR PROPERTY

The superintendent, principal, teacher, or security personnel of the school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol, dangerous weapons, electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas, or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any thing that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal. A shared locker or storage area implies shared responsibility.
3. Authorized personnel may search a student whenever the student consents to such a search. However, consent obtain through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by the authorized person who is the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Authorized personnel is permitted to arrange for the use of trained canines to aid in the search process.
8. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or non-prescription medicines, switchblade, knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to

proper authority.

Legal Reference:

NH Constitution, Pt. 1, Art. 19

State v. Drake, 139 NH 662 (1995)

State v. Tinkham, 143 NH 73 (1998)

Appendix JIH-R

Adopted: April 3, 1980

R/R: 10/5/95

Revised: August 1, 2002

Revised: March 21, 2007

Policy JIH: Student Searches and Their Property

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 04/01/2009 | Last Reviewed Date: 04/01/2009

Category: Recommended

The superintendent, principal, security personnel of the school or other authorized personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; prohibited electronic devices; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.
3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.
5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.
6. Any searches of students as outlined herein will be conducted by authorized personnel of the same sex as the student being searched. Whenever possible, two authorized persons shall be present during any search of a student or student property.
7. The Superintendent is authorized to arrange for the use of trained canines to aid in the search process.
8. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

In conducting searches of students and property, school officials should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary.

Searches of student automobiles are governed by Board Policy JIHB.

Revised: April 2009
Revised: January 2001, February 2005
New policy: July 1998

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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NH Case Law References

State v. Drake, 139 NH 662 (1995)

State v. Tinkham, 143 NH 73 (1998)

Description

State v. Drake, 139 NH 662 (1995)

State v. Tinkham, 143 NH 73 (1998)

NH Statutes References

NH Constitution, Pt.1, Art.19

Description

NH Constitution, Pt.1, Art.19

SEARCH OF STUDENTS

In accordance with Policy JIH, searches shall be conducted under the following circumstances.

Searches by School Personnel

The Superintendent, Principal, teacher, or security personnel of the school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items that have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain anything that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the building Principal.
3. Authorized personnel may search a student whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold-weather outer garments will be removed before or during a search.

SEARCH OF STUDENTS

(continued)

7. Items that may be seized during a lawful search, in addition to those mentioned in paragraph 1 above, shall include but not be limited to any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or non-prescription medicines, switchblades, knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items that may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to the proper authorities.

Searches by Police

Police may search students or their lockers if the police have a valid warrant to do so or if they have probable cause to believe that students are in possession of unlawful items.

When police are permitted to interview students in school, the students will be afforded the same rights they have outside of school. If possible, the school authorities will attempt to notify parents/guardians prior to the time that the police interview or interrogate any minor student. Students must be informed of their constitutional rights by the police. Students may remain silent if they so desire, and they must not be subjected to coercion or illegal restraint. However, within the framework of their legal rights, students have the responsibility to cooperate with the police.

The School Board believes that students have a responsibility to maintain effective communications with their teachers and administrators because good communications can often forestall or resolve a problem before it becomes necessary to involve police authorities.

Removal of Students from School by the Police

Police may make arrests of pupils only in accordance with RSA 594:10 and under circumstances consistent with both the United States and State of New Hampshire Constitutions. The school authorities will attempt to ensure that student arrests take place only in those instances where arrests are permissible under the laws of the United States and the State of New Hampshire. In any event, the building Principal or his/her designee will notify the student's parents/guardian as soon as possible after learning that a student is about to be arrested or has been arrested.

SEARCH OF STUDENTS
(continued)

To the extent possible, school authorities will not permit the police to have direct contact with a student without prior notification of the student's parents/guardian.

Occasionally, a Principal may find it necessary to call the police department for assistance in handling a pupil guilty of some serious offence committed at school. In such cases, the Principal should , either prior to or immediately after contacting the police, attempt to contact the student's parents/guardian.

Adopted: August 1, 2002

Appendix - "-R" Documents JIH-R(1): Student Searches and Their Property - Search of Students - Procedures and Regulations

Status: ADOPTED

Original Adopted Date: 04/01/2009 | Last Reviewed Date: 04/01/2009

This sample - as with virtually all NHSBA samples designated with "-R", "-F", or "-E" - is intended as an aid toward administrative implementation of the corresponding sample policy. Because this sample is not intended as a board policy, neither the original adoption, nor revisions / amendments to the same, require approval by the board any more than other administrative regulations or procedures promulgated under the superintendent's direction.

In accordance with policy JIH, searches shall be conducted under the following provisions:

A student is subject to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be discovered. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations.

Persons Authorized to Conduct a Search

Only building principals or student resource officers are authorized to conduct searches of a student's person or a student's belongings. Such individuals may only conduct a search if he/she has reasonable suspicion.

Reasonable Suspicion

For the purposes of these regulations, "reasonable suspicion" means that a school district employee has reasonable grounds to believe that either the law or school rules have been violated. Reasonable suspicion may be established if a school district employee observes, hears, or is informed of behavior or actions that violate either the law or school district rules.

School district employees who have reason to believe that either the law or school district rules have been violated are obligated to inform the building principal, who will then ascertain whether or not reasonable suspicion exists such that a search of the student or his/her belongings is justified.

Conducting the search

If a district employee authorized to conduct a search determines that reasonable suspicion and reasonable grounds exist to search a student's person, clothing, personal effects, desk, locker, assigned storage area or automobile, the search shall be conducted as follows:

- A. In addition to the person conducting the search, at least one other school district employee shall be present during the search. At least one of the school district employees present during a search shall be the same sex/gender as the student being searched.
- B. If the authorized person concludes that the student's person is to be searched, the student will be informed that it is believed that he/she has violated either the law or school district rules, and that a search of the student's person, clothing, and/or personal effects will be forthcoming.
- C. If the student refuses to allow his/her person to be search, and acts in any manner that threatens the safety or well-being of district employees or students, school officials are authorized to contact local law enforcement authorities and turn over all necessary investigative procedures to them.
- D. Students do not have any expectation of privacy in belongings stored in school district property, including but not limited to desks, lockers, storage areas, etc. Such areas may be searched by the principal or student resource officer at any time, with or without reasonable suspicion. Students will not necessarily be informed that such areas are going to be searched.

Responsibilities of School Employees After A Search

- A. If the search yields evidence that a school rule has been violated, the principal is authorized to proceed with disciplinary measures in accordance with other school board policies.
- B. If the search yields evidence that a crime has been committed or a law has been broken, the principal is

authorized to contact local law enforcement, in accordance with other school board policies and the Memorandum of Understanding between the District and the law enforcement agency. Students may still be disciplined in accordance with other school board policies in this scenario.

- C. The principal will formulate a written report for each search conducted, within 24 hours of the search. Such report will be forwarded to the Superintendent within 24 hours of it being finished. If local law enforcement officials were contacted for any reason, the Superintendent shall inform the school board thereof.

Contraband/Paraphernalia

- A. The authorized person conducting the search is authorized to seize and hold any contraband, paraphernalia, or any other object that violations either school rules or the law. Such objects should be turned over to the principal for proper documentation.
- B. The principal shall document such objects and include a description of such objects in his/her report. The principal is authorized to photograph such objects.
- C. Any items seized during the course of a search shall be stored in a secure location until such time as it is deemed necessary or prudent to dispose of such items. The principal and/or Superintendent shall take into consideration the exhaustion of all available appeals, transfer of such items to law enforcement authorities, and other factors before disposing of seized items.
- D. The principal shall refer to the Memorandum of Understanding with the local law enforcement agency in determining whether such items should be turned over to the law enforcement officials.

Locker Searches

- A. Lockers, desks, and storage areas are the property of the school district. When assigned a locker, desk or storage area, a student shall be responsible for its proper care. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked. A shared locker implies shared responsibility for a locker and its contents.
- B. A student's locker, desk or storage area may be searched by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations when the risk of harm to students or staff demands immediate action.
- C. Authorized persons may search all lockers, desks, or storage areas without prior notice given to students and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.

Use of Dogs for Searches

- A. Building principals are authorized to arrange for the use of trained dogs to aid in the search for drugs, alcohol, and related paraphernalia in school buildings and on all school facilities, grounds, parking lots and any other district owned property.
- B. Prior to arranging for the use of trained dogs to aid the search, the principal will inform the Superintendent of his/her desire to have such dogs in the school.
- C. Prior to the use of trained dogs to assist in a search, the Superintendent will notify the school district's legal counsel to review all pertinent factors of such action. Additionally, the Superintendent will also notify the school board chairperson when trained dogs are to be used to aid in a search.
- D. All dogs must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions and who can verify the dog's reliability and accuracy in performing the search. Trained dogs may sniff lockers, motor vehicles, and other inanimate objects.
- E. Dogs may not be used for random searches of students or other persons.

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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NH Case Law References

State v. Drake, 139 NH 662 (1995)

State v. Tinkham, 143 NH 73 (1998)

Description

State v. Drake, 139 NH 662 (1995)

State v. Tinkham, 143 NH 73 (1998)

NH Statutes References

NH Constitution, Pt.1, Art.19

Description

NH Constitution, Pt.1, Art.19

Raymond School District Policy – JJA

STUDENT ACTIVITIES & ORGANIZATIONS

It is the policy of the Board to allow opportunities for all students to participate in co-curricular activities designed to meet their needs and interests.

Such activities must supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics and performing groups, or encourage service to the school and community. These co-curricular activities support students in making choices and developing skills.

Any student organization must be approved by the Principal. An important goal is to provide students with a well-rounded, supported education.

In this policy, the term “co-curricular activities” means any student organization or activity that is supervised by contracted personnel and is independent of credit courses, including, but not limited to, Student Council, Peer Outreach, Student Leadership, Drama, Interact, Art, Math, Class Officers, and Honor Societies. (Note: Participating in Band and Choral required performances are considered part of the course and not co-curricular activity.) Festival trips and competitions with a financial component are not part of coursework. Co-curricular activities in this policy do not include sporting activities.

Eligibility

To participate in co-curricular activities, all students must meet eligibility requirements and understand that such participation is a privilege, not a right. The Superintendent is directed to establish eligibility standards and procedures for acceptable academic performance, good citizenship, responsibility and appropriate behavior. The eligibility standards and procedures for participation in co-curricular activities will be published in the student/parent handbooks. The student shall be subject to the standards stated in JJA-R, Co-Curricular Participation.

Participation

Students who participate in co-curricular activities will be required to adhere to high standards and expectations because a student who represents their school through clubs and organizations, student government, or the arts has a responsibility to uphold the integrity of the school.

The district allows students enrolled in other schools – including charter schools, non-public schools, and home schools – to participate on an equal basis in any activity offered by the district that is not offered at a student’s school of attendance, provided they meet the eligibility requirements for participation and the requirements of Raymond School District Policy IHBG-R, Home Education/Dual Enrollment. This applies to:

1. Students who are residents of this school district but who are being educated in a home school may participate provided they comply with all laws governing non-public home-based education.

2. Students who are residents of the district who are being educated in an independent or parochial school if the school in which the student is enrolled does not sponsor the activity.

The Superintendent is directed to establish procedures for application of students enrolled in other schools and an appeal process to implement this participation allowance.

Participation Fees

Non-enrolled students participating in district co-curricular activities are subject to the same fees charged to enrolled students for the activity.

Adopted: November 3, 2010

Policy JJA: Student Activities & Organizations

Status: ADOPTED

Original Adopted Date: 02/01/2006 | Last Revised Date: 08/01/2022 | Last Reviewed Date: 08/01/2022

Category: Recommended [1 Delete fn.]

ADOPTION/REVISION NOTES -

Text between the highlighted lines "-----", and highlights in this sample should be removed prior to adoption.

- a. **SPECIAL NOTE: The impetus for the revisions to sample JJA was to better align this sample with policy JJJ (now a required policy). Sample JJJ pertains to access to courses, programs and co/extra-curricular activities by home educated and other non-enrolled district students. While revisions to this policy may be postponed to better correspond with annual publication of handbooks and regulations, Districts must be mindful that that non-enrolled district students must have equal access to courses and programs (see RSA 193:1-c, and RSA 193-A:6, III).**
- b. *General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.*
- c. *Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.*
- d. *{**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- e. *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

NHSBA history: Revised Aug. 2022, Feb. 2006
NHSBA revision notes, August 2022, NHSBA revised JJA generally to better align with sample JJJ (also revised) relating to participation by home and non-enrolled district students in district courses, programs and activities. Included in the substantial revisions to JJA is a requirement that the Principal have direct responsibility to make determinations as to home/non-enrolled district students meeting eligibility requirements. This is intended to help ensure equitable application of eligibility standards.

It is the policy of the Board to allow opportunities for all students residing in the District to participate in co/extra-curricular activities and programs designed to meet their needs and interests. Co/extra-curricular activities include, but are not necessarily limited to field trips, excursions, athletics (including intramurals), band, chorus, clubs, organizations, school dances, and others.

Such activities and programs are intended to supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics, performing groups, or encourage service to the school and community.

Any student organization or school/District sanctioned team, club, or activity must be recommended by the building Principal and approved by the Board.

A. Eligibility.

To participate in co-curricular and extra-curricular activities, all students must meet eligibility requirements, and understand that such participation is a privilege, not a right. The Superintendent is directed to establish eligibility standards and procedures for acceptable academic performance, good citizenship/sportsmanship, parental permission, fees, and physical exams/health requirements. The eligibility standards and procedures will be published in the student/parent handbooks. **The building Principal, or his/her designee(s), will verify that all students meet eligibility standards and procedures prior to the students' participation in the activity.** Any person so designated by the Principal must be trained on the requirements of Board policy **{**}JJJ**.

In addition, participation in interscholastic sports or other school activities affiliated with outside organizations (e.g., the New Hampshire Interscholastic Athletic Association, or the New Hampshire Music Educators Association, etc.) is subject to the rules and eligibility requirements of those organizations. Additional Board policies, administrative regulations, or activity rules may apply to specific programs, clubs, and activities. See, e.g., Board policy **{**}JJIB**, regarding interscholastic athletics.

In the event that a program has reached capacity, determinations must be made in the same manner as described in Section A of Board policy {**}JJJ.

B. Participation by Home Education and Other Non-Enrolled District Students.

Participation in student activities and organizations must have the same eligibility and participation requirements for both district students and for home educated, charter school, or non-enrolled district school resident students (“non-enrolled district students”). See Board policy {**}JJJ for information on participation by such students.

C. Appeals.

Any student/parent who believes that the district’s policies/regulations or the State’s laws/regulations have not been appropriately or fairly interpreted regarding eligibility or participation in a school a course or program may appeal in the same manner as provided in Section E of Board policy {**}JJJ.

D. Administrative Regulations or Procedures.

The Superintendent or designee may adopt such administrative regulations or procedures as s/he deems appropriate in order to implement this policy. Such regulations or procedures must also comply with Board policy {**}JJJ.

¹ [Delete fn.] Category has been changed from “Optional” to “Recommended” to reflect the importance of compliance with RSA 193:1-c and 193-A:6, III relative to participation in district programs by home educated and other non-enrolled district students.

District Policy History:

First reading: _____
Second reading/adopted: _____

District revision history:

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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NH Statutes References

RSA 193-A:6
RSA 193:1-c

Description

(Home Education), Records; Evaluation
Access to Public School Programs by Nonpublic or Home Educated Pupils

NH Dept of Ed Regulation References

NH Code of Admin. Rules, Sect. Ed 306.27(b)(5)
NH Code of Admin. Rules, Sect. Ed 306.27(v)
NH Code of Admin. Rules, Sect. Ed. 306.26(d)

Description

High School Cocurricular Program
Reasonable accommodations for students with disabilities
World Languages, Middle School (applies until July 1, 2017)

Cross References

AC

Description

Non-Discrimination, Equal Opportunity Employment, and Anti-Discrimination Plan

AC-R(1)	<u>Non-Discrimination, Equal Opportunity Employment, and Anti-Discrimination Plan - Title IX Grievances</u>
AC-F(1)	<u>Non-Discrimination, Equal Opportunity Employment, and Anti-Discrimination Plan - Annual Notice of Contact Information for Human Rights Officer, Title IX Coordinator, 504 Coordinator and Civil Rights Agencies</u>
IHBG	<u>Home Education Instruction</u>
IHBG-R(1)	<u>Home Education Instruction - Participation in Public School Activities by Home Education, Charter and Nonpublic Pupils</u>
JFAM	<u>Education of Military Children & Military Connected Students</u>
JJIB	<u>Interscholastic Athletics</u>
JJIC	<u>Eligibility for School Athletics</u>
JJJ	<u>Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils</u>
JJJ-R(1)	<u>Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils - Administrative Regulations</u>
JLCJA	<u>Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation</u>

Co-Curricular Participation

Student participation in Co-Curricular Activities is a privilege that carries with it certain responsibilities. The intent of these regulations is to alert students, parents/guardians, and advisors to the procedures governing co-curricular activities.

A. Philosophy

The Raymond School District adheres to the belief that co-curricular activities will supplement and enrich the District's educational program and should be administered in a manner consistent with the District's mission statement. Individuals participating in student activities must demonstrate appropriate representation through their character, teamwork, commitment, mutual respect and trust.

B. Definition of Co-Curricular Activities

A co-curricular activity includes any student organization or activity that is supervised by contracted personnel and is independent of credit courses. These activities include, but are not limited to: Student Council, Peer Outreach, Student Leadership, Drama, Interact, Art, Math, Class Officers, and Honor Societies. (Note: Participating in Band and Choral required performances are considered part of the course and not co-curricular activity.) Festival trips and competitions with a financial component are not part of coursework.

C. Co-Curricular Board

The principal shall appoint a four-member Co-Curricular Board. The Co-Curricular Board shall consist of an administrator, advisor/coach and two faculty members. Any student who is alleged to have violated the co-curricular standards and is subject to discipline under this policy may request a hearing before the Co-Curricular Board. The chairman of the Co-Curricular Board or his/her designee shall conduct the hearing, which shall include an opportunity for the student or his/her representative to make a statement and/or present evidence on the student's behalf. The presence of the student is required. The presence and participation of the student's parent/guardian is encouraged. If the Co-Curricular Board finds the alleged violations of the standards to be substantiated, the disciplinary steps outlined below will be followed. The findings and decision of the Co-Curricular Board are subject to review by the Superintendent, who shall affirm, reverse, or modify the decision of the board. The parent/guardian or student may appeal the decision of the Co-Curricular Board to the Superintendent.

D. Student Code of Conduct

Students participating in student co-curricular organizations are expected to behave appropriately. In addition to following all School District policies and rules, students must have and maintain a record of acceptable and appropriate citizenship, character and personal conduct

both inside and outside the school environment. Students participating in activities do so voluntarily. Individuals participating in co-curricular events are representatives of their community, school and themselves. Standards for participation are high yet attainable. Students are on their honor to act appropriately and meet those standards 365 days a year. Certain behaviors are counter to the district's standards and are considered dangerous, illegal, and contrary to the mission of the District. These behaviors include:

1. Physical violence, threats, abusive language, abusive behavior towards teachers, advisors, other students, audiences, or other school personnel.
2. Use of alcohol and/or possession of same in any form.
3. Use of illegal drugs and/or possession of same in any form, including drug paraphernalia.
4. Being knowingly present where illegal alcohol and drug use is taking place.
5. Purchasing, attempting to purchase, possessing, or using any tobacco product.

Any identifiable image, photo or video which implicates a student to have been in possession of or in the presence of alcohol and/or drugs or portrays actual use or a crime shall be confirmation of a violation of this policy.

For violation of the above, the student must meet with the Co-Curricular Board. If, after due process, there is found to be an infraction of school regulations, the following protocol will be used in implementing consequences. Consequences are cumulative over the year.

First Offense – High School/Middle School

1. Parent will be notified.
2. Student will be suspended from co-curricular activities for a minimum of 2 weeks.
3. Student will be reinstated after 2 weeks if he/she follows through with the following during this time period:
 - a. Writing a reinstatement plan, to include a reflective narrative.
and
 - b. Meeting with a substance abuse counselor (if offense warrants it)
 - c. Performing 10 hours of community service pertinent to the offense, and not inclusive of any other school community service requirement.
 - d. Educational activity: Minimum 5 page research paper on the effects, dangers and consequences of alcohol, illegal drugs or tobacco consumption, OR attend the Boomerang Program for 8 hours, OR participate in 8 hours of Anger Management Counseling.

(Once any 1 of 3 additional steps for IHGMS students, or 2 of 3 additional steps for RHS students, under 3: b, c, or d have been completed, the student may participate in co-curricular activities again.)

4. Failure to comply will result in removal from the co-curricular activity for the equivalent of a quarter.

First Offense – Elementary School

1. Parent will be notified.
2. Student will be suspended from co-curricular activities for a minimum of 2 weeks.
3. Student will be reinstated after 2 weeks if he/she follows through with the following during this time period:
 - a. Writing a reinstatement plan, to include a reflective narrative.
and
 - b. Meeting with a counselor (if offense warrants it).
 - c. Performing up to 10 hours of community service pertinent to the offense, and not inclusive of any other school community service requirement.

(Once any 1 of 2 additional steps under 3: b or c have been completed, the student may participate in co-curricular activities again.)
4. Failure to comply will result in removal from the co-curricular activity for the equivalent of a quarter.

Second Offense - High School/Middle School

1. Parent will be notified.
2. Student will be suspended from co-curricular activities for a minimum of the remainder of the quarter or as determined by the Co-Curricular Board.
3. Student will be ineligible to participate unless he/she agrees to and follows through with the following during this time period:
 - a. Writing a rehabilitation plan, to include a reflective narrative.
 - b. Attending, with parents/guardians, a meeting with a substance abuse counselor (if offense warrants it).
 - c. Performing 10 hours of community service pertinent to the offense, and not inclusive of any other school community service requirement.
 - d. Educational activity: Minimum 5 page research paper on the effects, dangers and consequences of alcohol, illegal drugs or tobacco consumption, OR attend the Boomerang Program for 8 hours, OR participate in 10 hours of Anger Management Counseling.
4. Failure to comply will result in removal from the co-curricular activity for the semester.

Second Offense – Elementary School

1. Parent will be notified.
2. Student will be suspended from co-curricular activities for a minimum of 4 weeks or as determined by the Co-Curricular Board.
3. Student will be reinstated after 2 weeks if he/she follows through with the following during this time period:
 - a. Writing a reinstatement plan, to include a reflective narrative.
and
 - b. Attending, with parents/guardians, a meeting with a counselor (if offense warrants it).
 - c. Performing up to 10 hours of community service pertinent to the offense, and not inclusive of any other school community service requirement.

- d. Educational activity: Project on the effects, dangers and consequences of misbehavior; OR participate in 8 hours of Anger Management Counseling.
4. Failure to comply will result in removal from the co-curricular activity for the equivalent semester.

Third Offense - High School/Middle School

1. Parent will be notified.
2. Student will be suspended from all co-curricular activity for the school year.
3. Student may be reinstated after 365 days by:
 - a. Writing a rehabilitation plan, to include a reflective narrative.
 - b. Attending, with parents/guardians, a meeting with a substance abuse counselor (if offense warrants it).
 - c. Performing 10 hours of community service pertinent to the offense, and not inclusive of any other school community service requirement.
 - d. Educational activity: Minimum 5 page research paper on the effects, dangers and consequences of alcohol, illegal drugs or tobacco consumption, OR attend the Boomerang Program for 8 hours, OR participate in 12 hours of Anger Management Counseling.
4. Failure to comply will result in removal from co-curricular activity for the school year.

Third Offense – Elementary School

1. Parent will be notified.
2. Student will be suspended from co-curricular activities for a minimum of 8 weeks.
3. Student will be reinstated after 2 weeks if he/she follows through with the following during this time period:
 - a. Writing a reinstatement plan, to include a reflective narrative.
and
 - b. Attending, with parents/guardians, a meeting with a counselor (if offense warrants it).
 - c. Performing up to 10 hours of community service pertinent to the offense, and not inclusive of any other school community service requirement.
 - d. Educational activity: Project on the effects, dangers and consequences of misbehavior; OR participate in 12 hours of Anger Management Counseling.
4. Failure to comply will result in removal from the co-curricular activity for the school year.

E. Self-Referral for Assistance and Support

If a student were to self-refer to a staff member or private counselor prior to being involved in an incident, there would be no sanction imposed on the student at that time. Continued participation in co-curricular activities would be based on an evaluation/recommendation submitted to the building Principal by the Student Assistance Counselor or School Counselor. The School District is committed to doing all it can to assist students who have self-referred. Self-referral is

defined as a student approaching a counselor or staff member independently without provocation and confiding in them the substances with which they are having a problem.

F. Leadership Position

Any student involved in a violation of this policy or discipline that results in a suspension from school, or found guilty of crimes outside of school, will lose the ability to serve as a student leader of the activity and be ineligible to serve for a period of one calendar year.

Note: Consequences for any other inappropriate behaviors will be determined by the advisor and/or administrator.

G. Attendance and Scholastic Standing

1. Students shall be eligible to participate in co-curricular activities based upon age-appropriate criteria approved by the principal. Students/parents will be provided copies of said criteria prior to student participation. Any state or national league requirements shall also apply to the students participating in the co-curricular activity. Some of these requirements may be more stringent.
2. All students must participate in a minimum of 4 classes per marking period or an approved Alternative Learning Plan to be eligible to participate in co-curricular activities. Any student will receive a warning if a grade of 65 or below in a subject area is received at progress report time. Students involved in yearlong activities will be reviewed quarterly. Students must demonstrate academic improvement and report to the advisor and the principal.
3. Any student who has an unexcused absence will not be permitted to participate in the co-curricular activity that day. Students who have an unexcused absence on the last day of school before a weekend co-curricular activity will not be permitted to participate in the weekend activity. Exceptions will be made in the event of a doctor's appointment, college visitation, bereavement, religious holiday, court appearance, school-related activities or illness. To participate in an activity, the student must be in attendance of a total of 4 hours of instruction on the day of the activity or the last school day prior for a weekend activity.

Adopted: November 3, 2010

Revised: December 7, 2011

Appendix - "-R" Documents JJA-R(1): Student Activities & Organizations - Eligibility Standards

Status: ADOPTED

Original Adopted Date: 08/01/2022 | Last Reviewed Date: 08/01/2022

Category: Optional Regulations

ADOPTION/REVISION NOTES -

Text between the highlighted lines " ~ ~ ~ ~", and highlights in this sample should be removed prior to FINAL adoption, but policy committee and/or board should review before removal.

- a. **SPECIAL NOTE:** *The impetus for the revisions to sample JJA-R (and sample policy JJA) was to better align this sample with policy JJJ (now a required policy). Sample JJJ pertains to access to courses, programs and co/extra-curricular activities by home educated and other non-enrolled district students. While revisions to this policy may be postponed to better correspond with annual publication of handbooks and regulations, Districts must be mindful that that non-enrolled district students must have equal access to courses and programs (see RSA 193:1-c, and RSA 193-A:6, III).*

These regulations are intended as an example of procedures that the Superintendent might adopt to provide additional guidance in the administration of Board policy JJA. Additional or different criteria that a school or district uses to make decisions or eligibility requirements may be added as deemed appropriate.

- a. **USER SUGGESTION** - *Because of ADA compliance requirements, and other technological restrictions, some intended formatting does not appear on sample policies available through the NHSBA main policy database page. For MS Word versions of the samples (after 2008), we recommend accessing samples through the "Previous Policy Updates" link on the bottom of the NHSBA policy homepage. The password is the same as for the main policy database page.*
- b. **General** - *As with all sample policies/procedures, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.*
- c. **General** - *Highlighted language or blank, underscored spaces indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.*
- d. **General** - *{**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- e. **General** - *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

NHSBA history: Revised Aug. 2022.

NHSBA revision notes, August 2022, along with NHSBA sample policy JJA and several other policies on home-educated and non-enrolled district school students in response to HB 1663 (2022 N.H. Laws Ch. 131), which requires a policy on participation in district programming not being more restrictive for non-enrolled district students than for the District's enrolled students. JJA-R was revised to (1) add the footnote that attendance requirements do not apply to non-enrolled district students and (2) reference board policies JJIB & JJIC.

Participation in school-sponsored activities, clubs, teams and organizations shall be in accordance with Board policies {**}JJA and {**}JJJ. In addition to requirements of those policies, the following minimum eligibility standards will govern participation, whether by students enrolled in the district's schools, or by home educated, charter or private school students.

A. Elementary and Middle School Students. Elementary and middle school students shall be eligible to participate in school-sponsored organizations and activities based upon age-appropriate criteria approved by the principal. Students/parents will be provided copies of such criteria prior to student participation. Any league requirements shall also apply.

[Add additional provisions as best suits the district/school]

B. High School. High school students shall be eligible for participation in school-sponsored organizations and activities under the following guidelines:

1. Academic.

- Eligibility for participation is based upon review of grades from the previous academic quarter.
- Students failing in more than _____ course(s) in a full course load shall be ineligible for participation the following academic quarter. Students taking less than a full class load must pass all courses to maintain eligibility. A failing grade is defined as lower than a numerical grade of ____.
- Students may re-establish eligibility for fall semester organizations/activities through successful completion of an approved summer school program in the area previously failed.
- Some specific organizations (e.g. National Honor Society) may impose additional academic requirements.

2. Conduct

- Conduct expectations for participation in school organizations and activities are specified in the behavioral and disciplinary policies established by the Board policies.
- Should serious or chronic behavioral infractions occur, students participating in school-sponsored organizations/activities will be subject to a probationary hearing. This hearing will be conducted by the relevant advisor/coach and attended by an administrator, the student and parent(s). Eligibility for further participation will be determined following the hearing.
- *[Add additional provisions as best suits the district/school]*

3. Attendance.

- Students participating in school-sponsored activities/organizations shall comply with all attendance requirements mandated by State law and regulation as well as Board policies [¹ Delete fn.], and those of any applicable outside organization.
- Should serious or chronic attendance infractions occur, students participating in school-sponsored organizations/activities will be subject to a probationary hearing. This hearing will be conducted by the relevant advisor/coach and attended by an administrator, the student and parent(s). An appeals shall be conducted in accordance with board policy **{**}JJA**, and, if applicable, **{**}JICD**.
- *[Add additional provisions as best suits the district/school]*

4. Athletics.

In addition to the minimum eligibility requirements above, those students participating in school-sponsored athletics must comply with rules and standards established by the New Hampshire Interscholastic Athletic Association (NHIAA), Board policies **{**}JIB** and **{**}JIC**, the school's athletic code, and the school district's policies regarding physical examinations and transportation. [² Delete fn.]

¹ [Delete Fn.] Attendance requirements do not apply to home-educated pupils per RSA 193:1, I(b).

² [Delete fn.] Should not include additional criteria here unless district/school does NOT have independent regulations/procedures for athletic participation.

District Policy History:

First reading: _____ Last revised: _____
Second reading/adopted: _____ Reviewed/reaffirmed: _____
Other district policy history: _____

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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NH Statutes References

	Description
RSA 193-A:6	<u>(Home Education), Records; Evaluation</u>
RSA 193:1-c	<u>Access to Public School Programs by Nonpublic or Home Educated Pupils</u>

NH Dept of Ed Regulation References

	Description
NH Code of Admin. Rules, Sect. Ed 306.27(b)(5)	<u>High School Cocurricular Program</u>
NH Code of Admin. Rules, Sect. Ed 306.27(v)	<u>Reasonable accommodations for students with disabilities</u>
NH Code of Admin. Rules, Sect. Ed. 306.26(d)	<u>World Languages, Middle School (applies until July 1, 2017)</u>

Cross References

	Description
AC	<u>Non-Discrimination, Equal Opportunity Employment, and Anti-Discrimination Plan</u>
AC-R(1)	<u>Non-Discrimination, Equal Opportunity Employment, and Anti-Discrimination Plan - Title IX Grievances</u>
AC-F(1)	<u>Non-Discrimination, Equal Opportunity Employment, and Anti-Discrimination Plan - Annual Notice of Contact Information for Human Rights Officer, Title IX Coordinator, 504 Coordinator and Civil Rights Agencies</u>
IHBG	<u>Home Education Instruction</u>
IHBG-R(1)	<u>Home Education Instruction - Participation in Public School Activities by Home Education, Charter and Nonpublic Pupils</u>
JFAM	<u>Education of Military Children & Military Connected Students</u>
JJIB	<u>Interscholastic Athletics</u>
JJIC	<u>Eligibility for School Athletics</u>
JJJ	<u>Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils</u>
JJJ-R(1)	<u>Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils - Administrative Regulations</u>
JLCJA	<u>Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation</u>

Policy JIHB: Searches of Student Automobiles on School Property

Status: ADOPTED

Original Adopted Date: 05/01/2006 | **Last Reviewed Date:** 05/01/2006

Category: *Recommended*

Students recognize that parking their automobiles on school property is a privilege and not a right. As part of this privilege, the district may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules or policy has occurred. Students consent to having their automobiles searched by parking in school parking lots.

In the event the an employee of the school district has reason to believe that drugs, drug paraphernalia, or weapons are present in a student's automobile, that employee will inform the building principal, who will then conduct a search of the automobile. The principal shall fill out a vehicle search form, which will be maintained by the district.

New Policy: May 2006

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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NH Statutes References

NH Constitution, Pt.1, Art.19

Description

[NH Constitution, Pt.1, Art.19](#)

Policy JHC: Use of Metal Detectors

Status: ADOPTED

Original Adopted Date: 07/01/1998 | **Last Revised Date:** 11/01/2006 | **Last Reviewed Date:** 11/01/2006

Category: *Recommended*

The Board hereby authorizes the use of metal detectors on school grounds. Metal detectors may be used when the Superintendent has reasonable suspicion to believe that students may be possessing weapons on school grounds, when there has been a history of weapons being found on school grounds, or when violence involving weapons has or is likely to occur on school grounds.

Stationary metal detectors or mobile metal detectors may be used, in accordance with procedures approved by the Board. Any search of a student's person as a result of the activation of the metal detector will be conducted in accordance with the Board's policy on personal searches.

Students who are caught with weapons on school grounds will be subject to discipline in accordance with applicable Board policies. Students may also face criminal penalties for bringing weapons on to school grounds.

Revised: November 2006

Reviewed: October 2004

New policy: July 1998

STUDENT INTERVIEWS AND INTERROGATIONS

A. Interviews of Student Witnesses or Victims by School Administrators

When a violation of Board policy or school rules occurs, the school principal or designee may question potential student victims and witnesses without prior consent of the parent, guardian, or legal custodian. If a school official is investigating a report of child abuse regarding the student and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

B. Interrogations by School Administrators

In situations where a student is suspected of violating Board policies or school rules, the principal or designee may interrogate the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing to the proper school administrator.

C. Interviews of Students by Law Enforcement or DCYF Caseworkers in Certain Cases

Under RSA 169-C:38, law enforcement personnel and trained caseworkers of the New Hampshire Division of Human Services, Division of Children, Youth and Families (DCYF) shall have the right and authority to enter any school for the purpose of conducting an interview with a child, with or without the consent or notification of the parent or parents of such child, if there is reason to believe that the child has been:

- (a) Sexually molested.
- (b) Sexually exploited.
- (c) Intentionally physically injured so as to cause serious bodily injury.
- (d) Physically injured by other than accidental means so as to cause serious bodily injury.
- (e) A victim of a crime.
- (f) Abandoned.
- (g) Neglected.

For any interview conducted pursuant to this paragraph C, school officials shall provide a private space within the school suitable for a recorded interview. (The recordings are made and retained by law enforcement/DCYF, not the school.)

D. Other Interviews and Interrogations by Law Enforcement Officers

In other instances, law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interviews and interrogations are discouraged during the students' class time. The Principal and principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process, while at the same time cooperating with law enforcement efforts. Accordingly, the Principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent

such disruption in cases of student interviews and interrogations. In the event of disagreement, the Principal or designee shall immediately contact the Superintendent of district legal counsel for assistance.

Adopted: March 19, 2008

Revised: December 18, 2019

Policy JIHD: Student Interviews and Interrogations

Status: ADOPTED

Original Adopted Date: 11/01/2007 | Last Revised Date: 07/01/2019 | Last Reviewed Date: 07/01/2019

Category: *Optional*

ADOPTION NOTES -

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

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

NHSBA history: Revised – July 2019; New policy – November 2007

NHSBA note, July 2019: NHSBA revised this policy to reflect the specific provisions of RSA 169-C:38, IV regarding interviews of children who are suspected of being abused or neglected, and with minor grammatical or formatting changes.

A. Interviews of Student Witnesses or Victims by School Administrators.

When a violation of Board policy or school rules occurs, the school Principal or designee may question potential student victims and witnesses without prior consent of the parent, guardian, or legal custodian. If a school official is investigating a report of child abuse regarding the student and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

B. Interrogations of Student Suspects by School Administrators.

In situations where a student is suspected of violating Board policies or school rules, the Principal or designee may interrogate the suspected student if the school official has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be reasonably related to the objectives of the questioning. If the student denies any involvement or culpability, the student will have the opportunity to present his or her side of the story, orally or in writing to the proper school administrator.

C. Interviews of Students by Law Enforcement or DCYF Caseworkers in Certain Cases.

Under RSA 169-C:38, law enforcement personnel and trained caseworkers of the New Hampshire Division of Human Services, Division of Children, Youth and Families (DCYF) shall have the right and authority to enter any school for the purpose of conducting an interview with a child, with or without the consent or notification of the parent or parents of such child, if there is reason to believe that the child has been:

- a. Sexually molested.
- b. Sexually exploited.
- c. Intentionally physically injured so as to cause serious bodily injury.
- d. Physically injured by other than accidental means so as to cause serious bodily injury.
- e. A victim of a crime.
- f. Abandoned.
- g. Neglected.

For any interview conducted pursuant to this paragraph C, school officials shall provide a private space within the school suitable for a recorded interview. (The recordings are made and retained by law enforcement/DCYF, not the school).

D. Other Interviews and Interrogations by Law Enforcement Officers.

In other instances, law enforcement officers may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Except when law enforcement officers have a warrant or other court order, or when an emergency or other exigent circumstances exist, such interviews and interrogations are discouraged during the students' class time. The Principal and principal's designee have the right and the obligation to take reasonable steps to prevent disruption of school operations and the educational process, while at the same time cooperating with law enforcement efforts. Accordingly, the Principal or designee shall work together with law enforcement officers to coordinate efforts and minimize or prevent such disruption in cases of student interviews and interrogations. In the event of disagreement, the Principal or designee shall immediately contact the Superintendent or district legal counsel for assistance.

District Policy History:

First reading: _____
Second reading/adopted: _____

District revision history:

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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NH Statutes References

RSA 169-C:29-39

Description

Reporting Law

Cross References

JLF

Description

Reporting Child Abuse or Neglect

Policy JJ: Student Protests, Demonstrations and Strikes

Status: ADOPTED

Original Adopted Date: 08/01/2006 | Last Reviewed Date: 08/01/2006

Category: Optional

The Board recognizes the rights of students to dissent peacefully so long as the day-to-day educational focus is not disrupted or hampered.

When student protests, demonstrations or strikes include violations of the rights of other students to an education, or when such protests, demonstrations, or strikes involve force, threat of force, or actual violation of the law, those students responsible will be temporarily suspended from school pending further investigation. Students may face more severe discipline consistent with and in accordance with Board policy.

It will be the duty of teachers and administrators to see that order is maintained and that the right of the majority to pursue their education is not abridged by those who would disrupt that aim.

The Superintendent is directed to develop specific procedures for handling student protests, demonstrations and strikes. At all times, the safety of the students shall be the main priority during times of student protests, demonstrations or strikes.

New Policy: August 2006

Cross References

Description

JIA

WITHDRAWN - Student Due Process

JIC

Student Conduct

JICD

Student Discipline and Due Process

JICD-R(1)

Student Discipline and Due Process - Memorandum of Understanding

Raymond School District Policy - JJF

STUDENT ACTIVITIES FUND MANAGEMENT

The Board authorizes the establishment of Student Activity Funds. Such funds shall be organized and managed consistent with the provisions of this policy.

Student activity funds may be raised and spent to promote the general welfare, education of the student body and/or the extracurricular activities of student clubs, groups and organizations.

The Principal of the school shall be responsible for the proper administration of the financial activities of the Student Activities Fund in accordance with state law and appropriate accounting practices and procedures. The Principal is charged with establishing administrative regulations to carry out the provisions of this policy.

Student activity accounts are subject to auditing at any time by the Business Administrator or his/her designee.

Adopted: August 1, 2002

Revised: March 3, 2010

Policy JJF: Student Activities Fund Management

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 09/01/2009 | Last Reviewed Date: 09/01/2009

Category: Recommended

ADOPTION/REVISION NOTES -

Text between the highlighted lines "~~~", and highlights in this sample 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/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
- b. Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- c. {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history:

Revised: September 2009

Reviewed: October 2004

Revised: July 1998, November 1999

The Board authorizes the establishment of Student Activity Funds. Such funds shall be organized and managed consistent with the provisions of this policy.

Student activity funds may be raised and spent to promote the general welfare, education of the student body and/or the extracurricular activities of student clubs, groups and organizations.

The Principal of the school shall be responsible for the proper administration of the financial activities of the Student activities fund in accordance with state law and appropriate accounting practices and procedures. The Principal is charged with establishing administrative regulations to carry out the provisions of this policy.

Student activity accounts are subject to auditing at any time by the Business Administrator or his/her designate.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Raymond School District Policy – JFF-R

ADMINISTERING STUDENT ACTIVITY FUNDS

The Principal has the responsibility to manage the student activities fund program consistent with these administrative procedures.

School activities shall meet each of the following criteria:

1. Be as broad and varied as necessary to meet the needs of the student body.
2. Be consistent with the goals and objectives of the educational program of the school district.
3. Be supported through gate receipts, activity tickets, and profits from commercial sales, with the exception of those specific items budgeted in the General Fund.

Receipts

1. The principal shall approve all fees charged by building organizations.
2. Receipts from any general school activity may be considered as a possible source of revenue for any and all activities.
3. The Superintendent or designee shall approve the admission price of general school activities.

Expenses

1. Expenditures for approved expenses shall be administered impartially to any groups.
2. Individual participants in a school activity may be requested to help defray that part of the costs of activities, which is not covered in the activity budget.
3. Expenditures through each account shall be limited to the specific purpose for which it has been established.

Accounting

1. Monies handled by school personnel for any and all school activities shall be accountable through the activity fund in accordance with Policy JFF.
2. Funds should normally be deposited in interest bearing accounts.
3. The principal of each school shall file a financial statement monthly with the Business Administrator.

Adopted: March 3, 2010

Appendix - "-R" Documents JJF-R(1): Student Activities Fund Management - Administering Student Activity Funds

Status: ADOPTED

Original Adopted Date: 09/01/2009 | Last Reviewed Date: 09/01/2009

This sample - as with virtually all NHSBA samples designated with "-R", "-F", or "-E" - is intended as an aid toward administrative implementation of the corresponding sample policy. Because this sample is not intended as a board policy, neither the original adoption, nor revisions / amendments to the same, require approval by the board any more than other administrative regulations or procedures promulgated under the superintendent's direction.

The Principal has the responsibility to manage the student activities fund program consistent with these administrative procedures.

School activities shall meet each of the following criteria:

1. Be as broad and varied as necessary to meet the needs of the student body.
2. Be consistent with the goals and objectives of the educational program of the school district.
3. Be self-supporting through gate receipts, activity tickets, and profits from commercial sales, with the exception of those specific items budgeted in the General Fund.

Receipts

1. The principal shall approve all fees charged by building organizations.
2. Receipts from any school activity may be considered as a possible source of revenue for any and all activities.
3. The Superintendent or designee shall approve the admission price of general school activities.

Expenses

1. Expenditures for approved expenses shall be administered impartially to any groups.
2. Individual participants in a school activity may be requested to help defray that part of the costs of activities, which is not covered in the activity budget.
3. Expenditures through each account shall be limited to the specific purpose for which it has been established.

Accounting

1. Monies handled by school personnel for any and all school activities shall be accountable through the activity fund in accordance with Policy JJF.
2. Idle funds should normally be deposited in savings accounts.
3. Monthly the principal of each school shall file a financial statement with the Supervisor of Accounting.

New Sample Appendix: September 2009

Policy JIG: Non-School Sponsored Contests for Students

Status: ADOPTED

Original Adopted Date: 07/01/1998 | **Last Reviewed Date:** 10/01/2004

Category: Optional

Non-school sponsored contest may be permitted when the Principal and Superintendent judge that the contest fits into the overall instructional objectives of the school and shall have prior approval of the Superintendent.

Reviewed: October, 2004

Revised: July, 1998

Raymond School District Policy - JJIB

INTERSCHOLASTIC ATHLETICS

The School Board will offer interscholastic athletics subject to budgetary considerations. The purpose of interscholastic athletics is both educational and recreational. The athletic program should encourage participation by as many students as reasonably possible, and should be carried on with the best interests of the participants as the first consideration. This should be done in conjunction with the academic program.

Participation in interscholastic athletics is subject to the rules adopted by the New Hampshire Interscholastic Athletic Association (NHIAA) and other rules adopted by the Superintendent and the Principals.

Adopted: August 1, 2002

Policy JJIB: Interscholastic Athletics

Status: ADOPTED

Original Adopted Date: 02/01/2005 | Last Revised Date: 02/01/2006 | Last Reviewed Date: 02/01/2006

Category: Optional

The Board will offer interscholastic athletics subject to budgetary considerations. The purpose of interscholastic athletics is both educational and recreational. The athletic program should encourage participation by as many students as reasonably possible and should be carried on with the best interests of the participants as the first consideration. This should be done in conjunction with the academic program.

Participation in interscholastic athletics at the middle and high school levels is subject to the rules adopted by the New Hampshire Interscholastic Athletic Association and other rules adopted by the Superintendent and the Principal.

Revised: February 2006

Revised: February 2005

Cross References

JJA

JJA-R(1)

JLCJA

Description

Student Activities & Organizations

Student Activities & Organizations - Eligibility Standards

Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation

Policy JJIC: Eligibility for School Athletics

Status: ADOPTED

Original Adopted Date: 08/01/2006 | Last Reviewed Date: 08/01/2006

Category: Recommended

The School Board encourages all students to achieve to their fullest academic potential. While school athletics provide an opportunity for students to develop other skills and knowledge outside the classroom, the School Board expects students to study and learn to the best of their ability in the classroom and in other instructional environments. The Board, therefore, hereby establishes academic standards that will guide students by directly influencing their eligibility to participate in designated school athletics.

High school students will be required to meet academic standards established by this policy for participation in school athletics. Eligibility requirements are as follows:

1. All student-athletes are required to maintain at least a 2.0 grade point average (GPA.)
2. Eligibility for each marking period is determined by grades received in the previous grading period. Semester and/or yearly grades have no affect on eligibility.
3. Student-athletes must have received passing grades in a minimum of four (4) classes per grading period.
4. Summer school grades will be averaged in accordance with current School Board policy.
5. Students who lose their academic eligibility while participating in an athletic activity in which the season extends beyond the semester will not be allowed to continue participating. Students participating in athletic activities who do not meet academic requirements will lose eligibility at the time that the report card is issued.
6. Transfer students' academic eligibility for participation in an athletic activity will be determined initially by their incoming GPA. These eligibility criteria will apply through and include the student's first semester of attendance in the school district. Transfer students whose incoming GPA does not meet the academic requirements will be denied academic eligibility during their first semester in the school district. After their first semester as a student in the school district, the GPA requirements in item No. 1 shall apply.
7. A special education student who is working toward a special diploma/certificate must make standard progress in those courses taken as determined by the student's Individualized Educational Program (IEP). A special education student who is working toward a standard diploma must meet the same academic standards for participation in athletic activities.

The Superintendent or his/her designee to monitor the academic performance of student-athletes will evaluate the eligibility process annually.

New Policy: August 2006

Cross References

JJA

JJA-R(1)

Description

Student Activities & Organizations

Student Activities & Organizations - Eligibility Standards

Policy JJIF: Guidelines for Proper Sportsmanship

Status: ADOPTED

Original Adopted Date: 08/01/2006 | Last Reviewed Date: 08/01/2006

Category: Recommended

To promote sportsmanship and foster the development of good character, sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes. Participation in athletic programs is a privilege, not a right. To earn that privilege, student-athletes and coaches must abide by the following rules of good sportsmanship:

Coaches

1. Shall abide by the rules of the game in letter and in spirit.
2. Shall respect the integrity and judgment of the officials/referees.
3. Sets the tone of conduct for student-athletes, spectators, team members and citizens.
4. Must visibly show that s/he values fair, honest rivalries, courteous relations and graceful acceptance of the results.
5. Shall take corrective action on any student-athlete who violates the code of conduct found within this policy.

Student-Athletes/Participants

1. Maintain academic eligibility standards as determined by the Board.
2. Be respectful and courteous of opposing teams and officials
3. Refrain from disrespectfully addressing officials and opposing teams, antics to intimidate, taunting, fighting, or using profanity.
4. Respect the integrity and judgment of officials and accept their decisions without question.
5. Be modest when successful and gracious in defeat.

Any student-athlete found to have violated this policy may be subject to appropriate discipline to be administered by either the coach or school administrators. Such discipline may range from temporary to permanent suspension of the student-athlete's participation on the athletic team. Disciplinary measures will be considered on a case-by-case basis.

New Policy: August 2006

Raymond School District Policy - JKA

CORPORAL PUNISHMENT AND PHYSICAL RESTRAINT

No teacher, administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control, except in self-defense or in exigent circumstances. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.

Provisions for the use of physical restraint, medical restraint, and/or mechanical restraint are established in Board Policy JKAA.

Legal References

RSA 627:6, II, Physical Force by Persons with Special Responsibilities

Adopted: November 4, 1976

Revised: August 1, 2002

Revised: June 1, 2011

Revised: March 4, 2015

Policy JKA: Corporal Punishment

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 09/01/2010 | Last Reviewed Date: 09/01/2010

Category: Recommended

ADOPTION/REVISION NOTES -
Text between the highlighted lines "-- -- --", and highlights in this sample 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/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
- b. Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- c. {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history:

Revised: September 2010

Revised: July 1998, November 1999

No teacher, administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control, except in self-defense or in exigent circumstances. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.

Provisions for the use of physical restraint, medical restraint and/or mechanical restraint are established Board Policy JKAA.

District Policy History:

First reading: _____
Second reading/adopted: _____

District revision history:

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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NH Statutes References

RSA 627:6, II

Description

Physical Force by Persons With Special Responsibilities

Raymond School District Policy - JKB

DETENTION OF STUDENTS

A school administrator or teacher may detain a student for disciplinary reasons during school hours. Further, a school administrator or teacher may detain a student for disciplinary reasons after school hours, provided the parent/guardian has been notified of the detention and, in the case of bus students, arrangements have been made for the student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

Parents are responsible for arranging the transportation of the detained student.

Detention in one day is to be limited to sixty (60) minutes.

Adopted: August 1, 2002

Policy JKB: Detention of Students

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 11/01/1999 | Last Reviewed Date: 10/01/2004

Category: Recommended

ADOPTION/REVISION NOTES -

Text between the highlighted lines "-- --", and highlights in this sample should be removed prior to adoption.

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- c. {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history:

Reviewed: October, 2004
Revised: November, 1999
Revised: July, 1998

A school administrator or teacher may detain a student for disciplinary reasons during school hours. Further, a school administrator or teacher may detain a Student for disciplinary reasons after school hours, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the student’s transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

Parents may be asked to arrange for the transportation of the detained student.

Detention in one day is to be limited to 60 minutes.

District Policy History:

First reading: _____
Second reading/adopted: _____

District revision history:

Policy JLA: Student Insurance Program

Status: ADOPTED

Original Adopted Date: 07/01/1998 | **Last Revised Date:** 11/01/1999 | **Last Reviewed Date:** 10/01/2004

Category: Optional

The Board makes available a student accident policy, but the student's parents must pay for the policy if the coverage is taken. The District does not provide student accident coverage.

Reviewed: October, 2004
Revised: November, 1999
Revised: July, 1998

Raymond School District Policy - JLC

STUDENT HEALTH SERVICES & SCHOOL NURSES

A. General Health Services: The Board may appoint one or more school nurses to carry out appropriate school health-related activities.

B. School Nurse Qualifications and Responsibilities. A school nurse shall be a registered professional nurse licensed in New Hampshire and certified by the New Hampshire Department of Education. The Board may employ or contract with a Licensed Practical Nurse (LPN) or a Licensed Nursing Assistant (LNA) to work under the direct supervision of the school Registered Nurse (RN). As provided by New Hampshire law, the school nurse is responsible for any delegation of health care tasks.

Responsibilities of the 21st century school nurse include, but are not limited to: providing direct health care to students; providing leadership, care coordination and qualitative improvement of school health services; promoting a healthy school environment and control/surveillance of infectious diseases; promoting health; serving in a leadership role for health policies and programs; and serving as a liaison between school personnel, family, community, and health care providers. Additionally, the school nurse is responsible for the oversight of other school services, including but not limited to: assessing and responding to individual student health needs through Individual Healthcare Plans, maintaining accurate health records, participating on 504 and IEP teams (as needed or required), health promotion, disease and injury prevention initiatives, student wellness, and other responsibilities and services as dictated by law or Board policy. Finally, the school nurse will assist the administration in developing/updating forms necessary and appropriate for health-related issues (e.g., emergency, individual student health needs, administration of medication, etc.).

C. Injuries, Illnesses and Medications. Emergency medical care will be provided pursuant to Board Policy EBBC/JLCE.

Any pupil who is required to take prescribed medication during the school day will do so consistent with the provisions of Department of Education Rule 311.02 and Board Policy JLCD.

Injuries and illnesses occurring during the school day are to be reported to the school nurse or the building principal. Accidents shall be reported in accordance with Board Policy EBBC. Students attending school during the extended day, night, or summer school programs, or any other time when the school nurse is not in the building, are to report all illnesses and injuries to the supervising adult. Students will not be allowed to leave school due to injury or illness without first notifying either the school nurse or principal as well as the student's parent/guardian or other person identified on the student's emergency contact form on file with the school.

Legal References

RSA 200:27, School Health Services

RSA 200:29, School Nurse

RSA 200:31, School Health Personnel

RSA 326-B, Nurse Practice Act

NH Code of Administrative Rules, Section Ed 306.12(b), School Health Services

NH Code of Administrative Rules, Section Ed 311, School Health Services

Adopted: August 1, 2002
Revised: January 2, 2019
Revised: December 16, 2020

Policy JLC: Student Health Services & School Nurses

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 06/01/2020 | Last Reviewed Date: 06/01/2020

Category: Priority/Required by Law

ADOPTION/REVISION NOTES -

Text between the highlighted lines " ~ ~ ~ ~", and highlights in this sample 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/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
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- c. {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: Revised - June 2020, May 2008, February 2007, November 1999 and July 1998.

NHSBA revision notes, June 2020, NHSBA revised JLC as part of a health policy overhaul with assistance from the NH School Nurses Association. Revisions to JLC included changes to reflect the recent requirement that school nurses have DOE certification, a title change, reference to individual health care plans, and a clarification of some of the responsibilities relative to school nurses and school health services in general.

A. General Health Services: The Board may appoint one or more school nurses to carry out appropriate school health-related activities.

B. School Nurse Qualifications and Responsibilities. A school nurse shall be a registered professional nurse licensed in New Hampshire and certified by the New Hampshire Department of Education. The Board may employ or contract with a Licensed Practical Nurse (LPN) or a Licensed Nursing Assistant (LNA) to work under the direct supervision of the school Registered Nurse (RN). As provided by New Hampshire law, the school nurse is responsible for any delegation of health care tasks.

Responsibilities of the 21st century school nurse include, but are not limited to: providing direct health care to students; providing leadership, care coordination and qualitative improvement of school health services; promoting a healthy school environment and control/surveillance of infectious diseases; promoting health; serving in a leadership role for health policies and programs; and serving as a liaison between school personnel, family, community, and health care providers. Additionally, the school nurse is responsible for the oversight of other school services, including but not limited to: assessing and responding to individual student health needs through Individual Healthcare Plans, maintaining accurate health records, participating on 504 and IEP teams (as needed or required), health promotion, disease and injury prevention initiatives, student wellness, and other responsibilities and services as dictated by law or Board policy. Finally, the school nurse will assist the administration in developing/updating forms necessary and appropriate for health-related issues (e.g., emergency, individual student health needs, administration of medication, etc.).

C. Injuries, Illnesses and Medications. Emergency medical care will be provided pursuant to Board Policy {**}EBBC/JLCE.

Any pupil who is required to take prescribed medication during the school day will do so consistent with the provisions of Department of Education Rule 311.02 and Board Policy {**}JLCD.

Injuries and illnesses occurring during the school day are to be reported to the school nurse or the building principal. Accidents shall be reported in accordance with Board Policy {**}EBBC. Students attending school during the extended day, night, or summer school programs, or any other time when the school nurse is not in the building, are to report all illnesses and injuries to the supervising adult. Students will not be allowed to leave school due to injury or illness without first notifying either the school nurse or principal as well as the student's parent/guardian or

other person identified on the student's emergency contact form on file with the school.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

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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NH Statutes References

RSA 200:27

Description

School Health Services

RSA 200:29

School Nurse

RSA 200:31

School Health Personnel

RSA 326-B

Nurse Practices Act

NH Dept of Ed Regulation References

N.H. Code of Admin. Rules, Section Ed 311

Description

School Health Services

NH Code of Admin. Rules, Ed 306.12

School Health Services

Cross References

EBBB

Description

Accident Reports

EBBC

Emergency Care and First Aid (identical to JLCE)

EBBC-R(1)

Emergency Care and First Aid (identical to JLCE) - First Aid Directions/Emergency Care for Sickness and Accidents

JLCA

Physical Examinations of Students

JLCA-R(1)

Physical Examinations of Students - Family Physician's Report of Physical Examination

JLCB

Immunizations of Students

JLCD

Administering Medication to Students

JLCD-R(1)

Administering Medication to Students - Procedures

JLCD-F(1)

Administering Medication to Students - Medication Administration Authorization Form

JLCD-F(2)

Administering Medication to Students - Epi-Pen Medication Administration Form (Self-Administered)

JLCD-F(3)

Administering Medication to Students - Inhaled Medication Administration Form (Self-Administered)

JLCDA

Medical Treatment - Parental Consent

JLCE

Emergency Care And First Aid (dually coded with EBBC)

JLCE-R(1)

Emergency Care And First Aid (dually coded with EBBC) - Emergency Information Form

JLCF

Wellness

JLCG

Exclusion of Students Who Present a Hazard

JLCG-R(1)

Exclusion of Students Who Present a Hazard

JLCH

Do Not Resuscitate Orders

PHYSICAL EXAMINATIONS OF STUDENTS

A. General.

Each child must have written evidence of a complete physical examination within one year preceding first entry to school. Additionally, each child shall have written evidence of a physical examination within one year before entry into middle school and again before entry into high school.

Parents of students transferring to the District must present documentation evidencing of meeting the physical examination requirement prior to or upon first entry into the District's schools. Failure to comply with this provision may result in exclusion from school for the child.

B. Conditional Enrollment.

If an examination required under paragraph A above has not been performed within the preceding year, the school will accept documentation of an appointment for a physical examination within two months of enrollment, or other time deemed appropriate by the Superintendent.

C. Homeless Students and Unaccompanied Youth.

Pursuant to the McKinney-Vento Act and Board Policy JFABD, homeless students and/or unaccompanied youth, may enroll and attend school while the Homeless Liaison works with the family/student to obtain examinations or documentation of the same.

D. Special Examination.

Pursuant to RSA 200:34 every child with a presenting problem and whom the school nurse, deems to require further evaluation, may be referred by the school nurse, with the consent of the principal, to the parents or guardian of said child for examination, and evaluation by an appropriate practitioner. If the parents fail or neglect to have said child so examined and fail to present the recommendations from said examiner within a reasonable period after the referral by the school, then said child may be examined by a qualified healthcare provider. In significant cases, the matter may be reported to DCYF pursuant to JLF.

E. Religious Exemption.

No medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds such medical examination is contrary to his/her religious tenets and teachings.

F. Participation on Athletic Teams.

Prior to participation on a school athletic team, students must provide written documentation that they have passed a physical. Such exam must be completed at least once every school year. This requirement does not apply to students participating in intramural athletics. At the District's sole discretion, the school may schedule physical exams with a single, qualified healthcare provider (i.e., physician, advanced registered nurse practitioner, or licensed physician's assistant); any student who misses the scheduled physicals must present evidence of a physical exam from a licensed healthcare provider.

G. Parent Notification - Certain Circumstances.

Pursuant to the Protection of Pupil Rights Amendment, if the District utilizes federal money to perform physical exams or screenings on students, the District will notify parent(s) of such physical exam or screening and will allow the parent's to "opt out" their child of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary

to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Legal Reference:

RSA 141-C:20-c, Exemptions

RSA 200:32, Physical Examination of Pupils

RSA 200:34, Special Examination

RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse

NH Code of Administrative Rules, Section Ed. 311.03, Physical Examination of Students

Protection of Pupil Rights Amendment, 20 U.S.C. §1232h; 34 C.F.R. Part 98

Adopted: February 1, 1979
R/R: 5/19/94
Revised: August 1, 2002
Revised: October 6, 2010
Revised: February 20, 2019
Revised: December 16, 2020

Policy JICA: Physical Examinations of Students

Status: ADOPTED

Original Adopted Date: 04/01/2003 | Last Revised Date: 06/01/2020 | Last Reviewed Date: 06/01/2020

Category: Recommended

REVISION/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. *Footnotes – Unlike most NHSBA sample policies, this JICA has a footnote which each district should review when tailoring the sample. The NHSBA footnotes should be removed before final adoption.*
- c. *{**} indicates a 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 part of the permanent records of the District.*

NHSBA history: Revised – June 2020, February 2007, and April 2003

NHSBA revision notes, June 2020, NHSBA revised JICA as part of a health policy overhaul with assistance from the NH School Nurses Association. Revisions to JICA included clarification of the Districts discretion to require additional examinations, addition of provisions relative to homeless students and conditional enrollment, as well as other minor language changes.

A. General. Each child must have written evidence of a complete physical examination within one year preceding first entry to school. Additionally, each child shall have written evidence of a physical examination within one year before entry into seventh grade and again before entry into high school.¹

Parents of students transferring to the District must present documentation evidencing of meeting the physical examination requirement prior to or upon first entry into the District's schools. Failure to comply with this provision may result in exclusion from school for the child.

B. Conditional Enrollment. If an examination required under paragraph A above has not been performed within the preceding year, the school will accept documentation of an appointment for a physical examination within two months of enrollment, or other time deemed appropriate by the Superintendent.

C. Homeless Students and Unaccompanied Youth. Pursuant to the McKinney-Vento Act and Board Policy **{**}JFABD**, homeless students and/or unaccompanied youth, may enroll and attend school while the Homeless Liaison works with the family/student to obtain examinations or documentation of the same

D. Special Examination. – Pursuant to RSA 200:34 every child with a presenting problem and whom the school nurse, deems to require further evaluation, may be referred by the school nurse, with the consent of the principal, to the parents or guardian of said child for examination, and evaluation by an appropriate practitioner. If the parents fail or neglect to have said child so examined and fail to present the recommendations from said examiner within a reasonable period after the referral by the school, then said child may be examined by a qualified health care provider. In significant cases, the matter may be reported to DCYF pursuant to **{**}JLF**

E. Religious Exemption. No medical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds such medical examination is contrary to his/her religious tenets and teachings.

F. Participation on Athletic Teams. Prior to participation on a school athletic team, students must provide written documentation that they have passed a physical. Such exam must be completed at least once every school year. This requirement does not apply to students participating in intramural athletics. At the District's sole discretion, the school may schedule physical exams with a single, qualified health care provider (i.e., physician, advanced registered nurse practitioner, or licensed physician's assistant); any student who misses the scheduled physicals must present evidence of a physical exam from a licensed health care provider.

G. Parent Notification - Certain Circumstances. Pursuant to the Protection of Pupil Rights Amendment, if the District utilizes federal money to perform physical exams or screenings on students, the District will notify parent(s) of such physical exam or screening and will allow the parent's to "opt out" their child of any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

¹ RSA 200:32 requires exams before first entry into the "public school system", and allows boards to impose additional exam requirements. The NHSNA recommends additional exam requirements for 7th grade and high school. Boards may choose to make the additional exams discretionary, or remove the provision for 7th and high school altogether. [Remove the footnote before finalizing the policy.]

District Policy History:

First reading: _____
 Second reading/adopted: _____

District revision history:

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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NH Statutes References

	Description
RSA 141-C:20-c	Exemptions
RSA 200:32	Physical Examination of Student
RSA 200:34	Special Examination
RSA 200:38	Control and Prevention of Communicable Diseases: Duties of School Nurse

NH Dept of Ed Regulation References

	Description
N.H. Code of Admin. Rules Section Ed. 311.03	Physical Examination of Students

Federal Statutes References

	Description
20 U.S.C. § 1232h	Protection of Pupil Rights Amendment (PPRA)

Cross References

	Description
EBCG	Communicable & Infectious Diseases
JFABD	Admission of Homeless Children and Unaccompanied Youth
JFABD-R(1)	Admission of Homeless Children and Unaccompanied Youth - Homeless Education Dispute Resolution Process

JFABD-R(2)	<u>Admission of Homeless Children and Unaccompanied Youth - Homeless Education Dispute Resolutions Process</u>
JFABD-R(3)	<u>Admission of Homeless Children and Unaccompanied Youth - Homeless Education Dispute Resolution Process</u>
JLC	<u>Student Health Services & School Nurses</u>
JLCB	<u>Immunizations of Students</u>
JLCD	<u>Administering Medication to Students</u>
JLCD-R(1)	<u>Administering Medication to Students - Procedures</u>
JLCD-F(1)	<u>Administering Medication to Students - Medication Administration Authorization Form</u>
JLCD-F(2)	<u>Administering Medication to Students - Epi-Pen Medication Administration Form (Self-Administered)</u>
JLCD-F(3)	<u>Administering Medication to Students - Inhaled Medication Administration Form (Self-Administered)</u>

HEAD LICE/PEDICULOSIS

Pediculosis/Lice: Screening. Based on recommendations from the American Academy of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control and Prevention, the Board recognizes that head lice or nit infestation poses little risk to others and does not result in additional health problems, and that students with nits and/or head lice or nits should not be excluded from school. The Board recognizes that school-wide screening for nits alone is not an accurate way of predicting which children will become infested with head lice, and screening for live lice has not been proven to have a significant decrease on the incidence of head lice in a school community.

Parents are encouraged to check their children's heads for lice if the child is symptomatic.

The school nurse will periodically provide information to families of all children on the diagnosis, treatment, and prevention of head lice.

Management on the Day of Diagnosis. The management of pediculosis should proceed so as to not disrupt the education process. Nonetheless, any staff member who suspects a student has head lice will report this to the school nurse or in her/his absence the Principal.

The school nurse may check a student's head if the student is demonstrating symptoms. Students known to have head lice will remain in class provided the student is comfortable. If a student is not comfortable, he/she may report to the school nurse or principal's office. Students with demonstrating symptoms, or who are found to have lice will be discouraged from close direct head contact with others and from sharing personal items with other students.

Siblings of students found with lice may also be checked if there is suspicion that infestation may exist.

The school nurse or Principal/designee will notify the parent/guardian by telephone or other available means if their child is found to have head lice. Verbal and/or written instructions for treatment will be given to the family of each identified student. Instructions will include recommendations for treatment that are consistent with New Hampshire Department of Health and Human Services recommendations. In addition, the school nurse may offer extra help or information to families of children who are repeatedly or chronically infested.

Criteria for Return to School. Once a student with "live lice" has left the school, he/she will not be allowed until after treatment with an anti-parasitic drug or other proper treatment as recommended by the school nurse has begun. The school nurse may recheck a child's head for live infestation.

Parents/guardians in the school will be notified, and provided with educational materials, when an active case is identified in the school. However, the information will be disseminated in a way that completely protects the confidentiality of any and all of the students involved (classes or grade levels shall not be shared).

Legal Reference:

RSA 189:15, Regulations

RSA 200:32, Physical Examination of Pupils

RSA 200:38, Control and Prevention of Communicable Diseases: Duties of School Nurse

RSA 200:39, Exclusion from School

American Academy of Pediatrics, Clinical Report on Head Lice Infestation, September 2002

<http://aappolicy.aappublications.org/cgi/content/full/pediatrics;110/3/638>

Appendix JLCC-R

Adopted: August 1, 2002

Revised: August 6, 2008

Revised: November 20, 2019

Revised: November 4, 2020

Policy JLCC: Head Lice / Pediculosis

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 06/01/2020 | Last Reviewed Date: 06/01/2020

Category: Recommended

ADOPTION/REVISION NOTES -

Text between the highlighted lines "-- -- --", and highlights in this sample 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/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- b. Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- c. {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: Revised – June 2020, July 2019, February 2007, November 1999, and July 1998;
NHSBA note, June 2020, NHSBA revised JLCC as part of a health policy overhaul with assistance from the NH School Nurses Association. Revisions to JLCC generally reflect the most current advice and recommendations from the American Association of Pediatrics, and the National School Nurses Association relative to minimal health risk from lice/nits, and detrimental effects of exclusion.

Pediculosis/Lice: Screening. Based on recommendations from the American Academy of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control and Prevention, the Board recognizes that head lice or nit infestation poses little risk to others and does not result in additional health problems, and that students with nits and/or head lice or nits should not be excluded from school. The Board recognizes that school-wide screening for nits alone is not an accurate way of predicting which children will become infested with head lice, and screening for live lice has not been proven to have a significant decrease on the incidence of head lice in a school community.

Parents are encouraged to check their children's heads for lice if the child is symptomatic.

The school nurse will periodically provide information to families of all children on the diagnosis, treatment, and prevention of head lice.

Management on the Day of Diagnosis. The management of pediculosis should proceed so as to not disrupt the education process. Nonetheless, any staff member who suspects a student has head lice will report this to the school nurse or in her/his absence the Principal.

The school nurse may check a student's head if the student is demonstrating symptoms. Students known to have head lice will remain in class provided the student is comfortable. If a student is not comfortable, he/she may report to the school nurse or principal's office. Students with demonstrating symptoms, or who are found to have lice will be discouraged from close direct head contact with others and from sharing personal items with other students.

Siblings of students found with lice may also be checked if there is suspicion that infestation may exist.

The school nurse or Principal/designee will notify the parent/guardian by telephone or other available means if their child is found to have head lice. Verbal and/or written instructions for treatment will be given to the family of each identified student. Instructions will include recommendations for treatment that are consistent with New Hampshire Department of Health and Human Services recommendations. In addition, the school nurse may offer extra help or information to families of children who are repeatedly or chronically infested.

Criteria for Return to School. Once a student with "live lice" has left the school, he/she will not be allowed until after treatment with an anti-parasitic drug or other proper treatment as recommended by the school nurse has

begun. The school nurse may recheck a child's head for live infestation.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

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.*

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

Legal References

American Academy of Pediatrics

Description

"Clinical Report on Head Lice", Pediatrics Vol. 135 No. 5, May 2015
PENDING LINK

NH Statutes References

RSA 189:15

Description

Regulations

RSA 200:32

Physical Examination of Student

RSA 200:38

Control and Prevention of Communicable Diseases: Duties of School Nurse

RSA 200:39

Exclusion from School

Cross References

JLCG

Description

Exclusion of Students Who Present a Hazard

JLCG-R(1)

Exclusion of Students Who Present a Hazard

Raymond School District Policy - JLCD

ADMINISTERING MEDICATION TO STUDENTS

A. General Provisions for Administration of Medication.

Medication whether prescription or over-the-counter (“OTC”), shall only be administered to or taken by students during the school day in accordance with this policy, and the corresponding administrative procedures record-keeping found in JLCD-R.

This policy shall extend to any school-sponsored activity, event, or program.

Medication is to be administered by a school nurse, as defined in RSA 200:29 (“the school nurse”). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal’s designee is permitted to assist students in taking required medications by:

- i. making such medications available to the student as needed;
- ii. observing the student as he/she takes or does not take his/her medication; and
- iii. recording whether the student did or did not take his/her medication.

Whenever possible, medications, should not be taken during the school day. Upon receiving a request from the parent, guardian, or physician relative to a particular student's need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also inquire about any other medical conditions requiring medications and any special side effects, contraindications, and adverse reactions to be observed.

1. Prescription Medication will be only be administered in school only after receiving and filing in the student's health record the following:

- a. A written statement from the licensed prescriber conforming to the requirements of N.H. Department of Education Rule 311.02 (i)(1) (included in District procedures JLCD-R).
- b. A written authorization from the parent/guardian as provided in N.H. Department of Education Rule 311.02 (i)(2) & (3) (included in District procedures JLCD-R).

2. Over-the-Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber’s order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered

nurse practitioner, licensed physician's assistant or dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.

To the extent consistent with New Hampshire's Nurse Practices Act, RSA 326-B, the school nurse may at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

B. Emergency Administration of Medication.

The school nurse or other properly designated personnel may administer other medications to students in emergency situations provided such personnel has all training as is required by law, and is consistent with the provisions of Board policy JLCE.

C. Field Trips and School Sponsored Activities

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities. For trips or activities necessitating more than one dose, special arrangements for administering medication must be approved by the school nurse or, in the school nurse's absence, the Principal.

D. Other Uses/Administration Prohibited.

No person shall share or otherwise administer any prescription or over-the counter medication with any student except as provided in this policy. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

E. Delivery, Storage and Disposal of Medication.

Medications provided by the student's parent/guardian may only be delivered to the school nurse or principal/principal's designee. All such medication should be delivered in its original container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine.

F. Administration and Self-Administration of Epinephrine Auto-Injectors and Inhalers.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to the nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. Such authorization must include the same information required under A.1 of this policy.

Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian and in the same manner as described in A.1 of this Policy, and subject to other conditions as the school nurse may require.

G. Medication Records.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. Such records shall be retained as required under Board policy EHB, Data/Records Retention.

H. Implementation: Procedures and Protocols.

The Superintendent, in consultation with the school nurse(s), shall be responsible for establishing specific procedures necessary and appropriate to control (e.g., delivery, storage, authorization, record-keeping, reporting, etc.) medications in the schools. Such procedures shall be in writing, and coded as JLCD-R. The procedures should be reviewed no less than every two years.

Additionally, and pursuant to N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

Legal References:

RSA 200:40-b, Glucagon Injections

RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted

RSA 200:43, Use of Epinephrine Auto-Injector

RSA 200:44, Availability of Epinephrine Auto-Injector
RSA 200:44-a, Anaphylaxis Training Required
RSA 200:45, Pupil Use of Epinephrine Auto-Injectors - Immunity
RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted
RSA 200:47, Use of Asthma Medications by Pupils - Immunity
RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers
RSA 200:55, Administration of Bronchodilator, Space or Nebulizer
RSA 326-B, Nurse Practices Act
N.H. Code of Administrative Rules - Section Ed. 306.12(b)(2), Special Physical Health Needs of Students
N.H. Code of Administrative Rules – Section Ed. 311.02(d); Medication During School Day
N.H. Code of Administrative Rules - Nur 404; Ongoing Requirements

*See Policy JLCC and
Appendix JLCD-R*

Adopted: August 1, 2002
Revised: June 23, 2010
Revised: December 7, 2016 (Legal References)
Revised: October 18, 2017
Revised: November 4, 2020

Policy JLCD: Administering Medication to Students

Status: ADOPTED

Original Adopted Date: 02/01/2007 | Last Revised Date: 07/01/2020 | Last Reviewed Date: 07/01/2020

Category: Priority/Required by Law

ADOPTION/REVISION NOTES –

Text between the highlighted lines “~ ~ ~”, and highlights in this sample 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/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- b. Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- c. {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: Revised – July 2020, September 2016, September 2015, February 2007

NHSBA revision notes, June 2020, amendments, made with the assistance of the New Hampshire School Nurses Association, included general organization, removal of redundant provisions and clarification of respective authority, and better alignment with other policies; June 2016, Amended to reflect enactment of RSA 200:44-a, 200:53-57, all regarding self- administration of certain medications.

A. General Provisions for Administration of Medication.

Medication whether prescription or over-the-counter (“OTC”), shall only be administered to or taken by students during the school day in accordance with this policy, and the corresponding administrative procedures record-keeping found in {**}JLCD-R.

This policy shall extend to any school-sponsored activity, event, or program.

Medication is to be administered by a school nurse, as defined in RSA 200:29 (“the school nurse”). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal’s designee is permitted to assist students in taking required medications by:

- i. making such medications available to the student as needed;
- ii. observing the student as he/she takes or does not take his/her medication; and
- iii. recording whether the student did or did not take his/her medication.

Whenever possible, medications, should not be taken during the school day. Upon receiving a request from the parent, guardian, or physician relative to a particular student’s need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also inquire about any other medical conditions requiring medications and any special side effects, contraindications, and adverse reactions to be observed.

- a. Prescription Medication will be only be administered in school only after receiving and filing in the student’s health record the following:
 - a. A written statement from the licensed prescriber conforming to the requirements of N.H. Department of Education Rule 311.02 (i)(1) (included in District procedures {**}JLCD-R).
 - b. A written authorization from the parent/guardian as provided in N.H. Department of Education Rule

311.02 (i)(2) & (3) (included in District procedures (**))JLCD-R).

- b. Over-the-Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber's order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician's assistant or dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.

To the extent consistent with New Hampshire's Nurse Practices Act, RSA 326-B, the school nurse may at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

B. Emergency Administration of Medication.

The school nurse or other properly designated personnel may administer other medications to students in emergency situations provided such personnel has all training as is required by law, and is consistent with the provisions of Board policy (**))JLCE.

C. Field Trips and School Sponsored Activities

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities. For trips or activities necessitating more than one dose, special arrangements for administering medication must be approved by the school nurse or, in the school nurse's absence, the Principal.

D. Other Uses/Administration Prohibited.

No person shall share or otherwise administer any prescription or over-the counter medication with any student except as provided in this policy. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

E. Delivery, Storage and Disposal of Medication.

Medications provided by the student's parent/guardian may only be delivered to the school nurse or principal/principal's designee. All such medication should be delivered in its original container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine.

F. Administration and Self-Administration of Epinephrine Auto-Injectors and Inhalers.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to the nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. Such authorization must include the same information required under A.1 of this policy.

Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian and in the same manner as described in A.1 of this Policy, and subject to other conditions as the school nurse may require.

G. Medication Records.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. Such records shall be retained as required under Board policy **{**}EHB, Data/Records Retention.**

H. Implementation: Procedures and Protocols.

The Superintendent, in consultation with the school nurse(s), shall be responsible for establishing specific procedures necessary and appropriate to control (e.g., delivery, storage, authorization, record-keeping, reporting, etc.) medications in the schools. Such procedures shall be in writing, and coded as **{**}JLCD-R.** The procedures should be reviewed no less than every two years.

Additionally, and pursuant to N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

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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NH Statutes References

	Description
RSA 200:40-b	<u>Glucagon Injections</u>
RSA 200:42	<u>Possession and Use of Epinephrine Auto-Injectors Permitted</u>
RSA 200:43	<u>Use of Epinephrine Auto-Injector</u>
RSA 200:44	<u>Availability of Epinephrine Auto-Injector</u>
RSA 200:44-a	<u>Anaphylaxis Training Required</u>
RSA 200:45	<u>Student Use of Epinephrine Auto-Injectors - Immunity</u>
RSA 200:46	<u>Possession and Self-Administration of Asthma Inhalers Permitted</u>
RSA 200:47	<u>Use of Asthma Medications by Students - Immunity</u>
RSA 200:54	<u>Supply of Bronchodilators, Spacers or Nebulizers</u>
RSA 200:55	<u>Administration of Bronchodilator, Space or Nebulizer</u>
RSA 326-B	<u>Nurse Practices Act</u>

NH Dept of Ed Regulation References

	Description
N.H. Code of Admin. Rules Nur 404	<u>Ongoing Requirements</u>
N.H. Code of Admin. Rules Section Ed 306.12(b)(2)	<u>Special Physical Health Needs of Students</u>
N.H. Code of Admin. Rules Section Ed 311.02(d)	<u>Medication During School Day</u>

Cross References

EBBB

EBBC

EBBC-R(1)

EHB

EHB-R(1)

JLC

JLCA

JLCA-R(1)

JLCDA

JLCE

JLCE-R(1)

DescriptionAccident ReportsEmergency Care and First Aid (identical to JLCE)Emergency Care and First Aid (identical to JLCE) - First Aid
Directions/Emergency Care for Sickness and AccidentsData/Records RetentionData/Records Retention - Local Records Retention ScheduleStudent Health Services & School NursesPhysical Examinations of StudentsPhysical Examinations of Students - Family Physician's Report of Physical
ExaminationMedical Treatment - Parental ConsentEmergency Care And First Aid (dually coded with EBBC)Emergency Care And First Aid (dually coded with EBBC) - Emergency
Information Form

Raymond School District Policy - JLCD-R

Procedures for Administering Medication to Students

These administrative procedures are intended to implement School Board policy JLCD “Administering Medication to Students”. Pursuant to that policy, any medication, whether prescription or over-the-counter (“OTC”) administered to or taken by students during the school day or school activities shall comply with School Board policy JLCD and these procedures.

A. Written Authorizations.

1. **Prescription medications.** In order for prescription medications to be given at the school, the following shall occur:

- a. The school nurse shall ensure that a written statement containing the following be on file in the student's health record:
 - i. The student's name;
 - ii. The name and signature of the licensed prescriber and contact numbers;
 - iii. The name, route and dosage of medication;
 - iv. Specific recommendations for administration;
 - v. The frequency and time of medication administration or assistance;
 - vi. Any special side effects, contraindications, and adverse reactions to be observed;
 - vii. The date of the order; and
 - viii. A diagnosis, if not a violation of confidentiality;
- b. The school nurse shall ensure that there is written authorization by the parent and/or guardian that contains:
 - i. The parent and/or guardian's printed name and signature;
 - ii. A list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent/guardian or student that such medication be documented; and
 - iii. Approval to have the school nurse administer the medication, the student to possess and self-administer and/or the principal or his designee assist the student with taking the medication; and
- c. The school nurse shall ensure the authorization or other accessible documentation contains:
 - i. The parent and/or guardian's home and emergency phone number(s); and

ii. Persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber.

2. Non-Prescription / Over-the-Counter Medications. Non-prescription and OTC medications shall be administered only with the written authorization of the parent and/or guardian. The authorization shall contain the same information, with the same access, as is required relative to prescription medications in paragraphs A.1.b & c, above.

To the extent consistent with the N.H. Nurse Practice Act, RSA 326-B and applicable state regulations, the school nurse may accept verbal authorization from a parent/guardian or licensed healthcare provider, to be followed with written confirmation per Board policy JLCD.

B. Delivery of Medication to School

1. A parent, guardian or a parent/guardian-designated, responsible adult shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:

2. The prescription medication shall be in a pharmacy or manufacturer labeled container;

3. The school nurse or other responsible person receiving the prescription medication shall document the quantity of the prescription medication delivered; and

4. The medication may be delivered by other adult(s), provided that the nurse is notified in advance by the parent or guardian of the delivery and the quantity of prescription medication being delivered to school is specified.

C. Storage of Medication.

1. All medications shall be stored in their original pharmacy or manufacturer labeled containers, and in such manner as to render them safe and prevent loss of efficacy. A single dose of medication may be transferred from this container to a newly labeled container for the purposes of field trips or school sponsored activities.

2. All medication to be administered by the school nurse shall be kept in a securely-locked cabinet which is kept locked except when opened to obtain medications. Medications requiring refrigeration shall be stored in a locked box in a refrigerator maintained at temperatures of 38 degrees to 42 degrees. Emergency medications may be secured in other locations readily accessible only to those with authorization.

3. No more than a 30-school day supply of the prescription for a student shall be stored at the school.

4. Consistent with N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

D. Documentation & Communications Regarding Administration of Medication.

1. The school nurse (or, in the school nurse's absence, the Principal/designee) will document the following information regarding medication taken by each student:
 - a. Name of medication taken/administered;
 - b. Dose and route of administration;
 - c. Date and time of administration;
 - d. Signature, initials, or electronic signature/verification of adults present; and
 - e. Other noteworthy comments or information relating to significant observations relating to prescriptions, a medication's adverse reactions, beneficial effects, etc.
2. If student refuses to take or spills medication, or medication is lost or has run out, such shall be recorded.
3. Each school nurse shall develop and maintain a paper or electronic system to document the information required in paragraphs D.1 & 2. Such system shall allow for secure communication of the information recorded in items D.1 & 2 to the child's parent/guardian and/or licensed prescriber.
4. The recording system shall allow additions, but must assure that the original information cannot be deleted. Any changes must be signed by the school nurse, principal or designee in conformance with Board policy DGA "Authorized Signatures".
5. The system shall assure retention of records in accordance with paragraph E of these procedures.

E. Student Health Records

Physicians' written orders and the written authorization of parents or guardians should be filed with the student's cumulative health record. An appropriate summary completed at least once every school year for each medication prescribed and taken should become part of the student's health record.

Student health records shall be retained in accordance with Board policy EHB and the District's Data/Records Retention Schedule, EHB-R, or any superseding statutes or regulations. Health records concerning students who receive special education services shall be retained according to the provisions of the Data/Records Retention Schedule pertaining to special education.

Records shall be available to representatives from the State Division of Public Health and/or State Department of Education to the extent consistent with the Family Education Rights and Privacy Act ("FERPA").

Adopted: November 4, 2020

Appendix - "-R" Documents JLCD-R(1): Administering Medication to Students - Procedures

Status: ADOPTED

Original Adopted Date: 06/01/2020 | Last Reviewed Date: 06/01/2020

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 - as with virtually all NHSBA samples designated with "-R", "-F", or "-E" - is intended as an aid toward administrative implementation of the corresponding sample policy. Because this sample is not intended as a board policy, neither the original adoption, nor revisions / amendments to the same, require approval by the board any more than other administrative regulations or procedures promulgated under the superintendent's direction.*
- b. *General - As with all sample policies and procedures, 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, procedures, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which districts should change/complete to reflect local personnel titles, policy references, duty assignments etc.*
- c. *{**} indicates a reference to another NHSBA sample policy. A district should check its own current procedures and codes to assure internal consistency.*

NHSBA history: Revised – June 2020

NHSBA revision notes, June 2020, amendments to JLCD-R, made with assistance of the New Hampshire School Nurses Association, include changes to more closely track applicable regulations, and to coordinate more directly to NHSBA sample policies and best practices.

These administrative procedures are intended to implement School Board policy JLCD "Administering Medication to Students". Pursuant to that policy, any medication, whether prescription or over-the-counter ("OTC") administered to or taken by students during the school day or school activities shall comply with School Board policy JLCD and these procedures.

A. Written Authorizations.

1. **Prescription medications.** In order for prescription medications to be given at the school, the following shall occur:
 - a. The school nurse shall ensure that a written statement containing the following be on file in the student's health record:
 - i. The student's name;
 - ii. The name and signature of the licensed prescriber and contact numbers;
 - iii. The name, route and dosage of medication;
 - iv. Specific recommendations for administration;
 - v. The frequency and time of medication administration or assistance;
 - vi. Any special side effects, contraindications, and adverse reactions to be observed;
 - vii. The date of the order; and
 - viii. A diagnosis, if not a violation of confidentiality;
 - b. The school nurse shall ensure that there is written authorization by the parent and/or guardian that contains:
 - i. The parent and/or guardian's printed name and signature;

- ii. A list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent/guardian or student that such medication be documented; and
 - iii. Approval to have the school nurse administer the medication, the student to possess and self-administer and/or the principal or his designee assist the student with taking the medication; and
- c. The school nurse shall ensure the authorization or other accessible documentation contains:
- i. The parent and/or guardian's home and emergency phone number(s); and
 - ii. Persons to be notified in case of a medication emergency in addition to the parent or guardian and licensed prescriber.
2. Non-Prescription / Over-the-Counter Medications. Non-prescription and OTC medications shall be administered only with the written authorization of the parent and/or guardian. The authorization shall contain the same information, with the same access, as is required relative to prescription medications in paragraphs A.1.b & c, above.

To the extent consistent with the N.H. Nurse Practice Act, RSA 326-B and applicable state regulations, the school nurse may accept verbal authorization from a parent/guardian or licensed healthcare provider, to be followed with written confirmation per Board policy JLCD.

B. Delivery of Medication to School

1. A parent, guardian or a parent/guardian-designated, responsible adult shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows:
2. The prescription medication shall be in a pharmacy or manufacturer labeled container;
3. The school nurse or other responsible person receiving the prescription medication shall document the quantity of the prescription medication delivered; and
4. The medication may be delivered by other adult(s), provided, that the nurse is notified in advance by the parent or guardian of the delivery and the quantity of prescription medication being delivered to school is specified.

C. Storage of Medication.

1. All medications shall be stored in their original pharmacy or manufacturer labeled containers, and in such manner as to render them safe and prevent loss of efficacy. A single dose of medication may be transferred from this container to a newly labeled container for the purposes of field trips or school sponsored activities.
2. All medication to be administered by the school nurse shall be kept in a securely-locked cabinet which is kept locked except when opened to obtain medications. Medications requiring refrigeration shall be stored in a locked box in a refrigerator maintained at temperatures of 38 degrees to 42 degrees. Emergency medications may be secured in other locations readily accessible only to those with authorization.
3. No more than a 30-school day supply of the prescription for a student shall be stored at the school.
4. Consistent with N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

D. Documentation & Communications Regarding Administration of Medication.

1. The school nurse (or, in the school nurse's absence, the Principal/designee) will document the following information regarding medication taken by each student:
 - a. Name of medication taken/administered;
 - b. Dose and route of administration;

- c. Date and time of administration;
 - d. Signature, initials, or electronic signature/verification of adults present; and
 - e. Other noteworthy comments or information relating to significant observations relating to prescriptions, a medication's adverse reactions, beneficial effects, etc.
2. If student refuses to take or spills medication, or medication is lost or has run out, such shall be recorded.
 3. Each school nurse shall develop and maintain a paper or electronic system to document the information required in paragraphs D.1 & 2. Such system shall allow for secure communication of the information recorded in items D.1 & 2 to the child's parent/guardian and/or licensed prescriber.
 4. The recording system shall allow additions, but must assure that the original information cannot be deleted. Any changes must be signed by the school nurse, principal or designee in conformance with Board policy DGA "Authorized Signatures".
 5. The system shall assure retention of records in accordance with paragraph E of these procedures.

E. Student Health Records

Physicians' written orders and the written authorization of parents or guardians should be filed with the student's cumulative health record. An appropriate summary completed at least once every school year for each medication prescribed and taken should become part of the student's health record.

Student health records shall be retained in accordance with Board policy {**}EHB and the District's Data/Records Retention Schedule, {**}EHB-R, or any superseding statutes or regulations. Health records concerning students who receive special education services shall be retained according to the provisions of the Data/Records Retention Schedule pertaining to special education.

Record shall be available to representatives from the State Division of Public Health and/or State Department of Education to the extent consistent with the Family Education Rights and Privacy Act ("FERPA").

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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NH Statutes References

	Description
RSA 200:40-b	<u>Glucagon Injections</u>
RSA 200:42	<u>Possession and Use of Epinephrine Auto-Injectors Permitted</u>
RSA 200:43	<u>Use of Epinephrine Auto-Injector</u>
RSA 200:44	<u>Availability of Epinephrine Auto-Injector</u>
RSA 200:44-a	<u>Anaphylaxis Training Required</u>
RSA 200:45	<u>Student Use of Epinephrine Auto-Injectors - Immunity</u>
RSA 200:46	<u>Possession and Self-Administration of Asthma Inhalers Permitted</u>
RSA 200:47	<u>Use of Asthma Medications by Students - Immunity</u>
RSA 200:54	<u>Supply of Bronchodilators, Spacers or Nebulizers</u>
RSA 200:55	<u>Administration of Bronchodilator, Space or Nebulizer</u>
RSA 326-B	<u>Nurse Practices Act</u>

NH Dept of Ed Regulation References

Description

N.H. Code of Admin. Rules Nur 404 Ongoing Requirements
 N.H. Code of Admin. Rules Section Ed 306.12(b)(2) Special Physical Health Needs of Students
 N.H. Code of Admin. Rules Section Ed 311.02(d) Medication During School Day

Cross References

Description

EBBB	<u>Accident Reports</u>
EBBC	<u>Emergency Care and First Aid (identical to JLCE)</u>
EBBC-R(1)	<u>Emergency Care and First Aid (identical to JLCE) - First Aid Directions/Emergency Care for Sickness and Accidents</u>
EHB	<u>Data/Records Retention</u>
EHB-R(1)	<u>Data/Records Retention - Local Records Retention Schedule</u>
JLC	<u>Student Health Services & School Nurses</u>
JLCA	<u>Physical Examinations of Students</u>
JLCA-R(1)	<u>Physical Examinations of Students - Family Physician's Report of Physical Examination</u>
JLCDA	<u>Medical Treatment - Parental Consent</u>
JLCE	<u>Emergency Care And First Aid (dually coded with EBBC)</u>
JLCE-R(1)	<u>Emergency Care And First Aid (dually coded with EBBC) - Emergency Information Form</u>

Policy JLCDA: Medical Treatment - Parental Consent

Status: ADOPTED

Original Adopted Date: 08/01/2022 | Last Reviewed Date: 08/01/2022

Category: Recommended

ADOPTION/REVISION NOTES -

Text between the highlighted lines "~~~", and highlights in this sample 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/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
- b. Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- c. {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: New policy – Aug. 2022

A student's participation in any program that provides medical or dental treatment^[1 Delete fn.] in a school setting shall require the explicit written consent of the child's parent or legal guardian.

The Superintendent will ensure that [enrollment/emergency/beginning of year] [forms/packets] will include specific consent options for: ^[2 Delete fn.]

1. Screenings (including vision, hearing, scoliosis, and other screening);
2. Disclosure of student health status to school staff;
3. Authorization for providing medication (see Board policy {**} JLCD, procedures JLCD-R, and forms JLCD-F1-3);
4. Non-emergency care or treatment;
5. Other specific consents the Superintendent, in consultation with the nursing staff, finds appropriate or necessary.

When a student signs up for a school co-curricular program or activity, the Superintendent will ensure that those students' parents/guardians provide consent for first aid, treatment, and screenings with respect to any injury or condition occurring as a result of the activity or that would potentially impact the student's ability to participate or return to play and or school. This consent form may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics. See Board policies {**}JLCJA and {**}JLCJ.

If a program that provides medical or dental treatment (e.g., "children's oral health initiative") is scheduled after the start of the school year and does not fall within the consent forms in the [enrollment/emergency/beginning of year] [forms/packets], the Superintendent or his/her designee will ensure that each student's parent/guardian provides written consent prior to their child's participation.

The Principal or his/her designee will be responsible for ensuring each student returns a copy of the signed consent form(s) ^[3 Delete fn.] and maintaining the forms in an accessible manner.

¹ [Delete fn.] RSA 200:27-a, the statute that requires parental consent relative to medical or dental treatment in schools does not provide a definition as to what does or does not constitute "medical or dental treatment", but in either event, the statute clearly would require consent for any program for which medical or dental treatment is a primary purpose.

² [Delete fn.] The listed consent forms are options for a Board to require on a form. A District may choose to expand

or reduce this list, or simply do some type of blanket consent. However, the more specific the form, the stronger the district's position would be should a parent argue they did not consent.

³ [Delete fn.] Each students' parent or guardian should return a signed consent form to the school indicating what they do and do not consent to. Absent a signed consent form, the school should proceed as if the parent did not provide consent.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

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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NH Statutes References

RSA 126-A:4-g, II

RSA 126-A:5, XIV-b

RSA 200:27-a

RSA 21:2

Description

Children's Oral Health Initiative

Consent to Medical and Dental Treatment in Schools

Consent of Parent or Legal Guardian Required

Common Usage

Cross References

EBBC

EBBC-R(1)

JLC

JLCD

JLCD-R(1)

JLCD-F(1)

JLCD-F(2)

JLCD-F(3)

JLCE

JLCE-R(1)

Description

Emergency Care and First Aid (identical to JLCE)

Emergency Care and First Aid (identical to JLCE) - First Aid Directions/Emergency Care for Sickness and Accidents

Student Health Services & School Nurses

Administering Medication to Students

Administering Medication to Students - Procedures

Administering Medication to Students - Medication Administration Authorization Form

Administering Medication to Students - Epi-Pen Medication Administration Form (Self-Administered)

Administering Medication to Students - Inhaled Medication Administration Form (Self-Administered)

Emergency Care And First Aid (dually coded with EBBC)

Emergency Care And First Aid (dually coded with EBBC) - Emergency Information Form

EMERGENCY CARE & FIRST AID

All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents/guardians; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain, at the start of each school year, emergency contact information of parents or legal guardian for each student and staff member.

The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law.

Consistent with state law, the school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine. The school physician, if any, the school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians. The school nurse or other designated personnel may administer or make available to self-administer a bronchodilator, spacer, or nebulizer to a student who has been diagnosed with asthma for use in emergency or other situations as determined by the school nurse.

The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required under Board policy JLCD, or applicable laws or regulations.

Accident reports must be prepared and filed consistent with Board policy EBBB.

The District makes it possible for parents/guardians to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

Records related to the emergency administration of any medication under this policy shall be made and maintained by the school nurse as provided in Board policy JLCD and District procedures JLCD-R. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

Naloxone/Narcan and Opioid Antagonists:

The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.

The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists will be available during the regularly scheduled school day. They may be available at other times at the discretion of the Superintendent.

The Superintendent is authorized to procure such medication on behalf of the District.

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. The school nurse is responsible for storing the medication consistent with the manufacturer's instructions and Board policy JLCD and District procedures JLCD-R.

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

Legal References:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

RSA 200:44-a. Anaphylaxis Training Required

RSA 200:54, Supply of Bronchodilators, Spacers, or Nebulizers

RSA 200:55, Administration of Bronchodilator, Spacer, or Nebulizer

NH Code of Administrative Rules, Section Ed 306.04(a)(19), Emergency Care

NH Code of Administrative Rules, Section Ed 306.12(b), School Health Services

Adopted: May 16, 2002
Revised: August 1, 2012
Revised: September 7, 2016
Revised: February 6, 2019
Updated: February 28, 2019 (To remove reference to rescinded policy)
Revised: December 16, 2020

Policy JLCE: Emergency Care And First Aid (dually coded with EBBC)

Status: ADOPTED

Original Adopted Date: 10/01/2005 | Last Revised Date: 07/01/2020 | Last Reviewed Date: 07/01/2020

Category: Priority/Required by Law

ADOPTION/REVISION NOTES -

Text between the highlighted lines “~ ~ ~ ~”, and highlights in this sample should be removed prior to adoption.

- a. †This policy is coded in two sections, Support Services (EBBC) and Students (JLCE). The two policies used to be written separately for each section/application, but have now been merged into this one version. Districts may, but need not, maintain both. If choosing to maintain one, NHSBA recommends using JLCE, and further that the board formally withdraw the other policy, with a permanent record of the withdrawn policy. See 2020 NHSBA Spring Update sample JFA-R for what record of a withdrawn policy might look like.
- b. General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- c. Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- d. {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- e. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: Revised – July 2020, Sept. 2016, April 2016, May 2014, Aug. 2008, Feb. 2007, Oct. 2005
NHSBA revision notes, June 2020, amendments, made with the assistance of the New Hampshire School Nurses Association, included removal of redundancies/conflicts with other policies, and language changes to better reflect statutory or regulatory provision; **September 2016,** Amendments included provisions reflecting enactment of RSA 200:44-a, relative to epinephrine, and 200:53-57 relative to use of bronchodilators, spacers and nebulizers in school; **April 2016,** policy was amended to include provisions regarding obtaining and administration of naloxone/Narcan and other opioid antagonists.

All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year emergency contact information of parents/ guardians for each student and staff member.

The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student’s medical action plan has been filed and updated with the school district to the extent required by law.

Consistent with state law, the school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine. The school physician, if any, the school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians. The school nurse or other designated personnel may administer or make available to self-administer a bronchodilator, spacer, or nebulizer to a student who has been diagnosed with asthma for use in emergency or other situations as determined by the school nurse.

The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required under Board policy **{**}JLCD**, or applicable laws or regulations.

Accident reports must be prepared and filed consistent with Board policy **{**}EBBB**.

The District makes it possible for parents/guardians to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

Records related to the emergency administration of any medication under this policy shall be made and maintained by the school nurse as provided in Board policy **{**}JLCD** and District procedures **{**}JLCD-R**. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

Naloxone/Narcan and Opioid Antagonists: footnote¹

The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.

The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists will be available during the regularly scheduled school day. They may be available at other times at the discretion of the Superintendent.

The Superintendent is authorized to procure such medication on behalf of the District.

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. The school nurse is responsible for storing the medication consistent with the manufacturer's instructions and Board policy **{**}JLCD** and District procedures **{**}JLCD-R**.

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

¹ Please note this policy is required by law. However, the provisions relative to naloxone/Narcan are not required by law and are provided as guidance only. NHSBA recommends these provisions be reviewed by necessary school district staff and, if necessary, by local legal counsel prior to adoption.

District Policy History:

First reading: _____
Second reading/adopted: _____

District revision history:

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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adoption. NHBBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

NH Statutes References

RSA 200:40	<u>Emergency Care</u>
RSA 200:40-a	<u>Administration of Oxygen by School Nurse</u>
RSA 200:44-a	<u>Anaphylaxis Training Required</u>
RSA 200:54	<u>Supply of Bronchodilators, Spacers or Nebulizers</u>
RSA 200:55	<u>Administration of Bronchodilator, Space or Nebulizer</u>

NH Dept of Ed Regulation References

N.H. Code of Admin. Rules, Section Ed 306.12	<u>School Health Services</u>
NH Code of Admin. Rules, Ed 306.04(a)(21)	<u>Emergency Care For Students And School Personnel</u>

Cross References

EBBB	<u>Accident Reports</u>
EBBC	<u>Emergency Care and First Aid (identical to JLCE)</u>
EBBC-R(1)	<u>Emergency Care and First Aid (identical to JLCE) - First Aid Directions/Emergency Care for Sickness and Accidents</u>
JLC	<u>Student Health Services & School Nurses</u>
JLCD	<u>Administering Medication to Students</u>
JLCD-R(1)	<u>Administering Medication to Students - Procedures</u>
JLCD-F(1)	<u>Administering Medication to Students - Medication Administration Authorization Form</u>
JLCD-F(2)	<u>Administering Medication to Students - Epi-Pen Medication Administration Form (Self-Administered)</u>
JLCD-F(3)	<u>Administering Medication to Students - Inhaled Medication Administration Form (Self-Administered)</u>
JLCDA	<u>Medical Treatment - Parental Consent</u>
JLCH	<u>Do Not Resuscitate Orders</u>
JLCJA	<u>Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation</u>