

Policy Committee Agenda: 3/4/2020, 3:30 – 4:30pm, Rm 102 SRHS.

1. Call to Order; Approval of Agenda.

2. Draft minutes 2/5/20 meeting: Called to order 4:46 PM. In attendance Board members Pam Brown (Chair), Larry Heath, Pete Broderick and Superintendent Ambrose, Business Administrator Matt Angell, Assistant HS Principal Bob Dawson. Minutes of 1/8/20 meeting approved without changes. Dawson spoke on J policies. He said several Student policies have been circulated to district leaders for feedback and will be ready for the next Policy meeting. One change to IHBAA (removal of reference to obsolete document IHBAA-R) was discussed, and committee agreed IHBAA is ready for Board's Reading. A proposed revision to BDE, Board Committees was tabled for further discussion at a future date. Repeal of GCQA, Reduction in Professional Staff Work Force was discussed for possible Board reading. No Section K policies were available at time of meeting so item was tabled. No public comments. Adjourned at 5:02 pm.

3. Old Business

GBEAB: Reporting procedures for Conduct violations – NEW / Recommended

JBAA-A: Names of folks for Sexual Harassment Policy – Revised / Priority

JLCFA: Feminine Hygiene Products – NEW / Priority

JLDBB: Suicide Prevention – NEW / Priority

JLF: Reporting Suspected Child Abuse – Revised / Priority

4. New Business

BGC: POLICY REVIEW AND MAINTENANCE - Revised

5. Public comment

6. Adjourn

Next Policy Meeting: April 1, 2020 @ 4:45 pm in room 102, SRHS

Bob Dawson's notes: This is new NHSBA language. We added Dr. Hayne's title, stuff like that. NOTHING substantial.

GBEAB: MANDATORY CODE OF CONDUCT REPORTING – ALL EMPLOYEES

– NEW

A. General:

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

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

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

Reports under this Policy are in addition to other reports as may be mandated by law or other policies (e.g., abuse or neglect of children, required by RSA 169-C:29 and Policy JLF; acts 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).

B. Reports by Covered Individuals of Suspected Misconduct or Violations.

1. Any Covered Individual having reason to suspect that any other district or SAU employee, designated volunteer, or third party consultant/contractor has violated any provision of the NH Code of Conduct, and or District Policy GBEB whether on or off duty, shall report the same to such Covered Individual’s building principal, or to the Superintendent.
2. If the person who is the subject of the alleged misconduct/violation is the Superintendent, then the Covered Individual shall report the suspected violation to the Director of Academics, Professional Learning and Student Affairs, who is hereby granted authority to consult with the District’s attorney on the matter.

Additionally, if the Covered Individual is also a Credential Holder, he/she shall report the Superintendent’s suspected violation/misconduct directly to the N.H. Department of Education. Likewise, if a Credential Holder has made a report to the Principal and/or the Superintendent, and believes that the District’s reporting procedures as expressed in this Policy have not been followed, the Credential Holder shall so notify the New Hampshire Department of Education directly.

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

C. Self-Reporting of Certain Crimes.

Self-reports of the Section V Offenses as described in Section A above, shall be made in the same manner as reports under B, above. Because the list of Section V Offences is subject to change by the N.H. Legislature, employees, etc.

who are arrested for any reason should promptly review the then statute, which may be found online at:
<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm>

D. Provisions Applicable to Principals.

Upon receiving a report of suspected violation of GBEB or the NH Code of Conduct, or otherwise has knowledge of a violation, the Principal or any other administrator shall immediately report the same violations of the NH Code of Conduct or Policy GBEB to the Superintendent. If the Superintendent is the subject of report, then the Principal's report shall be made in the same manner as described in B.2, above.

E. Superintendent's Report to the Department Regarding Credential Holders.

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

F. Procedures.

The Superintendent may establish such administrative procedures, forms, etc. as he/she may deem necessary or appropriate to implement this policy.

G. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted consultant.

Related:

See also: Policy GBEA, GBEB

Legal Reference:

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

History:

Effective: MMMM DD, YYYY

Bob Dawson's notes: [SMALL CHANGES] names of folks for Sexual Harassment Policy, adds Fremont Chief, updated SAU addresses.

JBAA-A: ADDENDUM TO SANBORN REGIONAL SCHOOL DISTRICT

POLICY JBAA FOR THE 2019- 2020 SCHOOL YEAR - Revised

Statement of Purpose:

This addendum is designed to allow the Superintendent of Schools to annually update the positions and names of those who handle complaints under board policy **JBAA**—Sexual Harassment. New Hampshire RSA 303.01 requires that the district's sexual harassment policy include the following, which is included as an addendum to Policy JABB so it may be easily updated each year.

To be updated annually:

To Report Sexual Harassment or Sexual Violence contact:

Brian Stack, Principal

Sanborn Regional High School

17 Danville Rd.

Kingston, NH 03848

Phone: 603-642-3341

bstack@sau17.net

Alexander Rutherford, Principal

Sanborn Regional Middle School

31-A West Main St.

Newton, NH 03858

Phone: 603-382-6226

arutherford@sau17.net

Christopher Snyder, Principal

DJ Bakie Elementary School

179 Main St.

Kingston, NH 03848

Phone: 603-642-5272

csnyder@sau17.net

Ryan McCluskey, Principal

Memorial Elementary School

31 West Main St.

Newton, NH 03858

603-382-5251

rmclluskey@sau17.net

Thomas J Ambrose, Superintendent

Sanborn Regional School District

51 Church St.

Kingston, NH 03848

603-642-3688

tambrose@sau17.net

Jodi Gutterman, Director of Special Services

Title IX Coordinator / Nondiscrimination Officer

51 Church St.

Kingston, NH 03848

603-642-3688

jjgutterman@sau17.net

Peter Broderick, School Board Chair

Sanborn Regional School Board

c/o Superintendent's Office

51 Church St.

Kingston, NH 03848

603-642-3688

pbroderick@sau17.net

You have a right to report sexual harassment and/or sexual violence to other authorities at any time either in addition to reporting to the school district or as an alternative to reporting to the school.

Kingston, NH Police Department

Donald Briggs, Chief of Police

16 Main St.

Kingston, NH 03848

603-642-5742

Newton, NH Police Department

Michael Jewett, Chief of Police

8 Merrimac Rd.

Newton, NH 03858

603-382-6774

Fremont, NH Police Department

Jon Twiss, Chief of Police

425 Main St.

Fremont, NH 03044

603-895-2229

NH Commission for Human Rights

2 Industrial Park Drive

Concord, NH 03301

Telephone: (603) 271-2767

Fax: (603) 271-6339

E-mail: humanrights@nh.gov

<https://www.nh.gov/hrc/index.html>

US Department of Education, Office for Civil Rights

5 Post Office Square, 8th Floor

Boston, MA 02109-3921

Telephone: 617-289-0111

FAX: 617-289-0150; TDD: 800-877-8339

Email: OCR.Boston@ed.gov

<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.

National Toll Free Phone: 1-800-421-3481

In addition to the Title IX Coordinator, the School Counseling Department, and the School Nurse, the following resources are available in our community to assist victims of sexual violence or harassment:

New Hampshire Coalition Against Domestic and Sexual Violence

PO Box 353, Concord, NH 03302-0353

(603) 224-8893

Domestic Violence 24-hour Hotline

1-866-644-3574

Sexual Assault 24-hour Hotline

1-800-277-5570

<http://www.nhcadv.org/>

Haven

20 International Drive, Suite 300
Portsmouth, NH 03801
1-603-994-SAFE (7233) - crisis line
1-603-436-4107 (office)

www.havennh.org

YWCA

72 Concord Street
Manchester, NH 03101
603-668-2299 (crisis line)
603-625-5785 (Manchester office)

www.ywcanh.org

Crisis Center of Central New Hampshire

(formerly Rape and Domestic Violence Crisis Center)
P.O. Box 1344
Concord, NH 03302-1344
1-866-841-6229 (crisis line)
603-225-7376 (office)

<http://www.cccnh.org/>

New Hampshire Department of Health and
Human Services

Child Protection Services

Division of Children, Youth, and Families

Anyone who suspects that a child is being abused or neglected is required by NH Law to call:

DCYF Central Intake Unit

8:00 AM to 4:30 PM Monday-Friday

800-894-5533 (In-state only)

603-271-6562

<https://www.dhhs.nh.gov/dcyf/cps/>

During non-business hours, the public is asked to call local law enforcement for emergency responses.

History: Effective: June 12, 2019

Reaffirmed: MONTH DD, 2019

Bob Dawson's notes: simplified RSA language; changed grades to 6 - 12.

JLCFA: FEMININE HYGIENE PRODUCTS – NEW

Statement of Policy:

The District shall make tampons and sanitary napkins available at no cost in all gender neutral bathrooms and bathrooms designated for females generally used by students in grades 6-12. The Superintendent may implement any rules or procedures appropriate to implement this policy.

Legal Reference:

RSA 189:16-a

History:

Effective: MMMM DD, 2019

Bob Dawson's notes: new policy, with suggestions made by team. NOTE: We suggest this become effective July 1st, not immediately.

JLDBB: SUICIDE PREVENTION AND RESPONSE – NEW

Statement of Purpose:

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

Statement of Policy:

A. District Suicide Prevention Plan and Biennial Review.

The Superintendent shall ensure that there is available to staff a District Suicide Prevention Plan (the “Plan”) to include guidelines, protocols and procedures with the objectives of prevention, risk assessment, intervention and response to youth suicides and suicide attempts.

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

B. Suicide Prevention Coordinator and Liaisons.

1. **District Suicide Prevention Coordinator.** The Superintendent shall appoint a District Suicide Prevention Coordinator, who, under the direction of the Superintendent shall be responsible for:
 - a) developing and maintaining cooperative relationships with and coordination efforts between the District and community suicide prevention programs and personnel;

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

Related:

Policy JLDBB-R Suicide Response and Postvention

Legal Reference:

RSA 193-J: Suicide Prevention Education

History:

Effective: July 1, 2020

Bob Dawson's notes: changed title to add "Suspected", replaces most of our existing JLF language with the NHSBA's latest sample policy JLF.

JLF: REPORTING ~~SUSPECTED~~ CHILD ABUSE OR NEGLECT - revised

Statement of Purpose

It is the intention of the Sanborn Regional School District to comply with the requirements of RSA 169-C in reporting suspected child abuse and neglect. Further, it is our intention to cooperate with the NH Division for Children and Youth Services child protection social workers, and law enforcement agencies in the course of investigations into alleged child abuse or neglect as outlined in RSA 169-C.

Statement of Policy

~~Any school employee who suspects that a student may be abused or neglected shall report his/her suspicions to the building Principal. The school employee, with the assistance of the Principal/designee shall then report such suspicion immediately by phone to the regional intake unit of the Division for Children and Youth Services. If requested, a written report must be sent to the district office of the Division of Children and Youth Services within forty eight (48) hours.~~

~~A written report shall be made by the Principal within twenty four (24) hours. The report should contain the name and address of the child suspected of being abused or neglected, the person responsible for the child's welfare, the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Department of Health and Human Services.~~

~~A copy of the written report shall be kept in a confidential file in the principal's office, apart from the student's academic or counseling files. In the case where a school employee is suspected of abusing a student, a copy of the written report shall be sent to the Superintendent of Schools.~~

~~The Board recommends all school district employees receive routine training or information on how to identify child abuse and neglect.~~

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 risks 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.

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.

Request for Assistance in Making Initial Report.

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.

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.

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. A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction or violence.

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.

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.

Related:

See also: Policy JICK, GBEA, GBEB

Legal Reference:

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

History:

Effective: March 5, 2014

Revised: February 6, 2019

Revised: Month DD, 2020

Strikes existing language and uses NHSBA’s sample policy GBC (in red, shown below).

BGC: POLICY REVIEW AND MAINTENANCE EVALUATION - Revised

Statement of Purpose

— The purpose of this policy is to define the process by which the Sanborn Regional School Board will review and maintain its Policy Manual.

Statement of Policy

— It is the intent of the Sanborn Regional School Board to maintain its Policy Manual through a regular review and maintenance process which shall be in addition to changes brought forward as needed in response to changes in laws, regulations, etc.

— The Policy sub-committee of the Sanborn Regional School Board will be charged with conducting a regular review of the Policy Manual and bringing forth suggested policy changes to the School Board. All changes shall be made in accordance with board policy BGB (Policy Adoption):

— Each year the Policy Committee will review entire sections of the Policy Manual according to the following schedule:

Policy Manual Section	Review Cycle
J. STUDENTS	A
K. SCHOOL COMMUNITY RELATIONS	A
A. FOUNDATIONS AND BASIC COMMITMENT	B
E. SUPPORT SERVICES	B
I. INSTRUCTION	B
B. SCHOOL BOARD GOVERNANCE/OPERATIONS	C
C. GENERAL SCHOOL ADMINISTRATION	C
D. FISCAL MANAGEMENT	C
F. FACILITIES DEVELOPMENT	D
G. PERSONNEL	D
L. EDUCATION AGENCY RELATIONS	D
H. NEGOTIATIONS	

— The letter designation in the review cycle shall commence with the adoption of this policy with the letter A being year 1, letter B being year 2 and so on. The cycle shall begin with the annual appointment of the Policy Committee and continue through their term (until the next election). Once the full review cycle has been completed (A-D), the cycle repeats itself so that the Policy Manual undergoes a full review every four years.

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision, the Board will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.

The Superintendent is given the continuing responsibility of calling to the Board’s attention all policies that are out of date or appear to need revision for other reasons.

The Board directs the Superintendent to recall all policy and regulations manuals annually for purposes of administrative updating and Board review.

Related Policy: BGB

Original Effective: March 17, 2004. Reaffirmed: August 10, 2010. Revised: _____, 2020