

Policies for Review - 2nd Reading

November 6, 2023

JLDBB - Suicide Prevention and Response

IJOC - Volunteers

EBBC/JLCE - Emergency Care & First Aid

Current GSD policy for updating. Section E was added to reflect the 2022 passage of the Jason Dickey Suicide Prevention Act (SB 234, RSA 193-J:2-a) which requires that the National Suicide Prevention Lifeline shall be included on student identification cards, effective as of July 31, 2022.

5-12-2023 Policy Committee

6-13-2023 First Reading

9-8-2023 Policy Committee

10-2-2023 First Reading 10-3-2023 Sent to GEA

11-6-2023 Second Reading

SUICIDE PREVENTION AND RESPONSE

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

A. District Suicide Prevention Plan and Biennial Review. The District shall maintain a coordinated written District Suicide Prevention Plan (the “Plan”) to include guidelines, protocols and procedures with the objectives of prevention, risk assessment, intervention and response to youth suicides and suicide attempts.

1. Specific Requirements for Plan Terms: The District Suicide Prevention Plan shall include terms relating to:

- a) Suicide prevention (risk factors, warning signs, protective factors, referrals);
- b) Response to in-or-out-of-school student suicides or suicide attempts (postvention, suicide contagion);
- c) Student education regarding safe and healthy choices, coping strategies, recognition of risk factors and warning signs of mental health disorders and suicide; and help seeking strategies;
- d) Training of staff, designated volunteers, and/or individuals deemed as contracted personnel (see policy GBCD) on the issues of youth suicide risk factors, warning signs, protective factors, response procedures, referrals, post-intervention and resources available within the school and community;
- e) Confidentiality considerations;
- f) Designation of any personnel, in addition to the Crisis Counselor, to act as points of contact when students are believed to be at an elevated risk of suicide;
- g) Information regarding state and community resources for referral, crisis intervention, and other related information;
- h) Dissemination of the Plan or information about the Plan to students, parents, faculty, staff, and school volunteers;

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- i) Promotion of cooperative efforts between the District and its schools and community suicide prevention program personnel;
- j) Includes other provisions deemed appropriate to meet the objectives of this Policy (e.g., student handbook language, reporting processes, “postvention” strategies, memorial parameters, etc.).

2. **Biennial Review:** No less than once every two years, the Superintendent, in consultation with the Crisis Counselor along with input and evidence from community health or suicide prevention organizations, and District health and guidance personnel, shall update the District Suicide Prevention Plan, and present the same to the Board for review. Such Plan updates shall be submitted to the Board in time for appropriate budget consideration.

B. Suicide Prevention Coordinator and Liaisons.

1. **District Suicide Prevention Coordinator.** The Crisis Counselor is designated as the District Suicide Prevention Coordinator, who, under the direction of the Superintendent shall be responsible for:
 - a) Developing and maintaining cooperative relationships with and coordination efforts between the District and community suicide prevention programs and personnel;
 - b) Annual updating of (i) State and community crisis or intervention referral intervention information, and (ii) names and contact information of Building Suicide Prevention Liaisons, for inclusion in student handbooks and on the District’s website;
 - c) Developing - or assisting individual teachers with the development – of age appropriate student educational programming, such that all students receive information in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental health disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help;
 - d) Developing or assisting in the development of the annual staff training required under section C of this policy;
 - e) Such other duties as referenced in this Policy or as assigned by the Superintendent.

Current GSD policy for updating. Section E was added to reflect the 2022 passage of the Jason Dickey Suicide Prevention Act (SB 234, RSA 193-J:2-a) which requires that the National Suicide Prevention Lifeline shall be included on student identification cards, effective as of July 31, 2022.

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11-6-2023 Second Reading

2. **Building Suicide Prevention Liaison.** The Crisis Counselor, the building principal or designee, shall be designated as the Building Suicide Prevention Liaison, and shall serve as the in building point-of-contact person when a student is believed to be at an elevated risk for suicide. Employees who have reason to believe a student is at risk of suicide, or is exhibiting risk factors for suicide, shall report that information to the Building Liaison, who shall, immediately or as soon as possible, establish and implement a response plan with the District Suicide Prevention Coordinator.

- C. **Annual Staff Training.** The Superintendent shall assure that all school building faculty and staff, designated volunteers, and any other personnel who have regular contact with students, including contracted personnel or third-party employees, receive at least two hours of training in suicide awareness and prevention. Such training may include such matters as youth suicide risk factors, warning signs, protective factors, intervention, response procedures, referrals, and postvention and local resources.

- D. **Dissemination.** Student handbooks and the District’s website will be updated each year with the contact information for the Building Suicide Prevention Liaisons, State and community crisis or intervention referral intervention resources. The District Suicide Prevention Plan will be made available on the District website.

- E. **Student Identification Cards.** The National Suicide Prevention Lifeline shall be labeled on student identification cards and include the telephone number; National Suicide Prevention Lifeline 988. Prior to the start of each school year, the Superintendent shall certify that the contact information for the National Suicide Prevention Lifeline is accurate and up to date.

Legal References:

RSA 193-J: Suicide Prevention Education

RSA 193-J:2-a: Suicide Prevention; Public School Identification Cards

Other Resources:

- *The New Hampshire Department of Education’s Bureau of Student Wellness, Office of Social and Emotional Wellness (OSEW), provides resources and technical assistance to school districts to work collaboratively with their community to respond to the needs of students through a multi-tiered system of support for behavioral health and wellness.*
- *American Foundation for Suicide Prevention (AFSP) - <https://www.afsp.org>*
- *Suicide Prevention Resource Center - <http://www.sprc.org>*
- *The National Suicide Prevention Lifeline – <https://www.suicidepreventionlifeline.org>*
- *The Trevor Project - <https://www.thetrevorproject.org>*

(Adopted 3/2/2020)

Current GSD policy. Policy Committee suggests replacing with NHSBA sample policy.

9-8-2023 Policy Committee

10-2-2023 First Reading

10-3-2023 Sent to GEA

11-6-2023 Second Reading

VOLUNTEERS

The school district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, a school district staff shall clearly explain the volunteer's responsibility.

The superintendent is responsible for developing and implementing procedures for the utilization of volunteers. The selection of volunteers will be consistent with those policies and procedures under the direction of the superintendent or his/her designee.

The voluntary help of citizens should be requested by staff through administrative channels to assist in conducting selected activities and/or to serve as resource persons. Staff members shall receive training in assignment of duties and supervision of volunteers.

Designated Volunteers

Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated volunteer" means any volunteer who:

1. Comes in direct contact with pupils on a daily basis;
2. Meets regularly with students;
3. Meets with students on a one-on-one basis;
4. Chaperones for field trips or other events;
5. Coach or assistant coach to an athletic team
6. Assist with any type of performing arts event or show
7. Any other volunteer so designated by the school board or superintendent.

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check at school expense.

Volunteer Duties and Procedures in General

- A. Submit letter describing their skills, interests and availability.
- B. Once a thorough background investigation and criminal records check is complete with no disqualifying records, the volunteer will be issued an identification badge to be worn every time the volunteer works in the school. The ID badge must be shown when checking into the front office of any school.
- C. Volunteers will be required to sign an affidavit each year following the background investigation and criminal records check. Every four years

volunteers will need to go through the background investigation and criminal records check at the SAU office.

- D. Serve in the capacity of assistants and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.
- E. Sign a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or principal.
- F. Refer any student problem that arises, whether of an instructional, medical or operational nature, to a regular staff member.
- G. Receive orientation, including (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety; (3) work schedule and place of work; and (4) expected relationship to regular staff.
- H. Receive appropriate training at the building level, consistent with their tasks and existing school district standards. This training shall be developed under the leadership of the principal in consultation with the volunteer coordinator.
- I. The school district employee with whom the volunteer is working should have assignments and activities clearly defined.
- J. Receive acknowledgment for their services.
- K. Volunteers may be terminated when:
 - 1. Program and/or duties are no longer needed;
 - 2. They are replaced by paid staff; or
 - 3. In the sole judgment of the administration, their conduct does not meet the standards of the District.
- L. Volunteers should only function under direct supervision of a school employee.

Coaches

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the standards set by NHIAA including a background investigation and a criminal records check.

Legal Reference:

RSA 189:13-a, School Employee Volunteer Background Investigations

(Adopted: 4/20/09)
(Revised: 7/10/2017)

NHSBA Sample Policy IJOC. Policy Committee suggests replacing current GSD policy with this sample policy.

9-8-2023 Policy Committee

10-2-2023 First Reading

10-3-2023 Sent to GEA

11-6-20223 Second Reading

VOLUNTEERS

A. General Policy. The School Board supports and encourages the use of parent and community member volunteers in our schools to assist school and District staff in meeting the needs of students and serving the school community at large.

B. Definitions

Volunteer: A volunteer is defined as an individual that provides services whether for classroom or other student programs or activities, chaperones, classroom volunteer, trades work, etc.

Under the Fair Labor Standards Act (“FLSA”), “volunteers” are persons who perform service (1) without promise, expectation or receipt of compensation for the services rendered (reimbursements, and modest stipends excepted); (2) have offered their services freely and without pressure or coercion from any employer, and (3) are not otherwise employed by the District to perform the same type of services for which the individual intends to volunteer.

“Designated Volunteer” as used in this policy shall have the same definition as in Board policy GBCD - Background Investigation and Criminal Records Check. Before a person may volunteer in a position or perform a function falling within the definition of Designated Volunteer, such person must undergo a background investigation and criminal history Records check as described in policy GBCD. Additionally, as required by RSA 189:13-a, XII and policy GBCE, all Designated Volunteers must receive training and information relative to child abuse prevention.

C. Coaches. All coaches, including assistant coaches, whether receiving a stipend or not, are Designated Volunteers as defined in paragraph B above. Additionally, head coaches of team or individual sports must be in compliance with all regulations and certification requirements for that sport as set by NHIAA or the applicable organization within which the athletes/members compete or participate. Assistant coaches must meet the same requirements as head coaches or be under the direct supervision of the head coach.

D. Volunteer Duties and Procedures in General:

- a. May submit a letter describing their skills, interests and availability.
- b. Once a thorough background investigation and criminal records check is complete with no disqualifying records, the volunteer will be issued an identification badge to

NHSBA Sample Policy IJOC. Policy Committee suggests replacing current GSD policy with this sample policy.

9-8-2023 Policy Committee

10-2-2023 First Reading

10-3-2023 Sent to GEA

11-6-20223 Second Reading

VOLUNTEERS

be worn every time the volunteer works in the school. The ID badge must be shown when checking into the front office of any school.

- c. Volunteers will be required to sign an affidavit each year following the background investigation and criminal records check. Every four years volunteers will need to go through the background investigation and criminal records check at the SAU office.
- E. **Supervision.** Volunteers may not be assigned to perform any services within school buildings or during school activities during times that students may reasonably be expected to be in attendance, unless the volunteer is either a Designated Volunteer (i.e., has undergone a background investigation and Criminal History Records Check, or is under the immediate direction of a staff or administration member within the pertinent program).
- F. **Volunteer Responsibilities and Duties.** Other than committee volunteers, and head coaches/directors, volunteers may only serve in the capacity of assistants. Instructional services shall be rendered only under the supervision of certified staff.

All volunteers will sign a confidentiality agreement provided by administration, and shall refrain from discussing the performance or actions of a student except with the student's teacher, counselor, Principal, or other school district employee who has a legitimate educational purpose for discussing such information.

Volunteers with special talents, hobbies or experiences may share those with students in a suitable educational setting scheduled by the staff or administrative member responsible for supervising the class, activity, program or project.

Volunteers will refer to their immediate supervisor or other regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.

- G. **Volunteer Termination.** Volunteers serve at the discretion of the District. Except as may be provided in an individual volunteer's agreement, services of a volunteer may be terminated, without notice, at any time when circumstances in the judgment of the supervising administrator warrant termination.
- H. **Implementation.** The Superintendent is authorized to develop and administer any regulations or procedures deemed necessary or appropriate to implement this policy.

NHSBA Sample Policy IJOC. Policy Committee suggests replacing current GSD policy with this sample policy.

9-8-2023 Policy Committee

10-2-2023 First Reading

10-3-2023 Sent to GEA

11-6-20223 Second Reading

VOLUNTEERS

Legal References:

29 U.S.C. 201-219, Fair Labor Standards Act

29 C.F.R. § 553.101, "Volunteer" defined (state and local governments).

RSA 189:13-a, School Employee and Volunteer Criminal History Records Check

RSA 193:40, Prohibition on Teaching Discrimination

RSA 354-A:32, Prohibition on the Content of Government Programs and Speech

RSA 508:17, Volunteers; Nonprofit Organizations; Liability Limited.

Current GSD policy. The Policy Committee suggest replacing with NHSBA sample policy JLCE and recoding from EBBC to JLCE.

9-8-2023 Policy Committee

10-2-2023 First Reading

10-3-2023 Sent to GEA

11-6-2023 Second Reading

EMERGENCY CARE AND FIRST AID

All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain at the start of each school year emergency contact information of parents or legal guardian for each student and staff member.

The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law. The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.

Additionally, the school physician, school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians.

For significant injuries, the staff person witnessing the event must fill out an accident report, which must be submitted to administration so that he/she is informed and a basis is established for the proper processing of insurance claims and remediation if necessary.

The District makes it possible for parents to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

Legal References:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

RSA 200:44-a, Anaphylaxis Training Required

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

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

Ed 306.04(a)(21), Emergency Care For Students And School Personnel

Ed 306.12, School Health Services

Appendix: JLCE-R

(Adopted: 4/07/08)

(Revised: 1/09/17)

New Hampshire School Boards Association sample policy JLCE. Suggest replacing current GSD policy EBBC with this sample policy.

9-8-2023 Policy Committee

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EMERGENCY CARE & FIRST AID JLCE/EBBC

Category: Priority/Required by Law

All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

At the start of each school year, the school will obtain emergency contact information of parents/guardians for each student and staff member.

The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law.

Consistent with state law, the school nurse may maintain a supply of asthma related rescue medication and the emergency medication epinephrine. The school physician, if any, the school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians. The school nurse or other designated personnel may administer or make available to self-administer a bronchodilator, spacer, or nebulizer to a

New Hampshire School Boards Association sample policy JLCE. Suggest replacing current GSD policy EBBC with this sample policy.

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EMERGENCY CARE & FIRST AID JLCE/EBBC

student who has been diagnosed with asthma for use in emergency or other situations as determined by the school nurse.

The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required under Board policy JLCD, or applicable laws or regulations.

Accident reports must be prepared and filed consistent with Board policy EBBB.

The District makes it possible for parents/guardians to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.

Records related to the emergency administration of any medication under this policy shall be made and maintained by the school nurse as provided in Board policy JLCD and District procedures JLCD-R. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

Opioid Antagonists:

The Board authorizes the District to obtain, store and administer opioid antagonists for emergency use in schools.

Any person may administer such medication in emergency situations under the direction of emergency medical service personnel (911). Opioid antagonists will be available when the school buildings are open. Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

The Superintendent or designee is authorized to procure such medication on behalf of the District.

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. The school nurse is responsible for storing the medication consistent with the manufacturer's instructions and Board policy JLCD and District procedures JLCD-R.

New Hampshire School Boards Association sample policy JLCE. Suggest replacing current GSD policy EBBC with this sample policy.

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10-2-2023 First Reading

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11-6-2023 Second Reading

EMERGENCY CARE & FIRST AID JLCE/EBBC

Legal References:

RSA 200:40, Emergency Care

RSA 200:40-a, Administration of Oxygen by School Nurse

RSA 200:44-a, Anaphylaxis Training Required

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

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

Ed 306.04(a)(21), Emergency Care For Students And School Personnel

Ed 306.12, School Health Services