

**CONTOOCOOK VALLEY SCHOOL DISTRICT**  
**Office of the Superintendent of Schools**  
**106 Hancock Road, Peterborough, NH 03458-1197**

**POLICY COMMITTEE**

October 1, 2019  
SAU Finch Room  
6:00 PM

**Agenda**

**Committee Members:**

Rich Cahoon – Chair, Janine Lesser, Crista Salamy, Jerry Wilson, Stephan Morrissey, Tim Theberge

1. **Call to Order & Approval of September 17, 2019 Minutes**
2. **Non-Public Session: RSA 91-A:3,II (If Required)**
  - a. **Review of Sealed Minutes**
3. **Discussion**
  - a) JCA: Change of School or Assignment – contains both NHSBA version and ours --- did not discuss this policy.
  - b) JIA: Student Due Process – Incorporated edits from last meeting.
  - c) JLF: Reporting Child Abuse or Neglect – Priority policy; NHSBA 2019 Update; also includes our current police and our current procedure. In addition, I have attached NHSBA Policy GBEAB, which is erroneously cross-referenced on JLF.
4. **The following policies have been forwarded to Dean Eggert for review:**
  - a) EHB: Data Retention – returning for further discussion
  - b) GBEA: Staff Ethics – NHSBA 2019 Update; also includes our current policy
  - c) GBEB: Staff Conduct – NHSBA 2019 Update; we do not have this policy
  - d) JFABD: Education of Homeless Children and Unaccompanied Youth – Priority policy, NHSBA 2019 Update; also includes our current policy JFABD: Admission of Homeless Students
  - e) JFABE: Education of Children in Foster Care – NHSBA 2019 Update

**Future Agenda item: the Reviewed note**

**CONTOOCOOK VALLEY SCHOOL DISTRICT**  
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**POLICY COMMITTEE**

October 1, 2019  
SAU Finch Room  
6:00 PM

**MINUTES**

**Committee Members:**

Rich Cahoon – Chair, Janine Lesser, Crista Salamy, Jerry Wilson, Stephan Morrissey, Tim Theberge

Attendees: Janine Lesser, Tim Theberge, Rich Cahoon, Stephan Morrissey, Crista Salamy (6:30 pm), Cari Coates Dr. Kimberly Saunders, Dr. Ann Forrest

**1. Call to Order & Approval of September 17, 2019 Minutes**

**Rich Cahoon called at the meeting to order at 6:02 p.m.**

**Tim Theberge moved to approve the minutes of October 1, 2019; seconded by Janine Lesser.**

**2. Non-Public Session: RSA 91-A:3,II (If Required)**

**a. Review of Sealed Minutes**

**3. Discussion**

- a) JCA: Change of School or Assignment – contains both NHSBA version and ours --- did not discuss this policy.

Dick Dunning had asked Rich Cahoon to look at this policy, our request for staffing information dates do not line up with what actually happens.

Presently, June 30 is our deadline. These requests are already an exception to the policy. Dr. Saunders would like to move it up to March 15 (the budget would have passed by then). She asked if anyone has any objections. Rich Cahoon said as long as it's not the end of the quarter. The Superintendent will send out monthly reminders to parents/staff.

Rich Cahoon asked if there are others policies or dates that affect staffing. If we think of any, let Rich Cahoon know.

**ACTION: Incorporate edits and send for first read at next Board. All in favor.**

- b) JIA: Student Due Process – Incorporated edits from last meeting.

Does everyone agree that this is now ready for a first read? All in favor. All references were checked to ensure we have them.

**ACTION: Ready for a first read at next Board meeting.**

- c) JLF: Reporting Child Abuse or Neglect – Priority policy; NHSBA 2019 Update; also includes our current police and our current procedure.

Are we including all the changes from NHSBA in our policy? Are the legal references up to date. We will use the Sept 2018 Protocol for this policy. Cari Coates will need to make several updates to the protocol first. Cari Coates explained that we have assigned building resources for the process of making a report. There will always be backup, should someone be out. We have a documentation process that indicates who is spoken to, what the phone number is. We track all calls to DCYF.

In the NHSBA version of the policy, how can they immediately confirm that the DCYF/law enforcement has been notified? The teacher and Principal or designee will work together. Rich Cahoon suggested we could use the bolded section (in the NHSBA version) that covers how to contact. Ann Forrest pointed out that the Training section is different between our policy and the NHSBA version. We are not consistent with our annual training for staff. Rich Cahoon likes the Contact information in NHSBA as well as the text on page 2, (b). Cari Coates wants to check the legislation to see if there has been any new or updated RSAs.

**ACTION: Will hold for next meeting as Dr. Forrest and Cari Coates provide additional content.**

**4. The following policies have been forwarded to Dean Eggert for review:**

- a) EHB: Data Retention – returning for further discussion
- b) GBEA: Staff Ethics – NHSBA 2019 Update; also includes our current policy
- c) GBEB: Staff Conduct – NHSBA 2019 Update; we do not have this policy
- d) JFABD: Education of Homeless Children and Unaccompanied Youth – Priority policy, NHSBA 2019 Update; also includes our current policy JFABD: Admission of Homeless Students
- e) JFABE: Education of Children in Foster Care – NHSBA 2019 Update

**Future Agenda item: the Reviewed note**

Do the minutes count; yes. The minutes can be provided as proof. Rich Cahoon will draft a formal review document.

**Motion to adjourn made by Jerry Wilson; seconded by Tim Theberge. The meeting adjourned at 6:43 pm.**

**Respectfully submitted,**

*Carol Hills*

## JCA - Change Of School Or Assignment

In circumstances where the best interests of a student warrant a change of school assignment, the Superintendent or his/her designee is authorized to reassign a student from the public school to which he/she is currently assigned to another public school, or to approve a request from another Superintendent to accept a transfer of a student from a school.

Procedures for Reassignment of Students within the District:

1. The parent or legal guardian will submit a written request for student enrollment transfer to the home and receiving building principal. The written request will include a summary of the unique circumstances leading to the request for transfer. All requests will be reviewed on a case-by-case basis at the discretion of the Superintendent; priority in decision making given to the child, the school, and the district.
2. Once the request is received by the building principals, the home principal will schedule a meeting with the parent/guardian. This meeting shall occur within five days of receipt of the written request. All requests will be shared with the Director of Student Services.
3. If the home principal supports the transfer request, he/she will communicate the decision to the receiving building principal. Both administrators must support the request for the transfer to move forward. Once approved by both administrators, each will generate a joint, written notification to the Superintendents that outlines the agreement.

The Superintendent, within 10 school days of receipt of the agreement summary, shall review the submitted summary and approve or disapprove the agreement. A written placement decision shall be shared with the parent/guardian, as well as the two building principals.

4. If the home or receiving principal does not approve the request, the home principal will send a written denial, documenting the justification, to the parent/guardian within 15 days of receipt of the transfer request.
5. The Superintendent's reassignment decision shall be in writing, and shall be final and binding.
6. Parent/guardian requests must be made each year to the home and receiving principals, no later than ~~June 30<sup>th</sup>~~ **March 15<sup>th</sup>**. If the request is not received by ~~June 30<sup>th</sup>~~, **March 15<sup>th</sup>**, the student will attend school in the town in which the parent/guardian resides.

### Conditions and Procedures for Reassignment Outside the District:

The cost of transportation for any pupil reassigned under this policy will be the sole responsibility of the parent/guardian.

## JCA - Change Of School Or Assignment

The District acknowledges the provisions of RSA 193:3, which states that the District in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C. The Superintendent's decision on whether to enroll a nonresident student will not be based, in whole or in part, on whether that student is a student with a disability as defined by applicable State or Federal law.

### **Manifest Educational Hardship Change of Assignment**

When a parent/guardian believes that an initial assignment has been made which will result in a manifest educational hardship to the pupil, the parent/guardian may seek a change of assignment in accordance with applicable provisions of RSA 193:3 and Board Policy JEC – Manifest Educational Hardship.

#### ***Legal Reference:***

*RSA 193:3, III. (Change of School Assignment)*

*RSA 193:3, I, II, Manifest Educational Hardship*

*RSA 193:14-a, Change of School Assignment; Duties of State Board of Education*

#### ***Category: P***

1<sup>st</sup> Read: ~~November 3, 2015~~ **October 15, 2019**

2<sup>nd</sup> Read: ~~November 17, 2015~~

Adopted: ~~November 17, 2015~~

## JIA – Student Due Process Rights

Students facing discipline will be afforded all due process rights given by law. The Superintendent or designee appointed in writing, is authorized to suspend any student for ten days or less for violations of school rules or policies. The School Board, or representative thereof, designated in writing, is authorized to continue the suspension in excess of 10 days following a hearing with the aforementioned representative. Any suspension in excess of 10 days may be appealed to the Board committee charged with discipline review.

In addition to the provisions of this policy, the Board recognizes the application of all pertinent provisions of RSA 193:13 and associated Department of Education rules.

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

Student due process rights shall be printed in the Parent-Student Handbook and will be made available in another language, as necessary, or presented orally upon request.

### Legal References:

*RSA 189:15, Regulations*

*NH Code of Administrative Rules, Section Ed 306.04(a)(3), Policy Development, Discipline*

*NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline*

*NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures*

*Appendix: JICD - R*

### **Category: Recommended**

See also JIC, JICD, JICDD, & JICK

1<sup>st</sup> Read: ~~May 6, 2014~~ October 15, 2019

2<sup>nd</sup> Read: ~~June 3, 2014~~

Adopted: ~~June 3, 2014~~

## Reporting Child Abuse Or Neglect

*Related Policies: GBEBA, IJOC & JICK*

### A. Statutorily Mandated Reporting – All Persons.

**Under New Hampshire law (RSA 169-C:29), every person who has “reason to suspect” that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) or directly to the police. Under RSA 169-C:30, the initial report “shall be made immediately via telephone or otherwise.”**

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a “credential holder”, as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).

The report should contain:

- a. the name and address of the child suspected of being abused or neglected,
- b. the person responsible for the child's welfare,
- c. the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries),
- d. the identity of the person or persons suspected of being responsible for such neglect or abuse; and
- e. any other information that might be helpful in establishing neglect or abuse.

To report child abuse or neglect to **DCYF**, call **24/7 (800) 894-5533** (in-state) or (603) 271-6562. **In cases of current emergency or imminent danger, call 911.**

### B. Additional provisions relating to school employees, volunteers and contracted service providers.

Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must **also** immediately report his/her suspicions to the building Principal or other building supervisor. This initial report may be made orally, but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than one calendar day.

#### 1. Request for Assistance in Making Initial Report.

## Reporting Child Abuse Or Neglect

The initial report to the Principal/building supervisor may be made prior to the report to DCYF/law enforcement, but only if:

- (a) the initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, **and**
- (b) reporting to the Principal, etc. will not cause any undue delay (measured in minutes) of the required report to DCYF/law enforcement.

When receiving a request for assistance in making a report, the Principal or other person receiving the request is without authority to assess whether the report should be made, nor shall he/she attempt in any way to dissuade the person from making the legally mandated report. Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal.

### 2. Principal's Action upon Receiving Report.

Upon receiving the report/request from the employee, volunteer or any other person, the Principal/building supervisor shall immediately assure that DCYF/law enforcement is or has been notified, and then notify the Superintendent that such a report to DCYF has been made.

A written report shall be made by the Principal to the Superintendent within twenty-four (24) hours, with a copy provided to DCYF if requested. The report shall include all of the information included in the initial oral report, as well as any other information requested by the Superintendent, law enforcement or DCYF.

### 3. Requirements for Reporting of Other Acts.

Employees/contract providers are also reminded of the requirements to report any act of “theft, destruction, or violence” as defined under RSA 193-D:4, I (a), incidents of “bullying” per Board Policy *JICK*, and hazing under RSA 671:7. See also Board Policy **{\*\*}GBEBA. I believe this should be GBEAB and I've emailed Will Phillips. We do not have GBEAB – but it's attached to this policy. CH.** A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction or violence.

### C. Signage and Notification.

The Superintendent is directed to assure that the Principal or administrator of each school shall post a sign within the school that is readily visible to students, in the form provided by the, Division for Children, Youth, and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district's website.



## Reporting Child Abuse Or Neglect

### D. Training Required.

The Superintendent shall assure that all District employees, designated volunteers and contracted service providers receive training (in-person or online) upon beginning service with the District, with annual refreshers thereafter, on the mandatory reporting requirements, including how to identify suspected child abuse or neglect.

### Legal References:

*NH Code of Administrative Rules, Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect*  
*NH Code of Administrative Rules, Code of Conduct for NH Educators, Ed 510.05(e), Duty to Report*  
*RSA 169-C, Child Protection Act*  
*RSA 169-C:29-39, Reporting Law*  
*RSA 189:72, Child Abuse or Neglect Information*  
*RSA 193-D:4, Safe School Zones, Written Report Required*

**Category: Priority/Required by Law**

### District Policy History:

*First reading:* \_\_\_\_\_  
*Second reading/adopted:* \_\_\_\_\_

Category: P

### REPORTING CHILD ABUSE

Any school employee having reason to suspect that a child is being or has been abused or neglected, shall immediately report (or have the Principal or designee report) his/her suspicions to the Division for Children, Youth, and Families (DCYF) Central Intake Unit and the Building Principal or designee.

After business hours, if the employee believes the child is in imminent danger, a call must be made to the local police department. New Hampshire state law, RSA 169-C, the Child Protection Act, states that any person who has reason to suspect that a child under the age of 18 has been abused and/or neglected, must make a report to the Division of Children, Youth, and Families. RSA 169-C:30 requires an oral report to be made immediately and permits DCYF to request a written report within 48 hours.

Staff training is required on an annual basis on how to identify and report suspected child abuse and neglect.

#### **Legal References:**

*NH Code of Administrative Rules, Section Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect*

*RSA 169-C:29, Persons Required to Report*

*RSA 169-C:30, Nature and Content of Report*

*RSA 169-C:31, Immunity from Liability*

*RSA 169-C:34, III, Duties of the Department of Health and Human Services*

1<sup>st</sup> Reading: September 21, 2010

2<sup>nd</sup> Reading: February 15, 2011

Adopted: February 15, 2011

# Contoocook Valley School District

## Mandated Reporting Protocol Outline

October 2019

Any school employee "having reason to suspect that a child has been abused or neglected" must "immediately" report that suspicion to the New Hampshire Division for Children, Youth and Families (DCYF) " by telephone or otherwise." This initial report must be "followed within 48 hours by a report in writing, if so requested, to DCYF.

RSA 19-C:34, goes on to provide that DCYF "may request and shall receive from any agency of the state or any of its political subdivisions or any schools, such assistance and information as will enable it to fulfill its responsibilities under this section."

When a school district gives DCYF student records (or information from student records), the district must comply with FERPA (*Family Educational Rights and Privacy Act*). This is because, according to the Supremacy Clause of the US. Constitution, federal law trumps state law.

The U.S. Department of Education's FERPA regulations allow a school district to disclose student records (or information from those records) to DCYF without prior written parental consent. *Contact the Director of Student Services if you have any questions in regard to this process.*

If there is an abuse/neglect concern report it to the identified person in the building (see the final page of this document).

- Complete the attached checklist with all known information
- Consider including the parent in the reporting process
- Call DCYF to make the report
- Once the report has been made to fill out the "Written Documentation of DCYF Report" form and submit to the Director of Student Services, and the building should keep a copy for their records.

*Please post this in the principal or school counselor's office. Thank you*

### **Possible Indicators of Abuse and Neglect**

**Child is not getting enough food:**

# Contoocook Valley School District

## Mandated Reporting Protocol Outline

October 2019

- Child appears malnourished
- Child begging, stealing food
- Consistently acts hungry or complains of hunger
- Consistent fatigue, listlessness, falling asleep in class

### **Child appears poorly cared for:**

- Has poor hygiene (skin, teeth, ears, hair)
- Is inappropriately dressed for the season
- Clothes are frequently dirty or torn

### **Lack of Medical, Dental, or Psychological Care:**

- Unattended physical problems or medical/dental needs/psychological needs
- Aggressive behavior
- Compliant/passive, overly adaptive behavior
- Parent/child stealing
- Over sexualized behaviors
- Parent/child threatened suicide
- Parent/child attempted suicide
- Parent/child expressed homicidal ideation
- Parent/child notable mental health issues

### **Lack of Adult Supervision:**

- Child being left home alone without supervision, especially in dangerous activities or for long periods of time.
- Child states there is no caretaker
- Extended stays at school; child arrives early and stays late
- Substance Abuse in household - parents or children
- Parent/Child is consistently using alcohol and/or drugs

### **Truancy from school:**

- Chronic pattern of child from 6-16 years of age who is absent and will be held back due to those absences.
- Please see district Absent/Truancy Policy

### **Abandonment:**

- Child left without knowing where parent is or when parent will return.
- Parent significantly and chronically late in picking child up from school or school related activities.

## **DCYF Reporting Procedure**

# **Contoocook Valley School District**

## **Mandated Reporting Protocol Outline**

*October 2019*

New Hampshire law, RSA 169-C, the Child Protection Act, mandates that any person who has reason to suspect that a child under the age of 18 has been abused or neglected must make a report to the Division for Children, Youth, and Families.

DCYF's Central Intake Unit reviews all such allegations made within the state and determines if further assessment is warranted. If you suspect that a child has been abused or neglected, contact the DCYF Central Intake Unit at:

***1-800-894-5533 or (603) 271-6562 this is available 24 hours/day 7 days a week***

If necessary to call after work hours, call the local police department or State Police. Please follow up your report with prompt (that same school day or within 24 hours) to your building administrator or designee and a call to the Director of Student Services at the SAU office.

**Written Documentation of DCYF Report for Suspected Abuse/Neglect**

Date: \_\_\_\_\_

# Contoocook Valley School District

## Mandated Reporting Protocol Outline

*October 2019*

Student Name: \_\_\_\_\_ Student DOB: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent/Custodian: \_\_\_\_\_

Address: \_\_\_\_\_

Intake Worker: \_\_\_\_\_ Phone number: \_\_\_\_\_

Reported Incident:

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This is in confirmation of my oral report of \_\_\_\_\_, made in accordance with the New Hampshire Child Protection Act 169-C, DCYF; mandating that any person who has reason to suspect that a child under the age of 18 has been abused or neglected.

Staff Reporting: \_\_\_\_\_

**Please submit a copy of this report to the Director of Student Services**

### **Checklist for Mandated Reporter**

If abuse or neglect is suspected contact the identified staff person in your building to assist you with the reporting process and completing the proper documentation. Please use the following outline to assist you in the reporting process. Reminder under FERPA a disclosure must be signed prior to releasing any information from the student's educational record.

# **Contoocook Valley School District**

## **Mandated Reporting Protocol Outline**

*October 2019*

- Alleged Victim(s):
- Name(s) of student(s):
- Birthdate(s) of student(s) or appropriate age:
- Address (or approximate address)
- Alleged Perpetrator(s)
- Birthdate(s) or age or some approximation
- Relationship to student
- Harm to student/description of incident of suspected abuse
  - Physical
  - Sexual
  - Risk of harm
  - Neglect
  - Other
- Description of Incident(s): be prepared to give a brief description of the incident(s) of suspected abuse. The description should include:
  - As much detail as you have about the actual incident
  - Indication of intention (especially in physical abuse)
  - Description of the time and place of the incident
  - Information, if any, about possible witnesses to the abuse
  - Evidence of the abuse (physical evidence, behavioral indicators, disclosure by the student, etc.)

### **DCYF Building Staff Assignments**

Antrim Elementary School: Stephanie Syre-Hager

Bennington Elementary School: Kathie Morrocco

ConVal High School: Kim Chandler, Steve Bartsch

# **Contoocook Valley School District Mandated Reporting Protocol Outline**

*October 2019*

Dublin Consolidated School: Nicole Pease

Fracestown Elementary School: Katherine Foecking

Great Brook Middle School: Jim Elder

Greenfield Elementary School: Colleen Roy

Hancock Elementary School: Amy Janoch

Peterborough Elementary School: Larry Pimental

South Meadow Middle School: Anne O'Bryant

Temple Elementary School: Fabi Woods

**IF A STUDENT IS MCKINNEY VENTO ELIGIBLE PLEASE CONTACT CARI  
CHRISTIAN-COATES, EXT. 2048 PRIOR TO MAKING A REPORT.**



## **EBBD – Indoor Air Quality**

In order to ensure that all school buildings have adequate indoor air quality, the Board directs the Superintendent to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, and other motorized vehicles. The Superintendent may delegate the implementation of these methods to the Facilities Director. The Board encourages the Superintendent to utilize methods and recommendations established by various State agencies.

In addition to addressing methods eliminating emissions, the Facilities Director is directed to annually investigate air quality in school buildings using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the Superintendent is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clear air measures aimed at improving indoor air quality.

### **Legal References:**

*RSA 200:11-a, Investigation of Air Quality*  
*RSA 200:48, Air Quality in Schools*

*Category: P*

See Also Policy EBBB-R

1st Read: February 15, 2011

2nd Read: March 15, 2011

Adoption: March 15, 2011

## **EBBD - INDOOR AIR QUALITY**

(Download policy)

*Category: Priority/Required by Law*

In order to ensure that all school buildings have adequate indoor air quality, the Board directs the Superintendent to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, and other motorized vehicles. The Superintendent may delegate the implementation of these methods to building principals. The Board encourages the Superintendent to utilize methods and recommendations established by various State agencies.

In addition to addressing methods eliminating emissions, building principals are directed to annually investigate air quality in their respective school buildings using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the Superintendent is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clear air measures aimed at improving indoor air quality.

### **Legal References:**

*RSA 200:11-a, Investigation of Air Quality*

*RSA 200:48, Air Quality in Schools*

*NH Code of Administrative Rules, Section Ed. 306.04(a)(24), Air Quality in School Buildings*

*NH Code of Administrative Rules, Section 306.07(a)(4), School Facilities*

Revised: May 2014

Revised: May 2012

New policy: September 2010

NHSBA Note, May 2014: Only changes are to Legal References. Content of policy is unchanged.

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