

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

October 10, 2018 3:30 – 5:00

Central Office

Agenda

- I. Call to Order
 - JLF – Reporting Child Abuse or Neglect
 - State of NH Ruling
 - Other District Policies for Comparison
 - ORHS Reporting Form
 - JICFA – Student Hazing
 - EHAA – Computer Security, E-Mail and Internet Communications
 - IHBG – Home Education

Next Meeting: November 14, 2018

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLF
DRAFT to Policy Committee: May 9, 2011 Date to School Board for First Read: May 25, 2011 School Board Second Read/Adoption: June 15, 2011 Policy Committee Review: October 10, 2018	Page 1 of 1

REPORTING CHILD ABUSE OR NEGLECT

Any Oyster River Cooperative school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the building principal. The principal shall then immediately notify the appropriate state officials at the New Hampshire Department of Health and Human Services. The principal will then notify the Superintendent that such a report to Health and Human Services has been made.

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

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

Legal References:

- NH Code of Administrative Rules, Section Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect
- RSA 169-C:29, Persons Required to Report
- RSA 169-C:30, Nature and Content of Report
- RSA 169-C:31, Immunity from Liability
- RSA 169-C:34, III, Duties of the Department of Health and Human Services

THE STATE OF NEW HAMPSHIRE



**ATTORNEY GENERAL'S TASK FORCE
ON CHILD ABUSE AND NEGLECT
DIVISION FOR CHILDREN YOUTH AND
FAMILIES**

**NEW HAMPSHIRE NETWORK OF
CHILD ADVOCACY CENTERS
CHILD ABUSE AND NEGLECT**

<http://doj.nh.gov/victim/domesticprotocols.html>

Third Edition, 2008

THE LAW

NEW HAMPSHIRE CHILD ABUSE AND NEGLECT REPORTING LAW

In accordance with New Hampshire RSA 169-C:29, (*See Appendix A*) information by any citizen regarding the suspected abuse or neglect of a child is not confidential and must be reported to the child protection agency, Division for Children Youth and Families (DCYF). The law specifically states: "Any physician, surgeon, county medical examiner, psychiatrist, resident, intern, dentist, osteopath, optometrist, chiropractor, psychologist, therapist, registered nurse, hospital personnel (engaged in admission, examination, care and treatment of persons), Christian Science practitioner, teacher, school official, school nurse, school counselor, social worker, day care worker, any other child or foster care worker, law enforcement official, priest, minister, or rabbi or any other person having reason to suspect that a child has been abused or neglected shall report the same in accordance with this chapter."

Failure to comply with this law is a misdemeanor offense under RSA 169-C:39.

PROCEDURES FOR REPORTING CHILD ABUSE

Anyone who has reason to suspect child abuse and neglect must report to the DCYF Central Intake Office by telephone at **1-800-894-5533** or **603-271-6556** or by facsimile at **603-271-6565**. After regular business hours, child abuse emergencies are to be referred to the local law enforcement agency.

In an emergency, life-threatening situation, a violent or near violent situation, **9-1-1** should be called for an immediate law enforcement response. The statewide enhanced **9-1-1** system will automatically connect the caller to the proper law enforcement agency from where the call originates.

IMMUNITY

New Hampshire requires the reporting of ALL suspected child abuse and neglect. Absolute proof of abuse or neglect is not required before reporting. Those who are uncertain about reporting because of concern regarding the legal consequences of their action should make a "good faith" decision. New Hampshire law provides protection against civil and criminal liability if a citizen makes a "good faith" report.

In accordance with RSA 169-C:31: "Anyone participating in good faith in the making of a report pursuant to this chapter is immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant has the same immunity with respect to participation in any investigation by the department or judicial proceeding resulting from such report."

APPENDIX A

CHILD ABUSE AND NEGLECT MANDATORY REPORTING LAW

1. Reporting is Mandatory

New Hampshire Law (RSA 169-C:29-30) requires that any person who has reason to suspect that a child under the age of 18 has been abused or neglected must report the case to: **New Hampshire Division of Children, Youth and Families - Central Intake Office 1-800-894-5533.**

2. An Abused Child is one who has:

- a. Been sexually molested; or
- b. Been sexually exploited; or
- c. Been intentionally physically injured; or
- d. Been psychologically injured so that said child exhibits symptoms of emotional problems generally recognized to result from consistent mistreatment or neglect; or
- e. Been physically injured by other than accidental means.

3. A Neglected Child means a child:

- a. Who has been abandoned by his parents, guardian, or custodian; or
- b. Who is without proper parental care or control, subsistence, education as required by law, or other care or control necessary for his physical, mental or emotional health, when it is established that his health has suffered or is very likely to suffer serious impairment; and the deprivation is not due primarily to the lack of financial means of the parents, guardian or custodian.

Note: A child who is under treatment solely by spiritual means through prayer, in accordance with the tenets of a recognized religion by a duly accredited practitioner thereof, shall not for that reason alone be considered to be neglected.

4. Nature and content of Report

- a. Oral - immediately by telephone or otherwise.
- b. Written - within 48 hours if requested.
- c. Content - if known.
 1. Name and address of the child suspected of being neglected or abused.
 2. Name of parents or persons caring for child.
 3. Specific information indicating neglect or the nature of the abuse (including any evidence of previous injuries.)
 4. Identity of parents or persons suspected of being responsible for such neglect or abuse.
 5. Any other information, which might be helpful or is required by the bureau.

5. Immunity from Liability

Anyone who makes a report in good faith is immune from any liability, civil or criminal. The same immunity applies to participation in any investigation by the bureau or judicial proceedings resulting from such a report.

6. Privileged Communication

"The privileged quality of communication between a professional person and his patient or client, except that between attorney and client, shall not apply to a proceedings instituted pursuant to this chapter and shall not constitute grounds of failure to report as required by this chapter."

7. Penalty

Violation of any part of the New Hampshire Child Protection Act, including failure to report is punishable by law. "Anyone who knowingly violates any provision of this subdivision shall be guilty of a misdemeanor." (RSA 169-C:39.) In New Hampshire, a misdemeanor is punishable by up to one year's imprisonment, a one thousand-dollar fine, or both.

Windham School District	JLF
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REPORTING CHILD ABUSE

If a staff member suspects that a child is being abused or neglected, a report will be made immediately to DCYF and second notification to the school principal that a report has been made.

The Principal will notify the Superintendent and will report to the office as required.

All school employees having reason to suspect that a child has been abused or neglected shall report to DCYF the same as required by law.

An oral report shall be made immediately by telephone and followed within 48 hours by a report in writing, if so requested, by DCYF Central Intake. Such report shall, if known, contain the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Division of Children Youth and Family Services.

Staff training is recommended at the building level on an annual basis.

Legal References: *RSA 169-C:29 ; RSA 169-C:30; RSA 169-C:34, III; RSA 169-C:31*

Windham School Board	Policy Code: JLF
Revised: July, 1998 Revised: November, 1999 Revised: May 24, 2005 Adopted: July 5, 2005	

REPORTING CHILD ABUSE**JLF**

If any school employee suspects that a child is being abused or neglected, a report will be made immediately to the Division of Children, Youth and Family (DCYF) as required by law. The school Principal shall be notified that a report has been made. The Principal will notify the Superintendent of Schools.

An oral report shall be made immediately by telephone and followed within 48 hours by a report in writing, if so requested, by DCYF Central Intake. Such report shall, if known, contain the name and address of the child suspected of being neglected or abused, the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the DCYF.

Immunity from Liability: "Anyone participating in good faith in the making of a report pursuant to this chapter is immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant has the same immunity with respect to participation in any investigation by the bureau or judicial proceeding resulting from such report."

The principal or administrator of each school shall post a sign in a public area within the school that is readily accessible to students and staff, in the form provided by the New Hampshire Department of Health and Human Services, Division for Children, Youth and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website.

Law Reference: NH Code of Administrative Rules, Section Ed 306.04 (a) (10), Reporting of Suspected Abuse or Neglect; RSA 169-C:29, Persons Required to Report; RSA 169-C:30, Nature and Content of Report; RSA 169-C:31, Immunity from Liability; RSA 169-C:34, III, Duties of the Department of Health and Human Services

Appendix Reference:

Date Adopted: September 13, 2006

Last Review/Revision Date: November 7, 2017

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: *JLF*

AMENDED: *May 14, 2014*

APPROVAL: *September 10, 2008*

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REPORTING CHILD ABUSE OR NEGLECT

The Litchfield School Board recognizes the concern for child abuse and neglect and supports this policy for reporting such abuse or neglect.

Any school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to DCYF Central Intake Office by telephone and then immediately notify the school principal that a report has been made. The report should contain the name and address of the child suspected of being abused or neglected, the person responsible for the child's welfare, the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Department of Health and Human Services (e.g., possible threat to child's safety; school dismissal time).

In most cases, it will be requested that a school employee submit a written report to the DCYF Central Intake Office within 48 hours of making the oral report. A copy of the written report must be kept in a confidential file in the principal's office, apart from the student's academic or counseling files.

Based on the information obtained from the school employee making the referral, the DCYF Central Intake Office will make a determination as to whether or not the referral is credible and should be accepted. If accepted, the DCYF Central Intake Office makes a determination regarding level of risk to the child. If the abuse is likely to occur within 24 hours or if there is imminent danger to the child, the school employee shall contact local law enforcement in addition to reporting to DCYF. DCYF Central Intake Office contacts the appropriate District Office to advise of all high-risk reports. If DCYF Central Intake Office determines that the child does not appear to be in imminent danger, the referral will be sent to the appropriate district office for a response within 72 hours.

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

Definitions

RSA 169-C:3.

Persons Required to Report

See JLF-R, Procedures for Reporting Child Abuse or Neglect, RSA 169-C:29.

Nature and Content of Report

See JLF-R, Procedures for Reporting Child Abuse or Neglect, RSA 169-C:30.

Immunity from Liability

See JLF-R, Procedures for Reporting Child Abuse or Neglect, RSA 169-C:31.

Duties of the Department of Health and Human Services

See JLF-R, Procedures for Reporting Child Abuse or Neglect, RSA 169-C:34, III

Central Registry

See JLF-R, Procedures for Reporting Child Abuse or Neglect, RSA C169-C:35

Replaces JHCCA

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: JLF

AMENDED: May 14, 2014

APPROVAL: September 10, 2008

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Report to Law Enforcement Authority

See JLF-R, Procedures for Reporting Child Abuse or Neglect, RSA 169-C:38

Legal References:

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

RSA 169-C:3 Definitions, Child Protection Act

RSA 169-C:29, Persons Required to Report

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

RSA 169-C:31, Immunity from Liability

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

RSA 169-C:35 Central Registry

RSA 169-C:38 Report to Law Enforcement Agency

See Also: Procedures for Reporting Child Abuse or Neglect, JLF-R (updated 2008)

Amended: May 14, 2014

Reviewed: May 14, 2014

Approval: 2nd Reading, September 10, 2008

Reviewed: 1st Reading, August 27, 2008

Revised: August 6, 2008

Approval: Original JHCCA, dated March 9, 1987

OYSTER RIVER HIGH SCHOOL
55 COE DRIVE
DURHAM, NEW HAMPSHIRE 03824
PHONE 1-603-868-2375 FAX 1-603-868-1355

TELEPHONE REPORT TO DCYF 1-800-894-5533

NH Statute **requires any person** with reason to suspect a child under age 18 has been abused or neglected must report that suspicion immediately to DCYF (8:00 am-4:30 pm, Mon. – Fri.) Call Local Police from 4:30 pm-8:00 am or on weekends & holidays.

Date of Report: _____

Time of Report: _____ AM/PM

Name of DCYF Worker report made to: _____

Student Name: _____ Grade: _____

DOB: _____ Address: _____

_____ Phone#: _____

Parent/Guardian: _____

Address if different from above: _____

_____ Phone#: _____

Parent/Guardian: _____

Address if different from above: _____

_____ Phone#: _____

Name(s) and Age(s) of Siblings: _____

Description of Incident (Who, What, Where, When, Why): _____

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICFA
Date of First Reading SB – July 1, 2009 Date of Adoption: August 5, 2009 Policy Committee Review: October 10, 2018	Page 1 of 2 Category: Priority

STUDENT HAZING

New Hampshire law defines student hazing as “any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization.” Examples of hazing include, but are not limited to, any activities involving participants in school, co-curricular or athletic programs intended as an “initiation,” “rite of passage” or “test” of participants, such as a dare or an order to perform a humiliating, dangerous or illegal act, or any other conduct that has the effect of intimidating, degrading, or physically or psychologically harming the participants.

For the purposes of this policy, the term “organization” includes any association, society, athletic group, club, service group, or other similar groups whose members are or include students, operating at or in conjunction with the Oyster River Cooperative School District.

The Oyster River Cooperative School District prohibits student hazing in connection with any school-sponsored or sanctioned program, activity, or organization, as well as formation of or membership in any secret organization in any way related to such programs and activities.

It is the policy of the Board that injurious hazing activities of any type, either on or off school property, by any student, school employee, group or organization are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the district shall encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing activities. Students and employees who participate in or have knowledge of any hazing activities are required to make a report to the Superintendent or a building administrator.

Persons not associated with the district who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, school employees, and students who fail to abide by this policy may be subject to disciplinary action. For students, this may include suspension, expulsion or other appropriate measures. For employees, this may mean disciplinary action up to and including termination of employment, consistent with the terms of any applicable collective bargaining agreement. In the case of an organization affiliated with the district which

authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the district.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject. All hazing incidents which come to the attention of the district shall be reported to the appropriate law enforcement authorities.

The Superintendent is responsible for administering this policy and may delegate specific responsibilities as he/she deems appropriate. This policy shall be included in all district handbooks, on the district website, or otherwise distributed to all school employees and students.

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Legal Reference: NH RSA 631:7 (Hazing)
NH Code Admin. R. Ed. 306.04 (7)

Cross Reference: ~~ACAA – Harassment and Sexual Harassment of Students~~
~~ACAB – Harassment and Sexual Harassment of Employees~~
~~JBC – Pupil Safety and Violence Prevention~~

[JBAA/R – Sexual Harassment and Violence – Students/Procedure](#)
[GBAA/R – Sexual Harassment – Employee/Staff/Procedure](#)
[JICK/R/R1 – Pupil Safety – Bullying – Cyberbullying/Procedure/Form](#)

JICFA - HAZING

(Download policy)

It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing. This District does not permit or condone student hazing.

For the purposes of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District or which any District staff member has knowledge of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

A copy of this policy will be furnished to each student and teacher in the School District, including being printed in the student handbook.

Legal Reference:

RSA 631:7, Student Hazing

New Hampshire Code of Administrative Rules, Section Ed 306.04(a)(7), Student Hazing

Revised: September 2017

NHSBA note, September 2017: This policy is updated to more closely track the language in RSA 631:7 and to incorporate the provision in that law which makes it a misdemeanor for the District to knowingly permit or condone student hazing, to fail to take measures to prevent hazing, or to fail to report hazing to law enforcement which has been reported to the District or of which the District otherwise has knowledge.

NHSBA VERSION

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EHAA
Policy Committee Review: October 10, 2018	Page 1 of 2 Category: Priority

COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS

The [Oyster River Cooperative School](#) District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems including e-mail and Internet use.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and e-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District. They are not the property of the employee.
2. The computer and e-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.
4. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves, and intends to exercise without prior notice, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or passworded.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must be disclosed to the computer administrator.
8. Any communications created, sent, or retrieved using e-mail may be read by individuals other than the intended recipient.
9. Notwithstanding the District's right to retrieve and monitor any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.

NHSBA VERSION

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EHAA
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10. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.

11. The District has the authority to terminate or limit access to any program at any time.

12. Personal disks cannot be used on the system unless pre-authorized by the computer coordinator.

13. The District will take all necessary measures to maintain student privacy relative to the District's website, online information and storage of student personally identifiable information, as required by state and federal law.

NHSBA Note, September 2015: Changes include new Paragraph 13 and addition of RSA 189:68-a to Legal References. Changes are in response to new legislation, which creates RSA 189:68-a and establishes requirements relative to student online personal information.

NHSBA Note, September 2008: NHSBA previously categorized this policy as Mandatory/Required by Law, Category P. Upon further research, it is not required by law. NHSBA still recommends you keep this policy in place.

Legal References:

RSA 189:68-a, Student Online Personal Information

RSA 194:3-d, School District Computer Networks

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBG
Date of Adoption: January 3, 2007 Policy Committee Review: October 10, 2018	Page 1 of 2 Category: Recommended

HOME EDUCATION

Eligibility

The Board recognizes that RSA 193-A provides the right for parents to pursue home education within the parameters of requirements and evaluation set by the NH State Dept of Education (NH DOE).

Enrollment Procedures

Any parent commencing a home education program for a child who withdraws from the school district shall notify the NH Dept of Education or the Superintendent or designee [hereinafter referred to as district representative] within 30 days of commencement of the home education program. Such notification shall include the names, addresses and birth dates of all children who are participating in the home education program. After such notice is provided to the district representative, acknowledgement will be sent within 14 days.

The district representative shall assist in making such notification in compliance with applicable statutory requirements. Conventional attendance policies of the district and state law apply to all students within the district until the Commissioner of Education, the district representative, or a non-public school principal acknowledge the establishment of a home education program, or immediately apply upon the termination of any home education program so acknowledged.

Evaluation Procedures

Parents must maintain a portfolio of records and materials relative to the home education program and must provide for an annual evaluation documenting the child's demonstration of education progress at a level commensurate with the child's age and ability.

Parents electing to request the school district's participation in the annual evaluation must make arrangements to do so with the district representative prior to the end of the school year, provided the school district is acting as the participating agency. If the school district is not, the district representative may provide evaluation services.

Parents filing the results of an outside evaluation may use a form developed by the school district office. The district representative will notify the parents if their child has demonstrated progress within 21 days of receiving the annual evaluation data. If progress is not demonstrated, the district representative will notify the parents in compliance with NH DOE regulations.

The district representative shall review the results of the annual evaluation of children in home education programs. Within 21 days the district representative shall notify the parents in writing that the child has or has not demonstrated educational progress.

Re-enrollment into the school district

Parents deciding to re-enroll their children following a period of home education will make arrangements with the building principal for an evaluation to determine appropriate placement in the school's program. Placements will be consistent with School Board policy governing student placements and are subject to the same appeal process.

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HOME EDUCATION (continued)

Parents are responsible to remain aware of the scope and sequence of the district curriculum and for aligning their home education program in ways that may eliminate conflicts to appropriate placement.

Graduation/Diplomas

No certificates or diplomas will be awarded to home education students by the School Board. Students must enter the regular school program and complete all the necessary graduation requirements to be eligible for a certificate or diploma.

Participation in school curricular and co-curricular activities

Participation of resident home education students in district programs and activities are subject to the following:

- a) Parents must supply the school with proof of home education enrollment, and must register the desire to participate in a selected program(s). Parents accept responsibility for determining whether an activity will occur and also accept responsibility for notifying the school on days of non-attendance. Parents must show proof of student insurance and completion of student permission/waiver forms, and complete all the necessary registration requirements of the district. Parents may be asked to provide supervision for some activities on the same basis as the parents of fully enrolled students.
- b) All students are subject to same age, performance and prerequisite standards for admission to courses and co-curricular activities, and are to maintain district/school standards to include but not limited to behavior, attendance, and class performance for purposes of grading and credit issuance. For courses requiring prerequisites, student will be asked to demonstrate academic achievement comparable to that required of fully enrolled students meeting prerequisite standards. School personnel will discuss with parents alternative ways to demonstrate achievement. Final determination of qualifications to enroll will be made by the building principal.
- c) Students may not enroll for single subjects that are taught as part of integrated courses (those courses that cover two or more subjects and are taught by a single individual or team) but may seek admission to the integrated course.
- d) Participation in athletic and other extra-curricular programs and activities will be in compliance with the school's eligibility requirements as well as with guidelines established by the NH Interscholastic Athletic Association.
- e) It may be neither practical nor feasible for home-educated students to participate in special programs that have unclear or flexible schedules. The parents must take the initiative to check with the school on scheduling of events and possible changes that may occur.

**IHBG –
HOME EDUCATION INSTRUCTION & ACCESS TO CURRICULAR AND
CO-CURRICULAR PROGRAMS**

Home Education is an alternative to compulsory attendance at a public or private school and is an individualized form of instruction in accordance with New Hampshire RSA 193-A and Department of Education Rule Part 315 ("Ed. 315"). A parent or guardian may establish a home education program for any child between the ages six (6) and eighteen (18) years of age including one who is an "educationally disabled child" as defined under RSA 186-C:2, I, whether or not such child is previously enrolled in a school of the District.

A. Notices Required for Commencement of Home Education Program.

1. Notice For Students Withdrawing from District.

State school attendance laws apply to each student until a parent/guardian commences a home education program. Similarly, the District's attendance policies apply to all students enrolled in schools of the District.

Accordingly, when a parent/guardian of a child who is enrolled in a school of the District wishes to begin a home education program for the child, Ed. Rule 315.04 (e) requires that on or before the date the home education program begins, the parent/guardian must advise the Superintendent of the child's withdrawal from the District. The notice of withdrawal may be made in person, via telephone or in writing, at the parent/guardian's election.

2. Written Notice of Program Required.

In addition to the less formal notice required for a child being withdrawn from the District, RSA 193-A and Ed. 315 both require that the parent/guardian provide written notice of the commencement of a home education program either (at the parent/guardian's election) to the New Hampshire Department of Education, the Superintendent of the resident district, or to any non-public school principal.

The requirements of the notice are set forth in RSA 193-A:5 and Ed. 315.04, both of which can be accessed through the New Hampshire Department of Education's website.

Upon request, the Superintendent shall assist the parent/guardian to assure that the notification complies with the statutory requirements.

3. No Annual Notice Required.

Once established, the home education program remains in effect unless terminated pursuant Ed. 315.04 (k). The parent/guardian is not required to provide annual notification of continuation of a home education program.

B. Evaluation & Assessment.

Under RSA 193-A:6, II, parents/guardians are required to provide for an annual educational evaluation for home educated children that documents "educational progress at a level commensurate with the child's age and ability." Both the statute and Ed. 315.07 provide several options for parents/guardians to meet the statutory evaluation requirements. Some of the evaluation options available to parents/guardians under that statute and rules can involve District/Superintendent assistance, including, for instance, any state student assessment used

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by the District, or any other "valid" measurement tool mutually agreed upon by the parent/guardian and the Superintendent. Other options are available to parents/guardians as provided under RSA 193-A:6 and/or Ed. 315.07.

Parents/guardians seeking to utilize evaluation services through the Superintendent, should contact the Superintendent's office as soon as practicable to assure adequate time to prepare any necessary materials and accommodations.

No fee will be required by the District when a parent uses evaluation services provided by the District.*

**NOTE: RSA 193-A:7, II (a), and Ed. 315.07 (c) each allow a parent/guardian to enter into an agreement for evaluation services with a certified teacher or a teacher teaching in a non-public school. When a parent/guardian chooses to independently contract with an individual teacher to perform evaluation services, the teacher may charge any fee agreed upon by the teacher and the parent/guardian, notwithstanding whether the teacher is also employed by the District. The District shall not be responsible for the evaluation services, nor shall the District receive any part of the fee agreed to between the teacher and the parent/guardian.*

C. Records.

The District shall maintain documents concerning home education programs in a manner consistent with other educational records. Additionally, the Superintendent shall maintain a list of all home education programs for which the Superintendent, as participating agency, has received notice. On October 1 of each year, the Superintendent shall notify the Commissioner of the number of children for whom programs were established.

RSA 193-A:6, I - requires the parent/guardian to maintain a portfolio of records and materials relative to the home education program. The portfolio shall consist of a log which designates by title the reading materials used, and also samples of writings, worksheets, workbooks, or creative materials used or developed by the child. The parent/guardian is required to preserve the portfolio for 2 years from the date of the ending of the instruction.

For evaluations which are not provided by the District, parents/guardians need only provide copies to the District to the extent necessary to demonstrate proficiency in order to participate in school programs, and co/extra-curricular activities as provided under RSA 193-A:6, III.

D. Re-enrollment into the School District.

Parents/Guardians deciding to re-enroll their children into the District following a period of home education will make arrangements with the Principal for an evaluation to determine appropriate placement in the District's program. Placements will be consistent with the School Board policy governing student placements and are subject to the same appeal process.

Parents/Guardians should be attentive that when re-enrolling a student, there may be discrepancies between the home-schooling level of achievement and the scope and sequence of the District's curriculum.

E. Graduation/Diplomas.

The School Board will not award certificates or diplomas to home educated students. Students must enter the regular school program and complete all necessary graduation requirements of the District and the State to be eligible for a certificate or diploma.

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F. Participation in school curricular and co/extra-curricular activities.

Regulations regarding the participation of home education students (as well as students of non-public or of public charter schools) in District curricular and co/extra-curricular programs established consistent with RSA 193:1-c, any regulations shall not be more restrictive for non-public or home educated pupils than they are for students enrolled in the District.

Legal References:

RSA 193-A, Home Education

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:1-a, Dual Enrollment

RSA 193:1-c, Access to Public School Programs by Nonpublic or Home Educated Pupils

NH Code of Administrative Rules, Section Ed 315, Procedures for the Operation of Home Education Programs

NHSBA note, May 2018: In order to reduce unnecessary redundancies and confusion resulting from ambiguous language found in applicable DOE regulations, NHSBA has revised sample policy IHBG to provide only essential information, with interested parties directed to the controlling state statutes and administrative regulations. We have also included reference in section F to students of non-public and charter schools.

NHSBA note, September 2012: Amendments to RSA 193-A:3, effective August 2012, remove the requirement that parents provide annual notification to the Superintendent of the parent's intent to home education. A single notification at the commencement of a home education program is sufficient. This provision is addressed in the "Enrollment Procedures" section.