



The Timberlane Regional School District will host a Policy Committee (PC) meeting on March 7, 2024 at 5:00 PM in the SAU Conference Room.

**The Policy Committee will be reviewing/further discussing the following policies:**

1. **FAA Annual Facilities Plan** [TRSD does not have. Adoption recommended by NHSBA. KI & MW do not recommend adopting].
2. **Telecommuting Policy, Procedure, and Form** [JK/FD recommended to bring to PC; TRSD does not have this policy. NHSBA's suggested policy code is GCEE.]
3. **GCF Professional Staff Hiring** [Recommended language provided by FD]
4. **GCCBC Family and Medical Leave** [Requested to review by FD]
5. **EBBB Accident/Injury/Incident Reports** [Requested to review by FD]
6. **EB Workplace Safety Program & Joint Loss Management Committee** [Requested to review by FD]
7. **KFA Conduct on School Property** [TRSD does not have; requested to review by FD. KF-R is included for reference.]
8. **KI Visitors to Schools** [Requested to review by FD]
9. **ECA Buildings and Grounds Security** [Requested to review by FD]
10. **JIH Interrogations and Searches** [Requested from 1/4/24 PC meeting to be brought to this meeting; JIH-R is included for reference/suggestions for revisions]

**Policy Suggestions for Next Meeting:**

1. **IHBAA Evaluation Requirements for Children with Specific Learning Disabilities** [Tabled by PC on 12/7/23; Tabling review to allow for time to look over with Elementary teams.]
2. **IJOA Student Trips** [Returning at the April 2024 PC meeting.]
3. **EG District Communication Plan** [Communication Committee to review the policy.]
4. **EHAA Computer, Security, E-Mail and Internet Connections** [KH to research other districts' amounts of days in bullet 12. Change word "removal" to "removable".]
5. **JLC Student Health Services** [Revisions to JLC include the recent requirement that school nurses have DOE certification, a title change, reference to individual health care plans, and clarification of some of the responsibilities relative to school nurses and school health services in general.]
6. **DJE Bidding Requirements** [Tabled at 12/7/23 meeting. Reflects revised language.]
7. **KEC Reconsideration of Library or Instructional Materials** [Model policy developed by Atty. O'Shaughnessy]
8. **GBCD Background Investigation and Criminal History Records Check** [Approved for first read by PC on 12/7/23; Tabled to investigate financial impact of also covering seniors.]

*Advisory: If you were tasked with following up with a policy, please reference the policies below.*



**The Policy Committee has moved/tabled the following policies:**

1. AC Nondiscrimination, Equal Opportunity Employment and District Anti-Discrimination Plan [adopted 7/20/23]
2. BEDG Minutes [adopted 10/5/23]
3. BEDH Participation at School Board Meetings [adopted 7/20/23]
4. EBB School Safety [moved from Safety Committee. Waiting on legal review]
5. EBCA Crisis Prevention and Emergency Response Plans [moved from Safety Committee. Waiting on legal review]
6. EEAEA Mandatory Drug and Alcohol Testing-School Bus Drivers [sent to SLT]
7. EB Safety Program [moved to Safety Committee]
8. EBBB Accident Reports [sent back to Safety]
9. EBCB Fire Drills [moved to Safety Committee for review]
10. EF Food Service Management [adopted 7/20/23]
11. FEH Supervision of Construction [adopted 10/5/23]
12. GBK Employee Complaints and Grievances [Tabled until legal review]
13. GBEBA Dress Code [tabled for TELA review]
14. GBEBD Employee Use of Social Networking Websites [FD to check other districts' policies]
15. GBED Prohibitions Regarding Use of Tobacco [adopted 9/7/23]
16. GDR Work Rules for Staff [repealed on 10/5/23]
17. IC School Year and School Year Calendar [adopted 10/5/23]
18. IHBA Programs for Pupils with Disabilities [adopted 10/5/23]
19. IHBG Home Education Instruction [adopted 9/21/23]
20. IIB Class Size [adopted 9/21/23]
21. IJOA Student Trips [FD to check other districts' policies]
22. IKFC Graduation of Home Education Students [repealed 9/21/23]
23. JBAB Transgender and Gender Non-Conforming Students [tabled for legal advice]
24. JH Student Absences and Excuses [Status quo operationally. Tabled for feedback on attendance procedures for remote attendance]
25. JICA Student Dress Code [Creating a committee]
26. JICD Student Discipline and Due Process [adopted 10/19/23]
27. JKAA Use of Restraints and Seclusion [Moved to Bd for second read on 1/4/24]
28. JLCA Physical Examinations [Moved to Bd for second read on 1/4/24]
29. JLCE/EBBC Emergency Care and First Aid [moved from Safety Committee. Waiting on legal review]
30. JLCF Wellness [Adopted 8/17/23]
31. JLCJ Concussions and Head Injuries [tabled for Nurse/Director review]
32. KCD Public Gifts and Donations [revised 11/2/23]

Maria and Karl: Do not believe this policy is necessary. We have to submit the status of our buildings every year to the DOE regardless of an internal policy and we also have a CIP that has the long term plan of our buildings and facilities and it is governed by policy FB.

ANNUAL FACILITY PLAN

Category: Recommended

Related Policies: FA



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.



A. Drafting and Adoption. Each year, the School Board shall adopt an updated Facility Plan.1 The first Facility Plan shall be adopted no later than November 15, 20212, with an updated plan approved by the Board by June 1 of 2023 and each year thereafter.

The Facility Plan shall be developed and drafted by the Superintendent or his/her designee, and it shall be proposed to the School Board for comment and adoption at least 30 days prior to the adoption deadlines articulated above.

B. Contents of Facility Plan. The Facility Plan shall account for each facility owned by the District and document the use of each such facility. For each then unused facility, the plan shall specify any uses intended within the next two years of the annual plan approval relative to academic purposes, extracurricular activities, administrative functions, and/or sports. Facilities for which no current or intended use is included on the plan shall be referred to in this policy as “Unused Facilities”.

C. Annual Report to N.H. Department of Education. The Superintendent shall submit a report of Unused Facilities to the New Hampshire Department of Education, with the first such report due

1[Delete footnote] This policy and the “Annual Facility Plan” is not intended to replace or even serve the same purpose of a capital improvement or strategic plan. Rather, it is to help assure compliance with newly enacted 194:61. Existing capital improvement, strategic or other such plans should inform the Annual Facility Plan.

2[Delete footnote] Under RSA 194:61, the District is required to submit a list of “unused facilities” to the DOE no later than January 1, 2022, and updated plans each July 1 thereafter. The dates used in this policy for the local board to approve/adopt a plan are intended to give Districts ample time to meet the statutory reporting time. Districts may use other dates to best suit their local needs.

## ANNUAL FACILITY PLAN

January 1, 2022 and subsequent reports due July 1 each year thereafter. Pursuant to RSA 194:61, such Unused Facilities are then encumbered by a right of first refusal (“ROFR”) available to every approved charter school operating in New Hampshire. The specifics of the ROFR are described in RSA 194:61, III-VII.

**District Policy History:**

*First reading:* \_\_\_\_\_

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

***District revision history:*****Legal References:**

RSA 194:61, Unused District Facilities

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

**NHSBA history:** New policy – September 2021.

**NHSBA notes, September 2021:** This Sample Policy was developed to encourage districts to maintain annual records of facilities and usage, and to provide for organized long-term planning and efficiency in facility use. It also accounts for new statutory obligations germane to unused facilities lacking in an official plan pursuant to RSA 194:61, as effected in HB 278. Under RSA 194:61, the District is required to submit a list of “unused facilities” to the DOE no later than January 1, 2022, and updated plans each July 1 thereafter.

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**ANNUAL FACILITY PLAN**

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

**Timberlane Regional School District**  
**Telecommuting Policy and Procedure for SAU Non-Affiliated Staff**

**Objective**

Telecommuting allows employees to work at home, traveling or in a satellite location for all or part of their workweek. The Timberlane Regional School District considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with The Timberlane Regional School District.

**Procedures**

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

**Eligibility**

Individuals requesting formal telecommuting arrangements must be employed with Timberlane Regional School District for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

### **Equipment**

On a case-by-case basis, The Timberlane Regional School District will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and IT departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Timberlane Regional School District accepts no responsibility for damage or repairs to employee-owned equipment. The Timberlane Regional School District reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all The Timberlane Regional School District property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

The Timberlane Regional School District will reimburse the employee for business-related supplies, expenses, such as phone calls and shipping costs, which are incurred in conducting the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. The Timberlane Regional School District will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

### **Security**

Consistent with the district's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of

locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

### **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

### **Time Worked**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Timberlane Regional School District's time-keeping system. Hours worked more than those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

### **Ad Hoc Arrangements**

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.



**Timberlane Regional School District  
Telecommuting Application Form**

Name \_\_\_\_\_ Position Title \_\_\_\_\_

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

Short Term Telecommuting Assignment - # of days \_\_\_\_\_

Long Term Telecommuting Assignment – from \_\_\_\_\_ to \_\_\_\_\_

**Please describe how you think your job responsibilities are suited for telecommuting:**

**SUPERVISOR**

I have discussed the possibility of telecommuting with the above mentioned employee. I believe this employee is a good candidate based on job responsibilities and performance in their current position.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TELECOMMUTING APPLICANT**

I have discussed telecommuting with my supervisor and understand that my application does not guarantee that I will be eligible to telecommute. I have read the telecommuting policy and understand that it is not an entitlement and that it is not appropriate for every employee. I understand that telecommuting can be terminated at any time by The Timberlane Regional School District or me.

Telecommuting Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**HUMAN RESOURCES**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

**Reason for Non-Approval:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

Superintendent's Signature

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: GCF</b></p>
<p><b>Adopted: 03-07-85</b>  <b>Revised: 04-04-91</b>  <b>Revised: 02-24-05</b>  <b>Revised: 11-06-14</b>  <b>Revised: <del>10-04-18</del> 1/24/24</b></p>	<p><b>Page 1 of 1</b></p>

**PROFESSIONAL STAFF HIRING**

In accordance with RSA 189:39 and Item 1, *Powers and Duties of School Boards, Regulations of the State Board of Education*, the Superintendent is directed to present to the School Board, prior to, April 15, a listing of teacher nominations for re-employment for the coming year. The Board will act to elect teachers from the list of nominations without violating RSA 189:14 (a & b).

In hiring staff at other times during the year, the School Board shall consider and elect only those candidates nominated by the Superintendent of Schools. Should any candidate be rejected by the Board, it is the duty of the Superintendent to make another nomination. Appointments to the staff shall be made at a meeting of the School Board by a majority vote of the Board present and voting.

From ~~June 15~~ June 1, through September ~~130~~-when the board is not meeting, any three members of the School Board, shall be empowered to act on personnel matters as presented before them during the summer months and to bring recommendations forward to the Board for approval at subsequent Board meetings; and that valid contracts would be issued upon the recommendation of any three members; and that the Chair be authorized to sign them or, ~~in his/her~~ in their absence, ~~his/her~~ their designee. The board may also opt, by majority vote, to authorize any one board member to make recommendation in lieu of the three board members provision for hiring professional staff during the summer months while the board is not in session.

Every professional employee must meet the certification requirements of the New Hampshire State Board of Education and have, or qualify for, within ninety (90) days or less, a valid certificate for the position ~~he/she holds~~ they hold. It is the duty of the Superintendent of Schools to ascertain that every professional employee has, and continues to hold, a valid certificate from the State Board of Education. Cancellation of certification by the State Board of Education is sufficient reason for the dismissal of the employee.

Further, it is the policy of the Timberlane Regional School Board to both post and advertise all professional vacancies.

**Legal References:**

- RSA 189:39, How Chosen*
- RSA 189:14, Liability of District*
- RSA 189:14(a), Failure to be Renominated or Re-elected*
- RSA 189:14(b), Review by State Board*

**GCF - PROFESSIONAL STAFF HIRING**

**Policy GCF: Professional Staff Hiring**

**Status:** ADOPTED

**Original Adopted Date:** 07/01/1998 | **Last Revised Date:** 05/01/2006 | **Last Reviewed Date:** 05/01/2006

Category: Recommended

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**ADOPTION/REVISION NOTES -**

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- 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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- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

**NHSBA history:** Revised: May 2006  
 Reviewed: June 2004  
 Revised: November, 1999  
 Revised: July, 1998

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In accordance with RSA 189:39, the Superintendent will present to the Board a listing of teacher nominations for the coming school year. Such presentation will occur on or before April 15th of each school year.\* The Board shall then elect teachers to be employed in the district for the coming school year.

\* School districts operating under city charters will have a different date for presentation to the Board of teacher nominations.

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***District Policy Adoption & Revision History:***

First reading: \_\_\_\_\_  
Second reading/adopted: \_\_\_\_\_  
District revision history:

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<b>Timberlane Regional School District</b>	<b>Policy Code: GCCBC</b>
<b>Adopted: 02-24-05</b> <b>Revised: 04-20-17</b> <b>Revised: 11-18-21</b> <b>Adopted: 02-17-22</b>	<b>Page 1 of 1</b>

## FAMILY AND MEDICAL LEAVE ACT

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

To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) months, have worked at least 900 hours during the prior twelve months, ~~and be employed at a worksite where at least 50 employees are employed by the School District within a 75-mile radius of that worksite.~~

Qualifying FMLA events are the birth or adoption of a son or daughter or for foster care; to care for an immediate family member (spouse, child or parent) with a serious health condition; or because of your own serious health condition that incapacitates you from working; or any qualifying exigency arising out of the fact that a spouse, son, daughter, parent is a military member on covered active duty or called to covered active duty status and/or to care for a service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

The District will require an employee to use accrued paid sick, vacation, personal, or time approved from the sick/disability bank for purposes of family medical leave. FMLA shall occur concurrently with any paid or unpaid leave granted pursuant to any collective bargaining agreement or Board approved policy.

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

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

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

## FAMILY AND MEDICAL LEAVE POLICY

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

To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) months, have worked at least 900 hours (average of 17.5 per week for full year employees, and 25.85 for school year employees) during the prior twelve months.

Qualifying reasons for leave for eligible employees, includes leave for, the birth of a son or daughter, and to care for the newborn child; the placement with the employee of a son or daughter for adoption or foster care; caring for the employee’s spouse, son, daughter, or parent with a serious health condition; an employee’s serious health condition that makes them unable to perform the functions of their job; qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a military member on covered active duty; and for care for a covered servicemember with a serious injury or illness

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

**Legal References:** 29 U.S.C. section 2611, et seq. Family and Medical Leave Act of 1993 (Pub. L. 103-3); RSA 189:73, Family and Medical Leave Coverage

Windham School Board	Policy Code: GCCBC
Adopted: June 1, 2010 Revised: February 21, 2023	

**Policy GCCBC: Family and Medical Leave Act (FMLA) Leave**

Status: ADOPTED

Original Adopted Date: 11/01/1999 | Last Revised Date: 07/01/2020 | Last Reviewed Date: 07/01/2020

Category: Recommended

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**ADOPTION/REVISION NOTES -**

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**NHSBA history:** Revised – July 2020, August 2006, November 2004, June 2004, November 1999  
**NHSBA revision notes, August 2020,** revisions to GCBC reflect a provision found in 2019 HB4 (codified as RSA 189:73) which expanded FMLA benefits to employees by reducing the number of required annual hours to qualify from 1250 to 900, and also removed the threshold number of employees (formerly 50). The result is that most paraprofessionals and other full day, school year employees will qualify.

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

To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) months, have worked at least 900 hours (average of 17.5 per week for full year employees, and 25.75 for school year employees) during the prior twelve months.

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

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

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

The District shall post a notice prepared or approved by the United States Secretary of Labor stating the pertinent provisions of the FMLA, including information concerning the enforcement of the Act.<sup>1</sup> **[delete footnote before adoption]**

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

district.

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<sup>1</sup> [delete footnote before adoption]: the federal FMLA, and the required notice, only extends leave to employees who have worked at least 1,250 hours during the prior 12 months, and have worked for the Districts for 12 months, but also only applies to school districts which have at least 50 employees. Consequently, the required Federal notice will not reflect accurately the coverage of RSA 189:73 and this Policy. Districts should assure that references in employee handbooks and other materials provided to employees include the state thresholds rather than the federal.

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***District Policy Adoption & Revision History:***

*First reading:* \_\_\_\_\_

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

*District revision history:*

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<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: EBBB</b></p>
<p><b>Adopted: 01-01-83</b>  <b>Reaffirmed: 02-07-91</b>  <b>Revised: 10-07-99</b>  <b>Revised: 04-03-08</b>  <b>Revised: 11-16-17</b></p>	<p><b>Page 1 of 1</b></p>

## ACCIDENT/INJURY/INCIDENT REPORTS

In case of accident/injury/incident, the responsible party (supervising adult) must fill out an accident/injury/incident form the day of any accident/injury/incident that involves the student, staff, or visitor.

The procedures for accidents/injuries/incidents and accident/injury/incident reporting are to be reviewed at the start of each school year by the Principals and the staffs of each school.

All accidents/injuries/incidents judged to be other than minor require an accident/injury/incident report to be filled out by the responsible party (supervising adult) and filed with the Principal and the School Nurse within 24 hours of the accident/injury/incident. If the accident/injury/incident involves the services of a physician and/or is likely to result in an insurance claim, a copy of said report will be forwarded to the TRSD Business Administrator. If the accident/injury/incident is not one involving a physician’s care and is unlikely to be an insurance case, it will be sufficient to prepare one copy to be filed with the School Nurse. In all cases in which the School Nurse provides the care, documentation will be made on the individual student’s health record.

If the accident/injury/incident is one involving the use of an Automated External Defibrillator (AED), the School Nurse, or his/her designee, shall report all instances of the AED use with the New Hampshire Department of Safety. See incident report forms at [www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf)

*See also policies EBBC & JLCE*

**Legal Reference:**

*NH Code of Administrative Rules - Section Ed. 306.12(b)(1), School Health Services*  
*NH Code of Administrative Rules - Section Ed. 311, School Health Services*  
*RSA 200 Health and Sanitation*

**Appendix EBBB-R**  
**EBBB-X**



**Policy EBBB: Accident Reports**

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 06/30/2020 | Last Reviewed Date: 06/30/2020

Category: Recommended

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**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 2008, October 2005, November 1999 and July 1998.  
**NHSBA revision notes, June 2020,** NHSBA revised this policy to reflect requirements imposed by the 2019 passage of HB406 (codified as RSA 277:15-b) on all employers to report workplace accidents involving death or serious injuries. (Note: while 277:15-b relates to “workplace accidents”, the language of the reporting requirement applies to death/serious injury of “any person”.) Additionally, the June 2020 revisions included a general overhaul of the policy language. The June 2020 revision of EBBB was completed with the assistance of the NH School Nurses Association. **September 2008,** NHSBA recategorized EBBB as “R” recommended, rather than “P” required by law.

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A. General Accident Reporting: An accident report shall be required whenever an accident occurs:

- 1. in a school;
- 2. at any school-sponsored activity
- 3. on a school playground; or

which requires a student or employee to be:

- 1. out of class or absent from school;
- 2. necessitates the services of a health care provider (physician, advanced registered nurse practitioner, licensed physician’s assistant or dentist);
- 3. requires first aid; or
- 4. which might reasonably be anticipated to give cause to an insurance or liability claim or case for liability at a later date.

The school district employee who witnessed or first responded to the accident must fill out an accident form as soon as possible, but in no event more than 24 hours of the accident. The form shall be submitted to the building principal and forwarded to the Superintendent. The building principal, or in the principal’s absence the supervisor on duty at the time of the accident, shall assure that an accident form is completed in a timely manner.

B. Insurance Notification: For accidents which might lead to an insurance or liability claim, the Superintendent shall notify the District’s liability carrier promptly.

C. Additional Reporting Required for Accidents Involving Death or Serious Injuries.

- a. Within eight (8) hours of any accident involving a death which occurs during the school day, or on school

property, the building principal or other supervisor on duty at the time, shall report the death to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the body of the deceased person was sent.

- b. Within twenty-four (24) hours of any accident involving a serious injury which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the serious injury to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the injured person was sent for medical evaluation or treatment. For the purposes of this provision, "serious injury" means an incident that results in amputation, lost or fracture of any body part, head injury or internal injury that necessitates hospitalization.

D. Training: All staff shall receive annual training relative to accident and accident reporting protocols.

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***District Policy History:***

*First reading:* \_\_\_\_\_

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

***District revision history:***

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<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: EB</b></p>
<p><b>Adopted: 05-19-83</b>  <b>Revised: 10-07-99</b>  <b>Revised: 04-03-08</b>  <b>Revised: 08-19-10</b></p>	<p><b>Page 1 of 1</b></p>

## **SAFETY PROGRAM**

The Superintendent will cause the formation of the Joint Loss Management Committee (District Safety Committee) as required by RSA 281-A:64, III: and a Crisis Management Plan that conforms to the National Incident Command System .

The practice of safety shall be considered a facet of the instructional plan of the District schools by incorporating educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, and others, appropriately geared to students at different grade levels.

Each Principal shall be responsible for the supervision and implementation of a safety program for his/her school. General areas of emphasis shall include, but not be limited to: in-service training; accident/injury/incident recordkeeping; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students and employees. The principal shall be responsible for developing student safety procedures to be used on school buses, school grounds (including playgrounds), during authorized school activities (such as field trips), within school building(s) (including classrooms and laboratories), off school grounds during school sanctioned activities (including but not limited to, work-based learning and internships), and in the use of online resources. The safety plan shall be on file in the SAU office.

**Statutory References:**

*RSA 281:A-64, II, III*

*RSA 200:40*

*Code of Administrative Rules, Section Ed. 306.04 (a) 2 and 306.04 (d)*

**Policy EB: Workplace Safety Program & Joint Loss Management Committee**

Status: ADOPTED

Original Adopted Date: 10/01/2005 | Last Revised Date: 11/01/2020 | Last Reviewed Date: 11/01/2020

Category: Recommended

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**ADOPTION/REVISION NOTES -**

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

- a. *\*Former identical policy JLI is withdrawn with the 2020 Fall Policy Update. For additional notes see “NHSBA revision notes” below.*
- 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 – November 2020, June 2013, May 2008, February 2008, October 2005  
**NHSBA revision notes, November 2020** - Removed the provisions relative to general safety plans and programs which are now addressed in EBB, and also removed provisions regarding the establishment of a crisis/emergency plan (addressed in sample policy EBCA). With the removal of those policies, EB is no longer designated as a “Priority/Required by Law” policy. Rather, as the requirement of a joint loss management committee is required for all NH employers with 15 or more employees, the policy is now classified as recommended. Revisions also includes specific requirements of the Department of Labor relative to workplace safety programs, as well as the Joint Loss Management Committee. Finally, the revisions include reference to requirements imposed by 2020 Legislative amendments to RSA 281-A:64 relative to school employee safety and violence against employees. Those amendments also require the Dept. of Labor to adopt additional rules regarding that subject matter. As of November 2020, those rules have not yet been proposed.

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**A. Workplace Safety Program.**

The Superintendent shall prepare and maintain a current workplace safety program as required under RSA 281-A:64, which program shall be filed with the Commissioner of the New Hampshire Department of Labor, and updated at least biennially. The workplace safety program shall meet the requirements established by the Department of Labor (see NH Code of Admin. Rules Lab 602.01-02), and, among other things, shall include a plan for responding to violent acts committed by students against employees, volunteers, and visitors.

**B. Joint Loss Management Committee.**

The Superintendent will cause the formation of the Joint Loss Management Committee (the “Committee”) as required by RSA 281-A:64, III. The purpose of the Committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. The Committee’s recommendations are advisory only, and are intended to assist the employer.

The composition, function and duties of the Committee shall be as provided under New Hampshire Department of Labor rules Lab 603.01, 603.02 and such other rules as the Department of Labor may, from time to time, adopt. The Committee shall also address protocols for employees to follow in relation to workplace violence, including training as required by RSA 281-A:64, III.

**C. The Committee shall meet at least quarterly, with the first meeting each year to occur before the beginning of the student school year.**

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**District Policy History:**

First reading: \_\_\_\_\_

Second reading/adopted: \_\_\_\_\_

**District revision history:**

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**Policy KFA: Conduct on School Property**

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 08/01/2022 | Last Reviewed Date: 08/01/2022

Category: Recommended

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**ADOPTION/REVISION NOTES -**

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

- a. **SPECIAL POLICY NOTE:** The impetus for the revisions to this sample was the 2022 passage of HB1178, now codified as RSA Chapter 159-E. Among other things, that statute precludes state or local public agencies, subdivisions, or their employees from enforcing any federal law, regulation, or executive order that is inconsistent with New Hampshire state law pertaining to firearms, ammunition, or knives. As New Hampshire does not have a law that specifically prohibits non-students from carrying firearms on school property, the policy required revision to the previous prohibition against “weapons” on school grounds. (Students are prohibited from possessing or using firearms on school property by virtue of RSA 193:13.)

*Instead, this policy prohibits the use, as well as the reckless, attempted or threatened use of any object, etc. to injure, intimidate, harass or coerce another person.*

*Boards should review with local counsel other possible policy options concerning firearms (e.g., re staff), and district and building administrators should review with local law enforcement protocols for responses to individuals carrying firearms on school grounds.*

- 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, June 2013, April 2011, April 2006, Nov. 1999, July 1998;  
**NHSBA revision notes, August 2022,** Generally revised and restructured policy. Most notable changes included: (a) adding language regarding use, or reckless, attempted or threatened use of any object whatsoever (including firearms and knives – to reflect 2022 enactment of RSA 159-E) to injure, intimidate, harass or coerce another; (b) expansion and clarification of types of prohibited conduct; (c) additional provisions relative to scope of policy and authorized personnel; and (d) added a severability provision.

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**A. General Statement and Purpose.**

The purpose of this policy is to establish a minimum standard of conduct upon school district property, and during school sponsored events and activities that will provide the best possible educational climate for the students; encourage participation in the educational process by the general public; protect the investment of the public in both the educational process and the physical plant in which it is conducted; and honor and protect the rights of all individuals within the community.

While this policy applies generally to conduct by any and all persons on school property, **additional** policies, rules, regulations, or procedures will apply (1) as to certain defined groups (e.g., **{\*\*}**JIC regarding student conduct); (2) for visits during the school day (see Board policy **{\*\*}** KI); or (3) during other specific activities or times (e.g., **{\*\*}**KF regarding use of school facilities).

**B. Definitions.**

As used in this policy:

- 1. “Authorized District Personnel” any person who is designated by the Superintendent, the Principal (as to

grounds or activities within her/his purview), the Athletic Director (as to athletic events), or any other person or persons so designated by either of them to administer the provisions of this policy relative to specific school property or a school sponsored or approved activity or function.

2. "School property" means any buildings, vehicles, property, land, or facilities used for school purposes or school-sponsored events or activities, whether public or private.

### **C. Prohibited Conduct.**

No person on school property or during any school sponsored or approved activity may:

1. Injure, threaten, bully, harass, or intimidate a student, staff member, sports official, coach, or any other person;
2. Engage in behaviors that are harassing or discriminatory in nature based on a person's actual or perceived age, sex, gender identity, sexual orientation, marital status, familial status, disability, religion, national origin race, or color (including those traits historically associated with race, color or religion, including but not limited to head coverings, hair texture, or protective hairstyles);
3. Impede, delay, disrupt, or otherwise interfere with any school function or any activity sponsored or approved by the Board, the Superintendent, building Principal, Athletic Director, or their designees;
4. Damage or threaten to damage another's property;
5. Damage or deface School District property;
6. Smoke or otherwise use tobacco products;
7. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs/controlled substances; (persons known or suspected to be under the influence of liquor or a controlled substance will not be permitted to enter the school building or grounds, and law enforcement may be contacted);
8. Use, or attempt to use, or threaten to use **any** device, instrument, material, or substance ("prohibited object") with the purpose to injure, threaten, intimidate, or coerce another person; for the purposes of this section, any reckless use of any prohibited object which places or may place another in danger of serious bodily injury is also prohibited;

NOTES: while students are prohibited from possessing firearms on school property under Board policy **{\*\*}**JICI and RSA 193:13), mere possession or displaying of a firearm by non-student adults **[<sup>1</sup> Delete fn.]** shall not, in and of itself and without additional circumstances as described in this paragraph, constitute reckless conduct or a violation of this policy;

9. Enter upon any portion of school property at any time for purposes other than those that are lawful and specifically authorized by the Board, the Superintendent, building Principal, Athletic Director, or their designees;
10. Operate (either upon or over school property) a drone or other unmanned aircraft except as provided under Board policy **{\*\*}**ECD;
11. Violate any state law or regulation, or any duly adopted policy and/or regulation of the Board.
12. Violate any federal law with the exception of any such law that is pre-empted by New Hampshire state law (e.g., RSA 159-E pertaining to firearms, etc.);
13. Operate a motor vehicle in violation of any Authorized District Personnel directive or posted road signs.
14. Refuse to comply with or obey a directive of any Authorized District Personnel or posted rules or regulations.

**D. Enforcement & Consequences.** Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds by

Authorized Personnel, who may, also at her/his discretion, contact law enforcement. Students and employees who violate this policy shall be further subject to such consequences or interventions as provided under applicable Board

policies or District or school administrative regulations.

Additionally, the Board authorizes the Superintendent or his/her designee to issue "no trespass" letters to any person whose conduct violates this policy. The Superintendent is further authorized, upon consultation with district counsel, to file any criminal complaint with respect to such violations.

**E. Severability.**

If any provision of this policy or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the policy which can be given effect without the invalid provision or application, and to this end the provisions of this policy are declared to be severable.

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<sup>1</sup> [Delete fn.] See "Special Policy Note" in adoption notes above relative to firearms policies.

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***District Policy History:***

*First reading:* \_\_\_\_\_

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

***District revision history:***

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**Appendix KFA-R(1): Conduct on School Property - Assaults**

**Status:** ADOPTED

**Original Adopted Date:** 11/01/1999 | **Last Reviewed Date:** 11/01/1999

*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.*

Assaults/battery upon school district personnel and/or students will not be tolerated, and appropriate action must be taken immediately. Procedures to be followed by building administrator when an assault/battery has occurred are:

1. Restore order and contact proper law enforcement authorities, if necessary;
2. Secure medical assistance, if necessary;
3. Conduct a preliminary investigation;
4. Submit a written report to the superintendent.

After reviewing the written report of the incident, the superintendent may refer the matter to the school district's attorney.

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<b>Timberlane Regional School District</b>	<b>Policy Code: KI</b>
<b>Adopted: 01-01-83</b> <b>Reaffirmed: 08-08-91</b> <b>Revised: 10-05-95</b> <b>Revised: 02-24-05</b> <b>Revised: 06-16-11</b>	<b>Page 1 of 2</b>

## **VISITORS ON SCHOOL GROUNDS**

For purposes of this policy, “school property” means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school-sponsored event, and school grounds.

Visitors are welcome on school property, provided their presence will not be disruptive. Classroom visitors will only be allowed with the permission of the school principal or designee. All visitors must initially report to the building principal’s office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher’s conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Damage or threaten to damage another’s property;
3. Damage or deface School District property;
4. Violate any New Hampshire law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: KI</b></p>
<p><b>Adopted: 01-01-83</b>  <b>Reaffirmed: 08-08-91</b>  <b>Revised: 10-05-95</b>  <b>Revised: 02-24-05</b>  <b>Revised: 06-16-11</b></p>	<p><b>Page 2 of 2</b></p>

9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee’s directive;
10. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding; or
11. Violate other District policies or regulations, or an authorized District employee’s directive.

Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds.

Additionally, the District reserves the right to issue “no trespass” letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district’s educational purpose.

**Legal References:**

*RSA 635:2, Criminal Trespass*

Adopted 05/22/17

### **VISITORS TO SCHOOLS**

All persons, other than staff and pupils enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office. Employees of the school system (directors, coordinators, maintenance staff members, and others) are to advise the school Principal or Secretary that they are in the building. A visitor (a person not employed by the school system) must report to the school office and receive permission to be on the school grounds.

Persons wishing to meet with a teacher for the purpose of discussing a particular problem and/or any other purpose shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may do so by securing an appointment with the teacher through the office of the principal or by direct contact with the teacher.

No person shall visit a school without first reporting to the office of the principal as to the purpose and place of the visit.

**Policy KI: Visitors to the Schools**

Status: ADOPTED

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

Category: Recommended

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**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:**

Reviewed: October, 2004

Revised: July, 1998

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All persons, other than staff and pupils enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office. Employees of the school system (directors, coordinators, maintenance staff members, and others) are to advise the school Principal or Secretary that they are in the building. A visitor (a person not employed by the school system) must report to the school office and receive permission to be on the school grounds.

Persons wishing to meet with a teacher for the purpose of discussing a particular problem shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may do so by securing an appointment with the teacher through the office of the Principal or by direct contact with the teacher.

No person shall visit a school without first reporting to the office of the Principal as to the purpose and place of the visit.

\_\_\_\_\_

**District Policy History:**

First reading: \_\_\_\_\_

Second reading/adopted: \_\_\_\_\_

**District revision history:**

\_\_\_\_\_

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: ECA</b></p>
<p><b>Adopted: 09-15-83</b>  <b>Revised: 02-07-91</b>  <b>Revised: 10-16-08</b></p>	<p><b>Page 1 of 1</b></p>

**BUILDING AND GROUNDS SECURITY**

The Board will cooperate closely with local law enforcement and fire departments, and with insurance company inspectors.

Records and funds will be kept in a safe, locked location.

Access to school buildings and grounds outside of regular school hours will be limited to school personnel whose work requires it. An adequate key control system will be established to limit access to buildings to authorized personnel.

School buildings will be closed and locked after the last school activity has concluded each day.

A building being used by an authorized school or community group in the evening or on non-school days, will be opened for such activity and secured again after its conclusion.

A school district employee must be on school grounds during the course of the activity. Only a school district employee will be allowed to open and close the school in the event of such an activity.

Classroom windows and doors are to be locked when the teachers leave the building.

In addition to this policy, the Superintendent is charged with establishing further safety and security provisions as may be necessary.

The building principal is responsible for enforcing this policy.

Adopted 09/12/16

### **BUILDINGS AND GROUNDS SECURITY**

School District buildings constitute one of the greatest investments of the School District. It is deemed in the best interest of the District to protect the investment adequately.

Security means not only maintenance of a secured (locked) building but protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The School Board requires and encourages close cooperation with local police and fire departments and with insurance company inspectors.

Records and funds shall be kept in a safe place and under lock and key when required.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. An adequate entry control system, including keys, shall be established which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons.

School buildings shall be closed and locked after the last school activity has concluded in the afternoon except in those instances when there is continuous activity into the evening, in which case securing of the building shall be accomplished at the conclusion of such activity.

A building being used by an authorized school or community group in the evening, or on non-school days, shall be opened for such activity and secured again after its conclusion.

No unauthorized person or group shall be granted access to a secured building by any employee. Authorization may be granted only by the School Board, by the Superintendent of Schools and ~~his~~ <sup>their</sup> staff, or by the principal of the school.

Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation.

The Superintendent and building principal are responsible for enforcing this policy.

**Policy ECA: Buildings and Grounds Security**

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 02/01/2008 | Last Reviewed Date: 02/01/2008

Category: Recommended

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**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: February 2008  
Reviewed: April 2004  
Revised: July 1998, November 1999

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The Board will cooperate closely with local law enforcement and fire departments, and with insurance company inspectors.

Records and funds will be kept in a safe, locked location.

Access to school buildings and grounds outside of regular school hours will be limited to school personnel whose work requires it. An adequate key control system will be established to limit access to buildings to authorized personnel.

School buildings will be closed and locked after the last school activity has concluded each day.

A building being used by an authorized school or community group in the evening, or on non-school days, will be opened for such activity and secured again after its conclusion.

A school district employee must be on school grounds during the course of the activity. Only a school district employee will be allowed to open and close the school in the event of such an activity.

Classroom windows and doors are to be locked when the teachers leaves the building.

In addition to this policy, the Superintendent is charged with establishing further safety and security provisions as may be necessary.

The building principal is responsible for enforcing this policy.

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**District Policy History:**

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

**District revision history:**

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<b>Timberlane Regional School District</b>	<b>Policy Code: JIH</b>
<b>Adopted: 01-01-83</b> <b>Reaffirmed: 08-08-91</b> <b>Revised: 10-05-95</b> <b>Revised: 02-24-05</b> <b>Revised: 11-03-16</b>	<b>Page 1 of 2</b>

## **STUDENT INTERROGATIONS AND SEARCHES**

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 prohibited 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.

<b>Timberlane Regional School District</b>	<b>Policy Code: JIH</b>
<b>Adopted: 01-01-83</b> <b>Reaffirmed: 08-08-91</b> <b>Revised: 10-05-95</b> <b>Revised: 02-24-05</b> <b>Revised: 11-03-16</b>	<b>Page 2 of 2</b>

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.

**Automobile Searches**

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.

**Legal References:**

- NH Constitution, Pt.1, Art.19
- State v. Drake, 139 NH 662 (1995)
- State v. Tinkham, 143 NH 73 (1998)

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<b>Adopted: 02-24-05</b> <b>Revised: 09-08-16</b>	<b>Page 1 of 3</b>

## **SEARCH OF STUDENTS AND THEIR PROPERTY**

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 searched, 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

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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. In the event the search yields evidence that a crime has been committed or a law has been broken, the principal or designee 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. In the event the search yields evidence that a crime has been committed or a law has been broken, the principal or designee will formulate a written report for each search conducted. Such report will be forwarded to the Superintendent within two (2) school business days. 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 any objects and include a description of objects in his/her report. The principal is authorized to photograph all 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.
- 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**

<b>Timberlane Regional School District</b>	<b>Procedure Code: JIH-R</b>
<b>Adopted: 02-24-05</b> <b>Revised: 09-08-16</b>	<b>Page 3 of 3</b>

- A. 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.
- B. 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. The Superintendent is 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 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.
- C. 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.
- D. Dogs may not be used for searches of students or other persons.

See Appendix JIH-X

**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

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**Appendix 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.



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