Policy Development Committee Agenda

6/10/2022

7:00 A.M. ~ Gilford High School Library

Policies to Review

IHBB – Programs for Gifted and Talented Students

JFABB – International Academic and Foreign Exchange Program

JFABB-R – Admission of Foreign Exchange Students

BIE – Board Member and District Employee Indemnification

JLCD – Administering Medication to Students

NHSBA Sample Policy 5-13-2022 Policy Committee 6-10-2022 Policy Committee

NHSBA Sample Policy

IHBB

PROGRAMS FOR GIFTED AND TALENTED STUDENTS

Category: Recommended

The Board recognizes the benefit of programs that address the needs of all learners, including for gifted and talented students. For the purposes of this policy, "gifted and talented student" shall mean "a student identified as having unique academic, artistic, or athletic potential."

[delete footnote] Learners identified as gifted and talented will have the opportunity to partake in a differentiated program to support their exceptional abilities and unique characteristics related to their giftedness, as defined in policy IHBH, Extended Learning Opportunities.

Beginning in the 2022-2023 school year, the Superintendent shall submit to the New Hampshire Department of Education, no later than August 1, an annual narrative report detailing the policies, programs, and procedures that are in place to identify and accommodate the unique needs of gifted and talented students. If no such policies, programs, or procedures exist, the report shall so state.

Legal References:

RSA 189:29-b, Identification and Accommodation of Gifted and Talented Students

NHSBA history: Revised – May 2022, Nov. 1999, July 1998

NHSBA revision notes, May 2022, revised to include the definition of gifted and talented now provided in RSA 189:29-b (enacted in 2021, see HB321), as well as the requirement under that statute for districts to provide a narrative report to the N.H. Dept. of Education describing the district's programs for gifted and talented students; recategorized as "recommended" because of mandated reporting requirement; added provisions to encourage more robust programming/input from boards; and minor edits.

Current GSD policy for review. 6-10-2022 Policy Committee		

JFABB

INTERNATIONAL ACADEMIC AND FOREIGN EXCHANGE PROGRAM

The Gilford School District supports opportunities for students from other countries to participate in Gilford High School programs. Participation guidelines have been established in accordance with the Immigration and Naturalization Service (INS) guidelines and the Immigration and Responsibility Act of 1996.

International and Academic Student/Visitors

These guidelines apply to students who are not supported through an established program or specific agency (F-1 student visa). An example would be a student from Russia who wishes to come and stay with mutual friends in the United States.

Guidelines:

- □ Application must be made in writing to the Principal of Gilford High School a minimum of fourteen days in advance of a visit through a joint parent and host family written request.
- ☐ The student must show evidence of sufficient academic and scholastic preparation to benefit from the academic experience.
- □ The student must have demonstrated English language proficiency.
- ☐ The host family must maintain full responsibility for health/medical issues including insurance and authorization for emergency medical treatment.
- ☐ The student's family must give written power of attorney to the host family.
- ☐ The student and/or host family is responsible for the payment of local tuition.
- □ The host family must have sufficient funds available for support of the student during the entire proposed course of study. Funds for student emergency return to his home country must be available.
- □ The student must qualify for an F-1 visa and must have completed all necessary INS paperwork including form I-20A-B.

Given compliance with these guidelines, the Superintendent will authorize the student to spend a minimum of ninety days and not more than one full academic year.

Exchange Students

Students who are sponsored by an INS approved international cultural exchange program qualify under these guidelines (J student visa). These include such organizations as *Rotary International* and *Face the World Foundation*, among others. Such programs should be designed to promote the inter-change of persons, knowledge and skills in the

fields of education, arts and sciences and may be applied to students of all academic levels and people-to-people sharing programs.

Guidelines:

- □ The written application must be made to the GHS principal sixty days in advance. Such application should include a request by the home family, student, and sponsoring organization.
- □ Student participants are required to have demonstrated maturity, good character, and scholastic aptitude.
- ☐ The student must have demonstrated proficiency in knowledge of English language.
- □ Responsibility for the costs of housing, medical, proper insurance coverage and other non-academic matters lie with the sponsoring organization.
- □ All INS guidelines, including completion of form IAP-66 must be provided and completed by the sponsoring organization.
- Participating students will be required to register for a full course of academic study. Placement shall be a minimum of at least two academic trimesters. All student credentials are to be forwarded to the school district with a letter of interest/application materials.
- □ Host families/guest homes must be established at least thirty days in advance of the beginning of the program. Student placement with a host family shall be made no more than a 50-mile radius of the sponsoring organization or supervising representative's office. A faculty advisor will be assigned to each student to serve as a liaison with him/her and the host family.
- ☐ The organization shall maintain a regular schedule of personal contact/oversight with the student, host family, and school personnel.
- □ The sponsoring organization shall provide orientation to the host family, school personnel, and others involved with the program a minimum of thirty days prior to beginning of the program.
- □ Students must be aware of the program at GHS and select courses in advance of their enrollment.
- □ Students participating in academic/foreign exchange programs are not eligible for free/reduced meals or other federally funded programs.
- The host school district maintains the responsibility, through the school administration, to terminate academic and/or exchange programs with thirty days written notice. In these circumstances, responsibility for additional costs lie with the student, host family, and/or sponsoring organization.

Adopted: 10/17/83

(Revised: 11/07/83, 8/14/00, 6/03/2013)

JFABB - FOREIGN EXCHANGE STUDENTS

(Download policy)

Category R

Purpose

In order to promote cultural awareness and understanding and to provide diverse experiences to district students, the board shall admit foreign exchange students into the schools of the district.

Authority

The board shall accept foreign exchange students who meet the established guidelines for admission to district schools.

The board may accept exchange students on a J-1 Visa who reside within the district as participants in group-sponsored exchange programs approved by the board. The board may waive tuition for these exchange student(s).

The board shall accept privately sponsored exchange students on a F-1 Visa for attendance in secondary schools upon payment of tuition at the established district rate; tuition payments may not be waived. The period of attendance shall not exceed twelve (12) months.

The board reserves the right to limit the number of foreign exchange students admitted to the school.

Delegation of Responsibility

The superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools.

Foreign exchange students shall comply with all immunization requirements for students. Once admitted, all exchange students shall be subject to all district policies and regulations governing students.

See appendix JFABB-R

Revised: February 2005

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JFABB-R

ADMISSION OF FOREIGN EXCHANGE STUDENTS

Academic Requirements

No student will be admitted who has already graduated from the equivalent of twelfth grade or who will reach the age of twenty-one years on or before September 15 of that school year.

The student must have average or above-average grades in school at home and must not require special education services in order to function in the regular academic program.

The student must have sufficient knowledge of the English language to enable effective oral and written communication and to function in a regular educational setting without special assistance. If a student's English proficiency is found to be insufficient to function in the regular Instructional program without special assistance, the exchange program or private sponsor must provide a tutor or make other educational arrangements for the student at their expense. If the program or sponsor fail to do so, the student will be withdrawn and INS will be notified.

The district will not provide foreign students with admission to special education programs, English as a Second Language programs, post secondary options or other special programs.

Students are expected to take five classes per term including one language arts or English class and one American history or government class and are expected to maintain passing grades in all classes.

General Requirements

Foreign students will be treated as regular students. They are responsible for complying with all district policies and regulations.

Foreign students are expected to pay for all lunches, books, athletic and student activity fees and other fees, yearbook costs, and all other expenses normally borne by students in the district. Foreign students are not entitled to free or reduced prices for lunches.

The eligibility requirement of the NHIAA will be followed.

The sponsor, host family and local program representative must maintain personal contact with the school, must be available and willing to meet with school personnel when problems or circumstances require and must assume full and final responsibility for resolving problems including the early return of the student if personal, family or school difficulties cannot be resolved.

If a student's grades, conduct or discipline are deemed unsatisfactory by the school, the student may be withdrawn.

Admissions process

Approvals for admission must be obtained from the district between April 15th and July 31st for the following school year or between October 15th and December 15th for the second semester, except under unusual circumstances.

All applications will be screened by the superintendent or designee before they are forwarded for

review and approval of the principal of the school where admission is being requested.

The student must attend the school in the attendance area in which the host family or sponsor lives, unless an appropriate transfer is approved by the district. Should a large number of foreign students be scheduled for a particular school, a transfer to another school may be recommended by the district in order to create a balance in foreign student enrollment.

Upon the student's arrival in the district, the adult sponsor (host family and/or local representative of the exchange program) and student must come to the school to complete the enrollment process. Students must arrive in sufficient time for attendance on the first day of school.

Students requesting admission must submit:

- 1. Birth certificate or other proof of age
- 2. Recent official transcript with English translation reflecting courses taken and grades earned
- 3. Records showing any required immunizations
- 4. Evidence of medical insurance that will cover the student while residing in the district.
- 5. A letter of application written in English by the student that provides pertinent information about the student, including student's name, age, birth date, home address and phone number, level of education, reasons for wanting to attend school in the district and the projected duration of enrollment.
- 6. The names, addresses and phone numbers of the exchange student's own parents/guardians, the host family and the local exchange program representative.
- 7. Proof of English proficiency, including evidence that the student has successfully completed a minimum of three years of instruction in English and a letter of recommendation from the English language teacher documenting the level of proficiency or evidence that the student has passed a test of English language proficiency, such as the SLEP, TOEFL or FSI.
- 8. A notarized temporary custody agreement between the student's parents and the host family and/or exchange program.

Private sponsors must submit:

- a. Proof of residence; or
- b. Affidavit of support, including the following supporting evidence:
 - A statement from an officer of a bank or other financial institution in which deposits are recorded giving details regarding the date the accounts were set up.
 - A statement from the employer on letterhead stationery showing the date and nature of employment, the salary paid and whether the position is temporary or permanent

NHSBA sample policy 6-1-2022 Policy Committee

• If self-employed, a copy of the last income tax return filed

Only programs designated by the United States Information Agency will be considered for placement of foreign students on J-1 visas.

The program must have a local representative residing in or near the district who will meet with the student, host family, and school personnel on a regular basis.

Orientation, both pre-departure and upon arrival in the United States, must be provided to help foreign students adjust to a new culture. Ongoing contact and support from the local representative of the exchange program must also be provided.

Orientation must be provided to the host family in advance of the foreign student's arrival. The family should be acquainted with the needs and requirements of housing a visitor for a long period of time, advised of potential problems in hosting a foreign student and provided with suggestions for coping with these problems. Ongoing contact and support from the local representative of the exchange program must also be provided.

Current GSD policy for review. NHSBA revised sample policy to include exception to indemnification when board member violates his or her oath of office, or otherwise acts outside his/her authority.

BIE Page 1 of 1

6-10-2022 Policy Committee

BOARD MEMBER AND DISTRICT EMPLOYEE INDEMNIFICATION

The members of the Board and District employees and agents act as agents of the District. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the District and the State and Federal governments.

In order to protect the individual members of the Board, District employees and other agents, and the educational interest of the community, the Board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify Board members and agents of the District for their official actions in the service of the School District.

To the fullest extent permitted by New Hampshire law, and as provided in RSA 31:104, Board members and executive officers of the District (superintendent, assistant superintendent and business administrator) shall not be liable for damages for any vote, resolution, or decision made by any such person acting in his or her official capacity in good faith within the scope of his or her authority.

The District will save harmless and indemnify members of the Board, District employees and agents in accordance with RSA 31:105 and RSA 31:106 and to the fullest extent permitted by New Hampshire law.

Legal References:

RSA 31:104, Powers and Duties of Towns: Liability of Municipal Executives RSA 31:105, Powers and Duties of Towns: Indemnification for Damages RSA 31:106, Powers and Duties of Towns: Indemnification: Civil Rights Act

RSA 31:107, Powers and Duties of Towns: Purchase of Insurance

(Adopted: 5/2/2016)

BIE

BOARD MEMBER INDEMNIFICATION

Category: Recommended

The members of the Board and its employees and agents act as agents of the District. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the District and the state and federal governments.

In order to protect the individual members of the Board, its employees and other agents, and the educational interest of the community, the Board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify Board members and agents of the District for their official actions in the service of the School District.

Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who violates the oath of office, or otherwise engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

Legal References:

RSA 31:104, Powers and Duties of Towns: Liability of Municipal Executives
RSA 31:105, Powers and Duties of Towns: Indemnification for Damages
RSA 31:106, Powers and Duties of Towns: Indemnification: Civil Rights Act
RSA 31:107, Powers and Duties of Towns: Purchase of Insurance
RSA Ch. 92, Tenure and Oath of Office in Certain Cases
RSA 194:1, What Constitutes a District (replace "town" with "district" in town statutes).

NHSBA history: Revised - May 2022, Nov. 1999, July 1998

NHSBA revision notes, May 2022, revised to include exception to indemnification when board member violates his or her oath of office, or otherwise acts outside his/her authority. Also included additional legal references.

w/p-update/2022-U1 Spring/BIE Board Member Indemnification 2022-U1 (2)

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The Superintendent shall be responsible for establishing specific procedures to control medications administered in schools. Such procedures are found in Appendix JLCD-R.

Prescribed medication should not be taken during the school day, if at all possible. Medication is to be administered by the school nurse, Principal or other designee. Medication will be administered in school only after receiving and filing in the student's health record the following:

- 1. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.
- 2. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.

All medication should be delivered to appropriate school personnel by the parent/guardian. All prescription medication must be delivered and contained in its original pharmacy container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply should 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 it's 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 is responsible for keeping accurate records regarding the administration of medication to students.

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, she/he shall immediately report to 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.

Students shall not share any prescription or over-the counter medication with another student. 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.

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

In addition to the provisions set forth herein, the school nurse and Principal are responsible for ensuring the provisions of Ed. 311.02, Medication During the School Day, are followed.

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. The District will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.

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, Student 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 Students - Immunity

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

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

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

Appendix JLCD-R

(Adopted: 4/8/1975)

(Revised) 7/7/2003, 6/3/2013, 2/1/2016, 2/4/2019)

Category: Priority/Required by Law

JLCD

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. <u>Prescription Medication</u> 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. <u>Over-the-Counter Medication</u> 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, Student 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 Students - 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, Ed. 306.12(b)(2), Special Physical Health Needs of Students

N.H. Code of Administrative Rules, Ed. 311.02(d); Medication During School Day

N.H. Code of Administrative Rules, Nur 404; Ongoing Requirements

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.

w/p-update/2020/spring//JLCD - Administering Medication to Students (d1) 2020-U1

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