



**N H S B A**  
NEW HAMPSHIRE  
SCHOOL BOARDS  
ASSOCIATION  
Incorporated 1946

February 2004

“Only together can  
we really make a  
difference.”

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# focus

on New Hampshire School Boards

Volume I, Number

*This is the premier issue of a new NHSBA publication developed to provide timely information about hot topics that school boards are facing. Our first issue is about policy, and in the next few months, you can expect to see topics such as new board member training, the Right-to-Know law, teacher renewal, board development, collective bargaining, and much, much more! Please direct all questions and comments about focus to Kathy O'Sullivan, [kosullivan@nhsba.org](mailto:kosullivan@nhsba.org) or 1-800-272-0653/228-2061.*

## Policy Pointers

Policy development is the fundamental role of a School Board, and the New Hampshire School Boards Association is at your service to provide you with the most current information you need to fulfill that role.

We know that some School Boards are on top of their policies, and conduct regular policy reviews and updates as a normal course of School Board business. At the other extreme, we know there are many School Boards who find they must always “back burner” the Policy Book in order to focus attention on other pressing needs of the school district.

In order to be effective, school districts need to have policies in place that are current, accessible, and reliable. Your Superintendent and other district employees rely on the policies to guide their day-to-day decisions and do their jobs.

NHSBA provides assistance in all areas of policy development and review. All

school districts receive our periodic *Policy Bulletin* throughout the year, which lists new policies released to member districts and provide other policy news.

School Boards who subscribe to our Policy Subscription Service receive copies of the sample policies that NHSBA develops for school boards, which ensure compliance with the most recent state and federal legislation, or DOE rules. School districts may use these sample policies as the basis for formulating their own policy. Our sample policies contain all of the most current legal and procedural references to state statutes/rules, and federal laws.

If you are a district in need of a policy review or major policy revision, NHSBA provides policy review and customization services suited to your district's needs.

For information about these valuable services, contact Kathy O'Sullivan at 1-800-272-0653 or 228-2061, or send an email to [kosullivan@nhsba.org](mailto:kosullivan@nhsba.org).

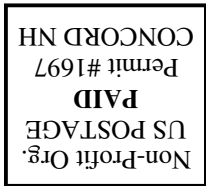
## New Face ...

NHSBA is pleased to announce the addition of Kathy O'Sullivan, our new Coordinator of Communications and Policy Services. Kathy's focus will be on providing school boards with the most up-to-date policy-related information, in addition to handling all informational publications generated here at NHSBA. A former school board member from Brookline, Kathy brings with her a strong writing and marketing background, and policy exper-

## Coming soon ...

Policy subscribers can expect to receive these new sample policies in your next *Policy Bulletin*, scheduled for release in early April:

- HIPAA
- Use of inhalers by pupils and campers with asthma
- Use of epinephrine auto-injectors by pupils and campers with severe allergies



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## Policy “check-up”

Check the following statements that are true for your board:

- Our policies reflect current federal and state laws and the practices of our school district
- Our Policy Book is “user friendly” and is easily accessible to all personnel for effective running of our schools
- All board members are familiar with our Policy Book

Setting and enforcing policy is the key function of school boards. If you failed to check any one item, your school board could benefit from a policy review.

If your policies are outdated or inaccessible by those you count on to run your schools, you could be doing the children of your district a disservice.

Need help? NHSBA has a full array of policy services, from policy advice, to policy review to a full policy customization complete with fresh new Policy Books. To learn more, call NHSBA at 1-800-272-0653 or email [kosullivan@nhsba.org](mailto:kosullivan@nhsba.org).

### *Did you know...*

**Under New Hampshire and Federal law, there are more than 30 policies that school districts are required to have in areas such as:**

Administering medication  
Administration priorities  
Background checks  
Bullying  
Computer Security

First Aid  
Health protection issues  
Homework  
Instructional materials  
Internet Access

Minimum Standards  
Non-discrimination  
School Assignment  
Student Transportation  
Tobacco products

**NHSBA can help you develop these policies to ensure that your school district is in full compliance.**