Monadnock Regional School District & SAU #93
Joint Meeting of the School Board and Budget Committee Agenda
January 20, 2026
MRMHS Library, Swanzey
ZOOM (7:00 PM)

Meeting ID: 841 2331 3370 **Passcode: 699940** **Phone: +1 646 931 3860**

The public is encouraged to attend MRSD Board and Budget Committee meetings.
Comments are welcome during the 'Public Comments' portions of the agenda.

"We collaborate not just to teach, but also to engage and educate every student in our district in an environment that is challenging, caring, and safe, while fostering lifelong learning."

1. CALL THE MEETING TO ORDER 7:00
2. PUBLIC COMMENTS (15 minutes)
3. MATTERS FOR INFORMATION & DISCUSSION
    a. NEASC Update
    b. Program of Studies First Read
    c. Update on Paid/Unpaid Time Off Process
    d. Status of Town Payments
    e. NHRS Audit
    f. MTC Grand Opening Ceremonies
    g. Policies for 1st Read
        i. AB: NH Parental Bill of Rights
        ii. BEDG: Meeting Minutes
        iii. JCA: Change of School Assignment-Best Interests & Manifest Hardship
        iv. JICK: Bullying Prevention - Pupil Safety & Violence Prevention
        v. JLCJA: Emergency Plan for Sports-Related Injuries & Additional Protocols for Athletics Prevention
        vi. GBEBB: Employee-Student Relations
        vii. EBBCA: Use & Location of Automated External Defibrillators
    h. Deliberative Session Planning
    i. Open Enrollment
4. MATTERS THAT REQUIRE BOARD ACTION
    a. * Finalize Warrant Articles
    b. * Warrant Articles in Plain Language
    c. * Cheshire County Sheriff's Department Deputy at MRMHS
    d. * Approve the Consent Agenda (December 16th Minutes, Manifest, Transfers)
5. SETTING NEXT MEETING'S AGENDA
    a. February 3, 2026
        i. Approve Program of Studies
6. PUBLIC COMMENTS (15 minutes)
7. NON-PUBLIC SESSIONS under RSA 91-A:3. II
    a. RSA 91-A:3. II (b) - Hiring & Compensation
    b. Additional non-public sessions, TBD as required
8. ADJOURNMENT

SINGLE DISTRICT SCHOOL ADMINISTRATIVE UNITS

RSA 94-C:3 – Single District School Administrative Units; Exemption. Single district school administrative units shall be considered the same as a single school district and shall be exempt from meeting the requirements of this chapter, except that they shall provide superintendent services pursuant to RSA 194-C:4

NONPUBLIC SESSIONS

RSA 91-A:3– II. Only the following matters shall be considered or acted upon in nonpublic session:

(a) **The dismissal, promotion, or compensation of any public employee** or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

(b) The **hiring** of any person as a public employee.

(c) Matters which, if discussed in public, would likely adversely affect the **reputation** of any person, other than a member of the public body itself, unless such person requests an open meeting.

(d) Consideration of the **acquisition, sale, or lease of real or personal property** which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

(e) **Consideration or negotiation of pending claims or litigation** which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled.

(i) Consideration of matters relating to the **preparation for and the carrying out of emergency functions**, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

(j) **Consideration of confidential, commercial, or financial information** that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

(k) Consideration by a school board of entering into a **student or pupil tuition contrac**t authorized by RSA 194 or RSA 195-A,

(l) **Consideration of legal advice provided by legal counsel**, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

CALENDAR OF UPCOMING MRSD MEETINGS:

1/20/2026	**Community Relations Committee**	**6:00 pm**	**MRMHS Library**
1/20/2026	**MRSD/SAU 93 School Board Meeting**	**7:00 pm**	**MRMHS Library**

Filing for District Offices:

Persons interested in becoming a candidate for the following school district offices may file for these positions starting **Wednesday, January 21st, 2026, until Friday, January 30th, 2026**. Those interested **must file in person** at the SAU #93 Central Office, 600 Old Homestead Highway, Swanzey, NH. Office hours are 8:00 a.m. to 4:00 p.m. except on Friday, January 30th, 2026, the office will be open until 5:00 p.m. Declarations will not be accepted after 5:00 pm on the 30th.

2/3/2026	**Education Committee**	**5:30 pm**	**MRMHS Library**
2/3/2026	**MRSD/SAU 93 School Board Meeting**	**7:00 pm**	**MRMHS Library**

Meetings will be in person for all Board & Committee Members. The public is encouraged & welcome to attend either in person or through Zoom. Public comments are welcome in person during the 'Public Comments' portions of the agenda.

**** Please note: All Committee Meeting dates, times, and locations are posted in the SAU 93 Reception Lobby, on the MRSD website calendar, and in the schools and towns of MRSD. In the event of a snow day, the school board meeting will be rescheduled for the following school day.****

EMPLOYER COMPLIANCE AUDIT REPORT

Name of Employer:	**Monadnock Regional SD (SAU 93)**
Employer ID Number:	**1218**
Address of Employer:	**600 Old Homestead Highway Swanzey NH 03446**
Contact Person:	**Janel Morin Business Administrator**
Telephone Number:	**(603) 352-6955 x 6956**
E-Mail Address:	**jmorin@mrsd.org**
Management Official:	**Jeremy Rathbun Superintendent**
Date Submitted:	**01/08/26**
Name of Auditor:	**DeAnne Fortier**

NHRS Employer Audit & Compliance

The New Hampshire Retirement System (NHRS) is governed by New Hampshire RSA 100-A, rules, policies adopted by the Board of Trustees, and Federal laws including the Internal Revenue Code and the regulations thereunder. These laws, rules, regulations, and policies provide guidance in performing employer audits and are subject to change. While we strive to provide audit reports that are current, correct, and complete, we understand that a change in these legal authorities or the discovery of new information after the audit report has been issued may require us to amend our audit findings.

EMPLOYER COMPLIANCE AUDIT REPORT

Employer's Name:	Monadnock Regional School District (SAU 93)	
Employer's ID Number:	1218	
Participation Date:	Employees: 03/10/65	Teachers: Mandatory
Tax Shelter Date:	Employees: 01/01/86	Teachers: 01/01/86
Total Members:	Employees: 135	Teachers: 163
Date of Audit:	01/08/26	

Contact: Janel Morin, Business Administrator

Materials Reviewed:

1. Employer Information Request
2. Staff listing showing hours, positions and dates of hire
3. Monadnock District Education Assoc CBA 2022-2025
   Monadnock Education Support Staff Agreement 2023-2026
   Specialist of Monadnock District CBA 2024-2027
4. School year 2024/2025 payroll history for sample group audited
5. Medical Subsidy Eligibility Information
6. Other Pertinent Information

Auditor's Conclusions: Based on the materials reviewed, other than audit observations noted in this compliance report, it appears that the Monadnock Regional School District is in compliance with NHRS requirements for enrollment, deduction, remittance procedures and post-retirement medical subsidy payments for the period audited.

Submitted by:

DeAnne Fortier 01/08/26

DeAnne Fortier Date
Employer Compliance Auditor

Approved by:

Tamré McCrea 01/08/26

Tamré McCrea Date
Employer Audit Manager

Policy Motions and Actions from January 13, 2026

AB: New Hampshire Parental Bill of Rights

MOTION: *To adopt policy AB NHSBA sample policy.*

- Required by law
- NHSBA Note: This sample was created in response to the passage of the New Hampshire Parental Bill of Rights (HB10, chaptered as 2025 N.H. Laws Chapter 74 and codified in new RSA 189-B). The full statute has several other policy and practice impact provisions which, unlike the pieces in this sample, do not require printing in student and employee handbooks.

BEDG: Meeting Minutes

MOTION: *To update policy BEDG with NHSBA sample policy and committee edits.*

- Recommended
- NHSBA Note: Minor corrections to the July 2025 revision notes (see red text). July 2025 - ¶B.8-B.9 were added to reflect the passage of HB265 which added to RSA 91-A:2, II the requirement that all minutes include the start and end times for meetings, along with the name of the person who produced the minutes).

JCA: Change of School Assignment – Best Interests and Manifest Hardship

MOTION: *To update policy IKB with NHSBA sample policy.*

- Required by law
- NHSBA Note: Nov. 2025 - revisions include complete restructuring of Section A (best interest determinations), with specific changes (1) to reflect passage of 2025's SB97 (amending RSA 193:3) which now requires approving in district best interest requests subject to a few conditions, (2) addition of a definition (from 193:3, VII) for "approved private school," (3) removal of some references to changing classrooms/assignments within the same school, (4) change to title of policy and (5) correction of reference to Ed 204.01(g) in Section B.4.

JICK: Bullying Prevention - Pupil Safety and Violence Prevention

MOTION: *To update policy JICK NHSBA sample policy with committee edits.*

- Required by law
- NHSBA Note: November 2025 - New content (1) added to reflect 2025 passage of HB108 which amended RSA 193-F to address investigations of alleged bullying involving more than one district, (2) changed the title to emphasize connection to bullying, (3) additional definitions, some from 193-F, some as aids for clarity, and (4) reflecting statutory provisions relating to immunity and liability. In addition, sample JICK was completely reformatted and restructured.
- Formatting needs fixing

JLCJA: Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation

MOTION: *To update policy JILCJA NHSBA sample policy with committee edits.*

- Required by law
- NHSBA Note:Nov. 2025 - Revised to reflect additional requirements for Sports Injury Emergency Action Plan as required by passage of HB763 (amending RSA 200:40-c), (1) modification of the listing of employees trained in first aid and CPR to align with the American Heart Association or other organization, and requirement for related training on AED's, and additional provisions for locating the AEDs (tied to new EBBCA - former KFD/GBGBA/JLCEA).

GBEBB: Employee-Student Relations

MOTION: *To update policy GBEBB NHSBA sample policy with committee edits.*

- Required by law
- NHSBA Note: Nov. 2025, This sample was updated to reflect the enactment of contents of HB231 (codified as RSA 186:11, IX-f), which requires a policy that prohibits staff from transporting students to medical appointments and the like without parental permission, absent an emergency. The classification was changed from "recommended" to "required." The revisions also include a dissemination provision, a definition of covered staff, and additional information relating to reporting of violations.

EBBCA: Use and Location of Automated External Defibrillators

MOTION: *To update policy EBBCA NHSBA sample policy with committee edits and retire GBGBA/JLCEA/KFD.*

- Required by law
- NHSBA Note:November 2025 - Former tri-coded policy GBGBA/JLCEA/KFD was rescinded and replaced/recoded as EBBCA to help minimize the risk that required revisions are made to one or two, but not all three of the identical policies. Additionally, the policy was substantially reorganized and revised to (1) include provisions reflecting 2025's HB763 (amending RSA 200:40-c) which mandate accessibility of AEDs in certain locations, (2) clarify the training provision in the last revision, and (3) remove reference to a Dept. of Safety form that is no longer required to be filed.

Committee work not requiring Board action:

JICJ: Unauthorized Communication Devices

MOTION: *To Refer policy JICJ to admin, we believe it is compliant.*

- Required by law
- Review to match with MRSD created policy
- NHSBA Note: Amendments made to RSA 189:1-a created a “bell-to-bell" cell phone ban in schools. This policy has been replaced in its entirety to reflect the required changes. Additional revisions include relevant sections from JICJ-R(1) and JICM.

Book	A: Foundations and Basic Commitments
Section	Series A
Title	DRAFT - New Hampshire Parental Bill of Rights
Code	AB
Status	Policy Committee Review

DRAFT
New Hampshire Parental Bill of Rights

A. New Hampshire Parental Bill of Rights

I. All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school. These rights include, but are not limited to, the right:

1. To direct the upbringing and the moral or religious training.
2. To direct the education, including the right to choose to enroll the minor child in an assigned resident public school, a public charter school, a non-public school, including a religious school, a home education program, or any other state-based education program, as authorized by law, as an alternative to public education, as set forth in RSA 193:1 and RSA 194-F:1, et seq.
3. To request that a minor child be enrolled in a public school other than the public school assigned to them by their residence to avoid a manifest educational hardship, as set forth in RSA 193:3.
4. To enroll his or her minor child in gifted or special education programs if the child qualifies for such programs.
5. To inquire of the school or school personnel and promptly receive accurate, truthful, and complete disclosure regarding any and all matters related to their minor child, unless an immediate answer cannot be provided when the initial request is made, in which case, the answer shall be provided no later than 10 business days after the request.
6. To be informed of the school's policy regarding discipline policies and procedures, as set forth in RSA 193:13.
7. To obtain access for a minor child to public curricular courses and co-curricular programs offered by the local school district where the student resides while choosing to enroll their child in a non-public, public chartered, home education, or any other state-based education program, as set forth in RSA 193:1-c and RSA 194-F:2, II(d).
8. To inspect any instructional material used as part of the educational curriculum within a reasonable period following a request, as set forth in 20 U.S.C. section 1232h(c)(1)(C).
9. To opt out of health or sex education and any other objectionable material, as set forth in RSA 186:11, IX-b and IX-c.
10. To be advised of and have the right to opt the minor child out of any nonacademic survey or questionnaire.
11. To opt out of any district-level data collection relating to his or her minor child not required by federal or state law.
12. To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.
13. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).
14. To receive a school report card and be informed of his or her minor child's attendance requirements and compliance with such requirements.
15. To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R. 99.5.
16. To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.
17. To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126-U:7.
18. To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.

19. To exempt their minor child from immunizations if, in the opinion of a physician, the immunization is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141-C:20-c.

II. Federal law provides for additional parent and family involvement for schools that are receiving Title I, Part A; Title I, Part C (migrant); Title III, Part A (EL) funds, including:

1. The right to receive information, including student reports, in an understandable and uniform format and to the extent practicable, in a language that parents can understand, as set forth in 20 U.S.C. sections 1112(e)(4); 1114(b)(4); 1116(e)(5); and 1116(f).
2. Upon request of the parent, the right to receive information regarding state qualifications of the student's classroom teachers and paraprofessionals providing services to their minor child, as set forth in 20 U.S.C. section 1112(e)(1)(A)(i-ii).
3. The right to receive an annual local educational agency report card that includes information on such agency as a whole and each school served by the agency, as set forth in 20 U.S.C. section 1111(h)(2)(A-B)(i-iii).

B. Dissemination

Pursuant to RSA 189-B:5, II, the Board directs that the Superintendent cause a complete copy of Section A (the Parental Bill of Rights) of this policy to be published:

1. Each year in the School District's annual report each year;
2. Permanently on the District's website; and
3. Each year in every student and employee handbook.

***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 reci Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

NH Statutes	Description
RSA 126-U	Limiting the Use of Child Restraint Practices
RSA 141-C:20-a	Immunization
RSA 141-C:20-c	Exemptions
RSA 186:11, IX-b	Health and Sex Education
RSA 186:11, IX-c	Objectionable Course Material
RSA 186:11, IX-d	Duties of State Board of Education
RSA 186:11, IX-e	Notice to Parents/Guardian Required
RSA 189-B:2 PENDING LINK	Parental Bill of Rights: Definitions
RSA 189-B:4 PENDING LINK	Parental Rights
RSA 189:66	Data Inventory and Policies Publication
RSA 189:67	Limits on Disclosure of Information
RSA 189:68	Student Privacy
RSA 193:1	Duty of Parent; Compulsory Attendance by Pupil
RSA 193:13	Suspension and Expulsion of Pupils
RSA 193:3	Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance

Federal Regulations	Description
34 CFR. Part 99	Family Educational Rights and Privacy Act Regulations

Federal Statutes	Description
20 U.S.C. § 1232h	Protection of Pupil Rights Amendment (PPRA)

Cross References

Code	Description
ECAF	Audio and Video Surveillance on School Buses
EEAA	Video and Audio Surveillance on School Property
IGE	Parental Objections to Specific Course Material
IHAM	Health Education and Exemption From Instruction
IHAM-R(1)	Health Education and Exemption From Instruction - Health and Sex Education Exemption/Objectionable Course Material:
IHBB	Programs for Gifted and Talented Students
IK	Earning of High School Credit - Achievement of Competencies
ILD	Non-Educational/Non-Academic Questionnaires, Surveys & Research
ILD-R(1)	Non-Educational/Non-Academic Questionnaires, Surveys & Research - Protection of Pupil Rights Amendment - Supporti
JCA	Change of School Assignment - Best Interests and Manifest Hardship

Code	Description
JIC	Student Conduct
JICD	Student Discipline and Due Process
JICD-R(1)	Student Discipline and Due Process - Memorandum of Understanding
JJJ	Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils
JJJ-R(1)	Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils - Administrative Regulations
JKAA	Use of Restraints and Seclusion
JLCB	Immunizations of Students
JRA	Student Records and Access (FERPA)
JRA-R(1)	Student Records and Access (FERPA)

Last Modified by Lillian Sutton on January 14, 2026

Book	B: School Board Governance and Operations
Section	Series B
Title	Minutes
Code	BEDG
Status	Active
Adopted	May 3, 1993
Last Revised	December 5, 2023

MINUTES

A. Minutes Required.

Under RSA 91-A, the school board, and each of the school board's committees (irrespective of whether standing or ad hoc and irrespective of whether deemed a sub-committee or an advisory committee) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will appoint a “minute taker” to prepare the minutes of each meeting. Should the person so appointed be absent from all or part of a meeting (e.g., non-public session), the Chair, subject to being overruled by the Board, shall appoint a person to take the minutes.

In addition to “minutes” as described below, a more comprehensive “record” and/or “decision” may be required in the event of a “hearing” regarding individual rights/claims (e.g., teacher non-renewal, student expulsion, manifest educational hardship, etc.). In such instances, the Board and or Superintendent should consult with counsel to assure that any statutory or regulatory requirements are satisfied.

B. Required Content of Minutes.

At a minimum, all minutes, including minutes of non-public sessions, must include:

1. the names of members participating;
2. persons appearing before or addressing the School Board (members of the public who do not address the board, and are there as attendees only, do not need to be identified);
3. a brief description of each subject matter discussed
4. identification of each member who made a first or second of any motion;
5. a record of all final decisions;
6. when a recorded or roll call vote on a motion is required by law or called for by the Chair (or another presiding officer), a record of how each board member voted on the motion; and
7. in the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of whether the objection/discussion occurred in public or non-public

session - the public minutes shall also reflect (i) the objecting member's name, (ii) a statement that the member objected, and (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the objection and discussion." (See RSA 91-A:2, II-a.).

See Section D below for additional content requirements for minutes of any meeting at which the Board enters a non-public session.

C. Approval and Access to Minutes.

Approval and availability of minutes will depend in part on whether the minutes are of a public or non-public session, and as to non-public minutes, whether they are sealed or not. “Approved minutes” refers to the final version of minutes approved by the vote of the Board. “Draft minutes” refers to minutes that have not been formally approved by the Board. “Sealed minutes” refers to minutes from a non-public session and which the Board has determined should not be disclosed pursuant to RSA 91-A:3, III and as discussed in Section D, and paragraph C__, below.

1. Location and Retention of Minutes. In accordance with Board policy EH, and N.H. Dept. of Education rule Ed 302.02 (j), all minutes will be kept at the office of the Superintendent. Minutes for non-public sessions that have not been sealed shall be kept in the same location and indexed in the same manner as for public minutes.

2. Access to Approved & Unsealed Minutes. Approved and unsealed minutes shall be available for inspection by the public during the normal business hours of the SAU office, and in accordance with RSA 91-A:2 through 91-A:4 (subject to the exemptions stated in RSA 91-A:5), and Board policy EH. Requests for access to minutes shall be processed in accordance with District administrative procedures EH-R. Additionally, all approved and unsealed minutes shall be posted in a consistent and reasonably accessible location on the District's website, or the website shall contain a notice describing where the minutes may be reviewed and copies requested.

3. Access to Draft Minutes and Minute Preparation Materials. “Draft” or “unapproved” minutes that have not been sealed will be available for inspection upon request at the SAU office during normal business hours. Drafts for public sessions must be available 3 within 5 business days of the meeting, while drafts of non-public session minutes that have not been sealed by the Board must be available within 72 hours (3 calendar days) of the meeting. Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized and shall likewise be available for inspection during that period.

4. Approval of All Minutes Other Than Sealed. Draft public minutes and non-public minutes that were not sealed will be sent to the members of the Board before the meeting at which they are to be approved. Changes made by the Board to draft minutes shall be recorded either by (i) retaining the draft with the final approved minutes, (ii)including notations (e.g., “redline” edits) in the final approved minutes, or (iii) outlined in the minutes of the meeting at which the Board approved.

5. Approval of Sealed Non-Public Minutes of Non-Public Sessions. Unless previously sealed by the Board, draft minutes for all non-public sessions will be made available for public inspection within seventy-two (72) hours after the non-public session.

Drafts of non-public minutes will be provided to the Board, either (i) at the conclusion of the non-public session and may be approved at the time, prior to any vote to seal, or (ii) if sealed, provided to Board at the meeting, if any, at which they are to be approved. If copies of draft sealed minutes are provided to Board members for the purpose of review and/or approval, the copies shall be recovered by the Chair or recording clerk and destroyed. Only the official record copy may be retained, with a list maintained for sealed non-public minutes as described in Section D__, below.

D. Special Provisions for Minutes Relating to Non-Public Sessions.

For any public meeting that includes a non-public session (see Board policy BEC for statutorily required procedures relative to entering and exiting non-public sessions), additional information beyond that discussed in paragraphs B.1- 7, is required both for the public meeting minutes and for minutes specific to the non-public session, irrespective of whether the non-public minutes are "sealed" (see discussion in Section __, below).

1. Information Regarding Non-Public Session Included in Public Minutes. The public minutes of the meeting at which the non-public session occurs must include the statutory reason given in the motion as the foundation for each non-public session, as well as a roll call record of how each Board member voted on the motion to enter. Public minutes must also reflect any motion to seal (described in paragraph C.2., above), along with the statutory reason permitting the sealing (see, below), and record how each member voted on the motion to seal.

2. Sealing Non-Public Minutes. As used in this policy, "sealed" minutes in reference to minutes of non-public sessions, means that the Board determined by 2/3 majority vote in public session that "divulgence of the information" (i.e., information in the minutes of the non-public session):

i. Would affect adversely the reputation of a person other than a Board member;
ii. Would render ineffective the action/proposed action taken in non-public session; or
iii. Pertains matters relating to the preparation for and carrying out of all emergency functions intended to thwart a deliberate act intended to result in widespread or severe damage to property or widespread injury or loss of life (i.e., terrorism).

a. A motion to seal, if any, should be the first item of public business after the Board exits the non-public session, and must state one of the three grounds above allowing sealing.

b. If the minutes are not prepared/approved during the non-public sessions itself, the Board should discuss the content of the minutes prior to exiting so that any vote to seal will be an informed vote.

c. When making or voting upon a motion to seal, the movant/Board should consider and state the duration that minutes be sealed based upon the grounds supporting the sealing. This can be done either by stating a date they sealed until, or a date by which the Board might review the minutes status. For instance, minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the Board might be remain sealed permanently, while minutes sealed because disclosure would "render the action ineffective" should be sealed only for as long as that reason exists or is anticipated to exist. Pursuant to RSA 91-A:3, III, non-public minutes relating to the discussion about lease, purchase, or sale of property (91-A:3, II(d)) must be made available "as soon as practicable after the transaction has closed or the Board has decided not to proceed with the transaction."

3. Minutes of the Non-Public Session Itself. In addition to the information included in all minutes as described in paragraphs B.1-7, above, minutes of the non-public session must include "all actions" and decisions (i.e., votes, including negative votes) taken by the Board, with a record of how each member voted. If the Board does not "seal" the minutes of the non-public session, then such information must be disclosed to the public within 72 hours of
the close of the meeting.

4. Sealed Minutes List. In order to comply with RSA 91-A:3, III, the Superintendent is directed to maintain a list of all sealed minutes for non-public sessions occurring after July 1, 2021. The list (referred to as the "Sealed Minutes List") shall include:

[NOTE: items marked with an * are specifi cally required under RSA 91-A:3, III. The remaining items on the list are recommended to help assure compliance.]

a. the name of the public body (e.g., School Board, Policy Committee, etc.);*
b. the date, * time* and location of the public meeting (from meeting notice);
c. the start and end times* of the non-public session;
d. the specific grounds upon which the non-public session occurred (e.g., RSA 91-A:3, II (b) and (c), etc.);*
e. the specific grounds upon which the minutes were sealed (e.g., "disclosure would render the action ineffective" or "disclosure would likely adversely affect the reputation of a non-board member," etc.);
f. the date the vote to seal the minutes occurred;*
g. the date, if any stated in the original motion or subsequently, on which the sealed minutes will be unsealed; the motion to seal should, when possible, state the date the minutes should be unsealed or at least reviewed by the Board or other public body; and
h. the date, if any, of a subsequent decision to unseal the minutes.* The Sealed Minutes List shall be updated each time the public body seals non-public minutes, and the updated List shall be made as soon as practicable for public disclosure.

The Sealed Minutes List shall be updated each time the public body seals non public minutes, and the updated List shall be made as soon as practicable for public disclosure.

5. Reviewing Sealed Minutes.

Pursuant to RSA 91-A:3, IV, starting on October 3, 2023, sealed minutes must either be reviewed within each ten year period or unsealed no later than the expiration of ten years following the date they were sealed or last reviewed. Minutes sealed prior to October 3, 2023 must be reviewed and/or unsealed by October 3, 2033.

The Board will review previously sealed non-public minutes within ten years of the date the minutes were first sealed, or within ten years of the last time those minutes were last reviewed by the Board. The minutes shall be unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. Minutes which are not reviewed after 10 years will be automatically unsealed. Although discussion of whether to unseal such minutes should occur in non-public session pursuant to RSA 91-A:3, II (m), any vote to unseal must occur in public session. NOTE: In years past, 91-A did not require a public motion to seal. Accordingly, a review of non-public minutes --or even public minutes-- may not include sufficient information to determine what the original circumstances were that justified sealing the minutes. In such event, and assuming the minutes themselves do not include information upon which the then-current board could determine that the minutes should not be disclosed, then the minutes in question should be disclosed.

Legal References:

Legal References:
RSA 91-A:2, Meetings Open to Public
RSA 91-A:3, Nonpublic Sessions
RSA 91-A:4, Minutes and Records available for Public Inspection
RSA 189:29-a, Records Retention and Disposition
N.H. Dept. of Education regulation Ed 302.02 (j), Substantive Duties of Superintendents

Revised: 12/5/2023, 2/15/2022, 4/7/2020, 8/14/2019, 6/26/2018

Last Modified by Lillian Sutton on December 14, 2023

Book	B: School Board Governance and Operations
Section	Series B
Title	DRAFT - Minutes
Code	BEDG
Status	Policy Committee Review
Adopted	May 3, 1993
Last Revised	December 5, 2023

DRAFT
MINUTES

A. **Minutes Required.**

Under RSA 91-A, the school board, and each of the school board's committees (irrespective of whether standing or ad hoc, and irrespective of whether deemed a sub-committee or an advisory committee) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will appoint a “minute taker” to prepare the minutes of each meeting. Should the person so appointed be absent from all or part of a meeting (e.g., non-public session), the Chair, subject to being overruled by the Board, shall appoint a person to take the minutes.

In addition to “minutes” as described below, a more comprehensive “record” and/or “decision” may be required in the event of a “hearing” regarding individual rights/claims (e.g., teacher non-renewal, student expulsion, manifest educational hardship, etc.). In such instances, the Board and or Superintendent should consult with counsel to assure that any statutory or regulatory requirements are satisfied.

B. **Required Content of Minutes.**

At a minimum, all minutes, including minutes of non-public sessions, must include:

1. the names of members participating;
2. persons appearing before or addressing the School Board (members of the public who do not address the board, and are there as attendees only, do not need to be identified);
3. a brief description of each subject matter discussed; ~~2 [delete fn.]~~
4. identification of each member who made a first or second of any motion;
5. a record of all final decisions;
6. when a recorded or roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion;
7. in the event that a board member objects to the subject matter discussed by the board, if the board continues the discussion above the member's objection, and upon the request of the objecting member, then - and irrespective of whether the objection/discussion occurred in public or non-public session - the public minutes shall also reflect (i) the
objecting member's name, (ii) a statement that the member objected, and (iii) a "reference to the provision of RSA 91-A:3, II that was the basis for the objection and discussion." (See RSA 91-A:2, II-a.);
8. the name of the person who produced or prepared the minutes (i.e., minute taker/recording clerk); and
9. the start and end times of the meeting.

NOTE: *See Section D below for additional content requirements for minutes of any meeting at which the Board enters a non-public session.*

C. **Approval and Access to Minutes.**

Approval and availability of minutes will depend in part on whether the minutes are of a public or non-public session, and as to non-public minutes, whether they

are sealed or not. "Approved minutes" refers to the final version of minutes approved by vote of the Board. "Draft minutes" refers to minutes that have not been formally approved by the Board. "Sealed minutes" refers to minutes from a non-public session and which the Board has determined should not be disclosed pursuant to RSA 91-A:3, III and as discussed in Section D, and paragraph C5, below.

1. Location and Retention of Minutes. In accordance with Board policy {**} EH, and N.H. Dept. of Education rule Ed 302.02 (j), all minutes will be kept at the office of the Superintendent. Minutes for non-public sessions that have not been sealed shall be kept in the same location and indexed in the same manner as for public minutes.

2. Access to Approved & Unsealed Minutes. Approved and unsealed minutes shall be available for inspection by the public during the normal business hours of the SAU office, and in accordance with RSA 91-A:2 through 91-A:4 (subject to the exemptions stated in RSA 91-A:5), and Board policy {**}EH. Requests for access to minutes shall be processed in accordance with District administrative procedures {**} EH-R.

   Additionally, all approved and unsealed minutes shall be posted in a consistent and reasonably accessible location on the District's web site, or the web site shall contain a notice describing where the minutes may be reviewed and copies requested.

3. Access to Draft Minutes and Minute Preparation Materials. "Draft" or "unapproved" minutes that have not been sealed will be available for inspection upon request at the SAU office during normal business hours. ~~3[delete fn.]~~ Drafts for public sessions must be available within 5 business days of the meeting, while drafts of non-public session minutes that have not been sealed by the Board must be available within 72 hours (3 calendar days) of the meeting.

   Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized and shall likewise be available for inspection during that period.

4. Approval of All Minutes Other Than Sealed. Draft public minutes and non-public minutes that were not sealed will be circulated to the members of the Board before the meeting at which they are to be approved. Board members may send suggested changes back to the minute recorder **without copying the other members.** Changes made by the Board to draft minutes shall be recorded either by (i) retaining the draft with the final approved minutes , (ii)including notations (e.g., "redline" edits) in the final approved minutes, or (iii) outlined/described in the minutes of the meeting at which the Board approved.

5. Approval of Sealed Non-Public Minutes of Non-Public Sessions. Unless previously sealed by the Board, draft minutes for all non-public sessions will be made available
   for public inspection within seventy-two (72) hours after the non-public session.

   Drafts of non-public minutes will be provided to the Board, either (i) at the conclusion of the non-public session and may be approved at the time, prior to any vote to seal, or (ii) if sealed, provided to Board at the meeting, if any, at which they are to be approved. If copies of draft, sealed minutes are provided to Board members for the purpose of review and/or approval, the copies shall be recovered by the Chair or recording clerk and destroyed. Only the official record copy may be retained, with a list maintained for sealed non-public minutes as described in Section D, below.

D. **Special Provisions for Minutes Relating to Non-Public Sessions.**

For any public meeting that includes a non-public session (see Board policy {**} BEC for statutorily required procedures relative to entering and exiting non-public sessions), additional information beyond that discussed in paragraphs B.1- 7, is required both for the public meeting minutes, and for minutes specific to the non-public session, irrespective of whether the non-public minutes are "sealed" (see discussion in Paragraph D.2, below).

1. Information Regarding Non-Public Session Included in Public Minutes. The public minutes of the meeting at which the non-public session occurs must include the statutory reason given in the motion as the foundation for each non-public session, as well as a roll call record of how each Board member voted on the motion to enter. Public minutes must also reflect any motion to seal (described in paragraph C.2., above), along with the statutory reason permitting the sealing (see D.2, below), and record how each member voted on the motion to seal.

2. Sealing Non-Public Minutes.

   a. As used in this policy, "sealed" minutes in reference to minutes of non-public sessions, means that the Board determined by 2/3 majority vote in public session that "divulgence of the information" (i.e., information in the minutes of the non-public session):

      i. Would affect adversely the reputation of a person other than a Board member;

      ii. Would render ineffective the action/proposed action taken in non-public session; or

      iii. Pertains matters relating the preparation for and carrying out of all emergency functions intended to thwart a deliberate act intended to result in widespread or severe damage to property or widespread injury or loss of life (i.e., terrorism).

   b. A motion to seal, if any, should be the first item of public business after the Board exits the non-public session, and must state one of the three grounds above allowing sealing.

   c. If the minutes are not prepared/approved during the non-public sessions itself, the Board should discuss the content of the minutes prior to exiting so that any vote to seal will be an informed vote.

d. When making or voting upon a motion to seal, the movant/Board should consider and state the duration that minutes be sealed based upon the grounds supporting the sealing. This can be done either by stating a date they sealed until, or a date by which the Board might review the minutes' status. For instance, minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the Board might be remain sealed permanently, while minutes sealed because disclosure would "render the action ineffective" should be sealed only for as long as that reason exists or is anticipated to exist. Pursuant to RSA 91-A:3, III, non-public minutes relating to discussion about lease, purchase or sale of property (91-A:3, II(d)) must be made available "as soon as practicable after the transaction has closed or the Board has decided not to proceed with the transaction."

3. Minutes of the Non-Public Session Itself. In addition to the information included in all minutes as described in paragraphs B.1-7, above, minutes of the non-public session must include "all actions" and decisions (i.e., votes, including negative votes) taken by the Board, with a record of how each member voted. If the Board does not "seal" the minutes of the non-public session, then such information must be disclosed to the public within 72 hours of the close of the meeting.

4. Sealed Minutes List. In order to comply with RSA 91-A:3, III, the Superintendent is directed to maintain a list of all sealed minutes for non-public sessions occurring after July 1, 2021. The list (referred to as the "Sealed Minutes List") shall include:

~~*[NOTE: items marked with an * are specifically required under RSA 91-A:3, III. The remaining items on the list are recommended to help assure compliance.]*~~

a. the name of the public body (e.g., School Board, Policy Committee, etc.); *
b. the date, * time * and location of the public meeting (from meeting notice);

c. the start and end times * of the non-public session;

d. the specific grounds upon which the non-public session occurred (e.g., RSA 91-A:3, II (b) and (c), etc.); *

e. the specific grounds upon which the minutes were sealed (e.g., "disclosure would render the action ineffective" or "disclosure would likely adversely affect the reputation of a non-board member," etc.);

f. the date the vote to seal the minutes occurred; *

g. the date, if any stated in the original motion or subsequently, on which the sealed minutes will be unsealed; the motion to seal should, ~~* [delete fn.]~~ when possible, state the date the minutes should be unsealed or at least reviewed by the Board or other public body; and

h. the date, if any, of a subsequent decision to unseal the minutes. *

The Sealed Minutes List shall be updated each time the public body seals non-public minutes, and the updated List shall be made as soon as practicable for public disclosure.

5. Reviewing and Unsealing Previously Sealed Minutes. Pursuant to RSA 91-A:3, IV, starting on October 3, 2023, sealed minutes must either be reviewed within each ten year period or unsealed no later than the expiration of ten years following the date they were sealed or last reviewed. **Minutes sealed prior to October 3, 2023 must be reviewed and/or unsealed by October 3, 2033.**

~~**TWO OPTIONS - RSA 91-A:3, IV provides two options for boards to consider, one with adopted procedures (91-A:3, IV(a)), and one without (91-A:3, IV(b). Procedures (i.e., Option 1) are necessary if the Board wishes to delegate initial review. Such procedures would also help ensure that the statute is followed not only for minutes currently sealed, but for going forward as well. Option 1 below establishes sample procedures. The procedures can be modified as deemed appropriate by the Board. Option 2 below simply and generally restates the new statute's requirements/directives..**~~

~~**OPTION 1 - procedures.**~~
The Board establishes the following procedures pursuant to RSA 91-A:3, IV(a) for reviewing sealed minutes: ~~**5[delete fn.]**~~

a. Record of Minutes Sealed Prior to October 3, 2023. The Board directs the Superintendent for her/his designee to compile a log of non-public minutes that have been sealed prior to October 3, 2023 ("Record of Minutes Sealed Before 10/3/2023" or "Record") using information from the exterior of the envelopes or other available external notations for the sealed minutes. The preparation of the Record will include minutes that are also included on the Sealed Minutes List kept according to paragraph D, above.

The preparation of the Record shall not include reviewing the sealed minutes themselves. The Record should include as much of the same information for all previously sealed minutes as is required on the Sealed Minutes List (see paragraph D.4, above). The Record of Minutes Sealed Before 10/3/2023 shall be completed no later than May 1, 2024~~_____]~~.

Upon completion of the log of previously sealed minutes, the Board will establish a schedule for completing a review of all of the previously sealed minutes no later than June 1, 2033.

b. Initial Review of Previously and Newly Sealed Minutes. ~~[The Board will [OR] The Policy {or other _____} Committee will [OR] the Superintendent will [OR]~~ The Chair will designate ~~one~~ __ board member[s] at the first regular board meeting following the organizational meeting to ~~(the "Reviewing Designee")~~ review all sealed non-public minutes according to the schedule established in the Record of Minutes Sealed Before 10/3/23, and for those minutes that are sealed after 10/3/23 according to the review date appearing on the Sealed Minutes List maintained according to paragraph D.

If the Reviewing Designee is a committee of more than one, then the initial review of sealed minutes shall be conducted in non-public session pursuant to
RSA 91-A:3, II (m), but only in a duly notice meeting in full compliance with RSA 91-A:2.

In the initial review, the Reviewing Designee will inspect the sealed minutes to determine whether, in the Reviewing Designee's opinion, the reasons (see D.2.A.i-iii, above) that justified keeping the minutes from the public (i.e. sealing) under 91-A:3, III still apply.

NOTE: *In years past, 91-A did not require a public motion to seal. Accordingly, a review of non-public minutes --or even public minutes-- may not include sufficient information to determine what the original circumstances were that justified sealing the minutes.*

If the Reviewing Designee is of the opinion that the reasons initially justifying the sealing of the minutes no longer apply, or if the minutes themselves do not include information upon which the then current board could determine that the minutes should not be disclosed, then the Reviewing Delegee will recommend to the Board that the Board unseal those minutes.

If, however, the Reviewing Designee determines that the reasons justifying non-disclosure continue to apply, the Reviewing Designee shall assign a new date - within 9 years and 10 months thereafter - for the sealed minutes to be reviewed next. The Reviewing Designee will assure that the Sealed Minutes List maintained pursuant to paragraph D.4 is updated to reflect the new date, and any additional data pertaining to the sealed minutes required by the list which was not previously discernible from external sources.

Board Determination Whether to Disclose Previously Sealed Minutes.

Upon receipt of recommendations from the Reviewing Designee that previously sealed minutes should be disclosed, the Board will review such minutes in non-public session under RSA 91-A:3, II(m) to determine whether the circumstances that justified keeping meeting minutes from the public under RSA 91-A:3, III no longer apply.

While the Board's review and discussion regarding previously sealed minutes may occur in non-public session, pursuant to RSA 91-A:3, II(m) any vote by the Board whether to disclose minutes shall take place in public session.

If the Board votes to disclose/unseal, the minutes shall be available for release to the public within 72 hours.

~~**OPTION 2 - No specific procedures**~~

~~The Board will review previously sealed non-public minutes within ten years of the date the minutes were first sealed, or within ten years of the last time those minutes were last reviewed by the Board. The minutes shall be unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. Minutes which are not reviewed after 10 years will be automatically unsealed. Although discussion of whether to unseal such minutes should occur in non-public session pursuant to RSA 91-A:3, II (m), any vote to unseal must occur in public session.~~

~~NOTE: In years past, 91-A did not require a public motion to seal. Accordingly, a review of non-public minutes --or even public minutes-- may not include sufficient information to determine what the original circumstances were that justified sealing the minutes. In such event, and assuming the minutes themselves do not include information upon which the then current board could determine that the minutes should not be disclosed, then the minutes in question should be disclosed.~~

Legal References Disclaimer: Legal references below 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.

~~[1]~~
~~[Delete fn.]Many districts refer to the minute taker as the "Clerk". NHSBA believes that title might cause confusion relative to the distinction between the "District Clerk", and the minute taker. If using "clerk" to reference the minute taker, we suggest using the title "Recording Clerk".~~
~~[2]~~
~~[Delete fn.]This is the only requirement relative to the subject matter discussed. Minutes are not a transcript, but a record of the board's "doings" and actions. A board may require or include more extensive "descriptions", e.g., summaries of debate, etc., but that is not required.~~

~~[3][Delete fn.] RSA 91-A:2, II-b requires each district to either post "approved" minutes on the district's website, or a notice as to where approved minutes may be inspected and copied. The statute does not discuss "draft" minutes, other than to require that minutes of every meeting be available for inspection and copying within 5 business days of the meeting (or 72 hours for minutes of non-public sessions).~~

~~[4][Delete fn.] The 2021 amendment to RSA 91-A:3, III (see 2021 HB108), states that minutes relative to non-public sessions under 91-A:3, II(d) "must be made available to the public as soon as practicable after the transaction has closed or the public body has decided not to proceed with the transaction." Thus, while the bill does not state that the original motion must include such a date, it would be helpful to assure future compliance with the new provision.~~

~~[5][Delete fn.] The 2023 amendment allows a Board to establish procedures for review of sealed minutes. These procedures may include delegation of the initial review of minutes. Historically, some boards sealed virtually all of their non-public minutes, such that in order to maintain Board efficiency, the volume might lend itself to the delegation approach. The delegate could be one or more members of the board (less than a quorum), a specially designated standing committee of the board, or even an administrator. Of course, the Board could simply retain the initial review authority to itself. If delegated, the delegated reviewer would not have the authority to disclose sealed minutes, but would instead recommend to the Board that upon inspection the reviewer believes that the circumstances that justified earlier nondisclosure under 91-A:3, III no longer apply.~~
~~[6][Delete fn.] The statute does not require review of sealed minutes. If no concerns exist about unsealing minutes, then the ten years can be allowed to run and the minutes~~

~~will be automatically unscaled.~~

***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 reci Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

NH Statutes	Description
RSA 189:29-a	Records Retention and Disposition
RSA 91-A:2	Meetings Open to Public
RSA 91-A:3	Non-Public Sessions
RSA 91-A:4	Minutes and Records Available for Public Inspection

NH Dept of Ed Regulation	Description
N.H. Code Admin. Rules Ed 302.02 (j)	Substantive Duties of Superintendents

Cross References

Code	Description
BEC	Non-Public Sessions
EH	Public Access to School District Records
EH-R(1)	Public Access to School District Records - Procedures for Public Access to District Records "Right to Know Requests"
EH-F(1)	Public Access to School District Records - Request for Waiver of Electronic Communication Record Charge
EH-F(2)	Public Access to School District Records - Affidavit of Indigency for Waiver of Electronic Communication Charge

Last Modified by Lillian Sutton on January 14, 2026

Book	J: Students
Section	Series J
Title	Change of Class or School Assignment Best Interest and Manifest Hardship
Code	JCA
Status	Active
Adopted	August 4, 2012
Last Revised	December 7, 2021

CHANGE OF CLASS OR SCHOOL ASSIGNMENT BEST INTEREST AND MANIFEST HARDSHIP

The Superintendent is charged with assigning students of the District to schools and classes consistent with board policies and procedures. New Hampshire RSA 193:3 recognizes that there are limited instances when the class or school to which a student might be assigned under a district's ordinary assignment policies and procedures, might not be in that student's best interests, or other factors might exist under which create manifest educational hardship upon the student such that a change (referred to in this policy as "reassignment") in the student's class or school assignment is warranted. The Board has adopted this policy consistent with RSA193:3 and to provide procedures for parents/guardians to follow when they believe a reassignment is appropriate.

A. Best Interest Re-Assignment - Determination by Superintendent.

Consistent with RSA 193:3, I, and subject to the provisions below, the Superintendent is authorized to reassign a student residing in the District to another class within the school, [{if applicable} to another public school within the District], to another public school or public academy in another district, or approved private school.

Authorization granted to the Superintendent to make reassignments under this policy applies only after the application is made by the parent/guardian of the student or with the parent/guardian's consent, and upon a finding by the Superintendent that reassignment is in the student's best interests, after taking into consideration the student's academic, physical, personal, or social needs.

This policy, however, does not limit the Superintendent's discretion to make other in-District assignments consistent with applicable Board policies and administrative rules.

1. Procedure:

a. In order to initiate consideration of a reassignment based upon the child's best interests, the parent/guardian shall submit to the Superintendent a written request stating why and/or how the child's best interests warrant reassignment. In order to facilitate a determination, such application may also include any additional information described in 4 below. The written request should be mailed or delivered to the SAU office or emailed to the Superintendent at the email address provided on the district's website.

b. Upon such request, the Superintendent shall schedule a meeting (the "reassignment meeting") with the parent/guardian, to be held within 10 days of receiving the request.

c. Prior to or at the reassignment meeting, the parent/guardian shall make a specific request that the student be re-assigned to another class/grade within the same school, [[{if applicable}to another public school, public academy, or approved private school within the district]or to a public school, public academy, or approved private school in another district.

d. At the reassignment meeting, the parent/guardian may present documents, witnesses, or other relevant evidence supporting the parent's belief that reassignment is in the best interest of the student.

e. The Superintendent may present such information as he or she deems appropriate.

f. In determining whether reassignment is in the student's best interest the Superintendent shall consider the student's academic, physical, personal, or social needs.

2. Finding Reassignment Is or Is Not in Best Interest.

a. Within five school days of the reassignment meeting, the Superintendent shall deliver to the parent/guardian a written determination as to whether or not reassignment is in the child's best interest. Delivery of the written determination should be done in a manner to produce evidence of the delivery(e.g., courier, email, fax).

b. If the Superintendent finds it is in the best of the interest of the student to change the student's school assignment, the Superintendent shall initiate:

i. A change of assignment within the student's current assigned school;
ii. The student's transfer to another public school, public academy, or approved private school within the district of residence; or
iii. The student's transfer to a public school, public academy, or approved private school in another district.

c. If the Superintendent does not find that it is in the best interest of the student to change the students school or assignment, the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship as provided in Section B of this policy.

3. Tuition Determination. If a student is to be reassigned to another school district or approved school as a result of a best interest determination, the Superintendent shall work with the Superintendent or administrator of the receiving school district/approved school to establish a tuition rate for such student. Pursuant to RSA 193:3, I(g), if the Superintendent has made a finding that it is in the best interest of the student to be reassigned, then the School Board shall approve the tuition payment consistent with the Board'sordinary manifest approval procedures.

If the student is reassigned to an approved private school as a result of a best interest determination, that school may charge tuition to the parent/guardian or may enter into an agreement for payment of tuition with the school district in which the student resides. The Superintendent shall consult with counsel regarding tuition obligations in such an instance.

The Superintendent shall assure that the reassignment approval is placed on the agenda for the next regularly scheduled Board meeting.

4. Transportation: Transportation for a student reassigned to a school in another district under this Section A(best interest) shall be the responsibility of the parent/guardian.

5. Tuition for Students Reassigned by Other Districts Pursuant to RSA 193:3, I. It is the general policy of the Board that the tuition amount to be charged to another district for any student reassigned by that district to a school within this District under the best interest standard of 193:3, I, shall be the lesser of the tuition charged for non-residential students under Board policy Feb
or as computed under the formula set out in RSA 193:4. The Superintendent, however, is authorized to reduce the tuition amount below those thresholds or for other good cause shown (e.g., reciprocal assignments between the two districts).

6. Other In-District Assignments. Nothing in this policy is intended to limit authority otherwise extended to the Superintendent to make assignments or reassignments according to the policies, regulations, and ordinary practices of the District.

B. Manifest Educational Hardship - Determination by School Board and Appeal to State Board.

If, after following the procedure outlined in Section A of this policy, the Superintendent did not find that it was in the best interest of the student to reassign the student as requested by the student's parent/guardian, then the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship.

1."Manifest Educational Hardship" Defined. As provided in RSA 193:3, II (a), "manifest educational hardship" means that a student has a documented hardship in his or her current educational placement; and that such hardship has a detrimental or negative impact on the student's academic achievement or growth, physical safety, or social and emotional well-being. Such hardship must be so severe, pervasive, or persistent that it interferes with or limits the ability of the student to receive an education.

2. Procedure for Determination of Manifest Educational Hardship.

a. Within thirty (30) days after receipt of the Superintendent's written determination described that reassignment is not in a student's best interest as described in paragraph A.2.C, above, the parent/guardian requesting a manifest educational hardship hearing shall submit a written application to the Superintendent detailing the specific reasons why they believe that the current assignment constitutes a manifest educational hardship.

b. The Superintendent shall duly notify the school board that the parent/guardian has requested a manifest educational hardship hearing, upon which the school board shall schedule a hearing to be held no more than 15 days after the request has been received by the Superintendent. The Board shall provide at least two full days' notice of the hearing. The Board will conduct the hearing in a non-public session, unless the parent/guardian requests the hearing be held in public session, subject to RSA 91-A:3, II(c).

c. Prior to or at such hearing, the parent/guardian shall provide to the Superintendent a specific request in writing that the student attend another public school, public academy, or approved private school in the District, or] attend a public school, public academy, or approved private school in another school district. The Superintendent shall provide such request to the School Board at the hearing. Although not required, the parent/guardian may include this request as part of the original hearing request.

d. At such hearing, the parent/guardian may present documents, witnesses, or other relevant evidence supporting their belief that the student is experiencing a manifest educational hardship. the superintendent may present such information as he or she may deem appropriate to assist the SchoolBoard in reaching its decision. The parties (or their appointed designee) shall have the right to examine all evidence and witnesses. The formal rules of evidence shall not apply. The Superintendent will assure the means for the Board to establish an adequate record of the hearing.

e. The parent/guardian shall have the burden of establishing the presence of a manifest educational hardship by clear and convincing evidence, which means that the evidence is highly and substantially more likely to be true than untrue, and the Board must be convinced that the contention is highly probable.

f. The Board will render its decision in writing within seven (7) days after the hearing and will forward its written decision to the parent/guardian via means producing proof of delivery (e.g., courier, email, etc.). The decision will conform to the requirements of NH Dept. of Education Rule Ed 320(c)-(e).

3. Finding of Manifest Educational Hardship. If the School Board finds that the student has a manifest educational hardship, the School Board shall grant the parent's or guardian's request to reassign the student [{if applicable} another public school, public academy, or approved private school in the District, or] to a public school, public academy, or approved private school in another district.

4. Finding that Manifest Educational Hardship Was Not Established - Appeal to the New Hampshire State board of Education. If the School Board finds that the parent/guardian has not met their burden of proof, the parent/guardian may appeal the local Board decision to the New Hampshire State Board of Education("SBOE"), within thirty (30) days of receipt of the Board's written decision in accordance with NH Dept. of. Rule Ed 204.01(g). If a parent/guardian believes that denial of a re-assignment under this policy upon the child's disability, the parent/guardian may appeal to the SBOE or file a complaint with the N.H. HumanRights Commission under RSA 354-A:28.

5. Tuition for Students Reassigned Upon Finding of Manifest Educational Hardship. If, after a finding of a manifest educational hardship - by either the School Board or the State Board - a student of the District is assigned to attend school in another district, or a student from another district is assigned to a school in this district, the district in which the student resides shall pay tuition to the district to which the child is reassigned. Such tuition shall be computed according to RSA 193:4. The school board of the district in which the student resides shall approve the tuition payment consistent with its ordinary manifest approval process.

6. Transportation: Transportation for a student reassigned to schools in another district under this section B(manifest educational hardship) shall be the responsibility of the District unless otherwise ordered by the SBOE.

C. Admission Requirements. Students reassigned under this Policy shall meet the admission requirements of the school to which the student is to be reassigned.

D. Statutory Reassignment Limit. The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the School Board votes to exceed this limit.

E. Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation. Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned.

F. Notice to the Department of Education. The Superintendent of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.

G. Special Education Placements. A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.

Revision Dates: 12/7/2021, 3/2/2021, 8/13/2020

Legal References:

Ed RSA 193:3, III, Change of School Assignment

RSA 193:14-a, Change of School Assignment; Duties of State Board of Education

N.H. Dept. of Education Administrative Rule Ed. 320 [Pending revision]

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Book	J: Students
Section	Series J
Title	DRAFT - Change of Class or School Assignment Best Interest and Manifest Hardship
Code	JCA
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DRAFT

Change of School Assignment - Best Interests and Manifest Hardship

The Superintendent is charged with assigning students of the District to schools and classes consistent with Board policies and procedures. New Hampshire RSA 193:3 recognizes that there are limited instances when the class or school to which a student might be assigned under a district's ordinary assignment policies and procedures, might not be in that student's best interests, or other factors might exist under which create a manifest educational hardship upon the student such that a change (referred to in this policy as "reassignment") in the student's school assignment is warranted. The Board has adopted this policy consistent with RSA 193:3 and to provide procedures for parents/guardians to follow when they believe a reassignment is appropriate. Under specified conditions and procedures as set forth below, reassignment may be made to another public school, public academy or "approved private school" within or outside the District.

As used in this policy, "**approved private school**" means a school that has been approved and contracted by the school board to provide a student or students with the opportunity to acquire an adequate education (see RSA 193:3, VII). The term also includes schools that the Board has "approved as a school tuition program."
(See NH Dept. of Education Rule Ed 307.01(a).

A. Best Interest Re-Assignment – Determination by Superintendent. [Section A has been replaced in full]

Consistent with RSA 193:3, I, and subject to the provisions below, the Superintendent is authorized to reassign a student residing in the District to another public school, public academy or **approved** private school within the District, or to another public school, public academy, or approved private school in another district.

This policy, however, does not limit the Superintendent's discretion to make other in-District assignments consistent with applicable Board policies and administrative rules.

1. Procedure for Best Interest Assignments to a School/Academy **Within the District**.

   a. *Request for Change of Assignment Within District*. In order to initiate consideration of a reassignment within the current school, or to a public school, public academy or approved private school within the District, the parent/guardian shall submit to the Superintendent a written request indicating the specific school requested. The parent/guardian is encouraged, but not required, to provide information as to how the child's interests are served by the change in assignment.

      NOTE: The request by the parent should be delivered to the Superintendent no later than July 1. Requests following that date will require a meeting with the Superintendent and may require the parent/guardian to provide relevant evidence supporting the parent/guardian's belief that it is in the best interest of the student to change the current assignment.

   b. *Reassignment Determination*. In determining whether to grant a request to change a student's current assignment within the current school or to another public school/academy or approved private school within the District, the Superintendent will only consider whether the school has the ability to accommodate the student based upon "existing school capacity." For purposes of determining existing school capacity, the Superintendent will consider the District's Board policy {**} IIB, the Program
   c. Capacity Guideline ******* for that school year, and shall consult with the Student Services Director~~,~~ for special considerations relating to the student's educational program.

      If the Superintendent determines that the requested school within the District **does not** have the ability/capacity to accommodate the student and therefore denies the request, the Superintendent will give written notice to the parent/guardian with the reason the request was denied. The parent/guardian is encouraged to provide a supplemental written statement to the Superintendent with any additional information that the parent/guardian believes is relevant to the initial request. The Superintendent will review the additional information and inform the parent/guardian of the decision within 5 school days.

      If the ***Superintendent grants the request*** to change the student's school or assignment, the Superintendent shall initiate the student's transfer withing the current school, or to the other school/academy within the District.

      If the Superintendent ***does not find that it is in the best interest and does not approve the request*** to change the student's school or assignment, the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship as provided in Section B of this policy.

2. Procedures for Best Interest Assignments to a School **Outside the District**.

   A change in assignment to a school/academy outside of the District under this section requires a finding by the Superintendent that reassignment is in the student's best interests, after taking into consideration the student's academic, physical, personal, or social needs (**Note:** if the public school/academy is an open enrollment school, the parent/guardian

need not use this process).

a. Change of Assignment Request. In order to initiate consideration of a reassignment to a public school, a public academy or approved private school outside of the District ("school outside the district") based upon the child's best interests, the parent/guardian shall submit to the Superintendent a written request stating why and/or how the child's best interests warrant the change. To facilitate a determination, such application should also include any additional information described in paragraph A.1.a.iii, below. The written request should be mailed or hand-delivered to the SAU office or emailed to the Superintendent at the email address provided on the District's website.

b. Reassignment Meeting and Review of Request.

i. Upon receiving a request to change assignment to a school outside the District, the Superintendent will schedule a meeting (the "reassignment meeting") with the parent/guardian to be held within 10 days of receiving the written request.

ii. Prior to or at the reassignment meeting, the parent/guardian shall make a specific request that the student be re-assigned to a specific school outside the District.

iii. At the reassignment meeting, the parent/guardian may present documents, witnesses, or other relevant evidence supporting the parent/guardian's belief that reassignment is in the best interest of the student.

iv. The Superintendent may present such information as he or she deems appropriate.

v. In determining whether reassignment is in the student's best interest, the Superintendent shall consider the student's academic, physical, personal, or social needs.

c. Determination Whether Reassignment is in Best Interest.

Within five school days of the reassignment meeting, the Superintendent shall deliver to the parent/guardian a written determination whether or not reassignment is in the child's best interest.
Delivery of the written determination should be done in a manner to produce evidence of the delivery (e.g., courier, email, fax).

i. *Finding that Change is in Student's Best Interest*. If the Superintendent finds it is in the best of the interest of the student to change the student's school or assignment, the Superintendent shall initiate the process to implement the student's transfer to a school outside the district (requires agreement of the other school/district).

ii. *No Finding that Change is in Student's Best Interest*. If the Superintendent does not find that it is in the best interest of the student to change the student's school or assignmei the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship as provided in Section B of this po The Superintendent shall assure that the reassignment approval is placed on the agenda for the next regularly scheduled Board meeting.

3. Tuition Determination.

a. *Public Academy Within the District*. A student whose assignment is changed to a public academy within the district, then tuition will be based upon outstanding agreements between t District and the public academy.

b. *Public School or Academy Outside the District*. If a student is to be reassigned to a public school or academy in another school district following a best interest determination, the Su shall work with the Superintendent or senior education official of the receiving school district/academy to establish a tuition rate for such student. Pursuant to RSA 193:3, I(g), if the Superintendent has made a finding that it is in the best interest of the student to be reassigned, then the School Board shall approve the tuition payment; such approval shall be consistent with the Board's ordinary manifest approval procedures.

c. *Approved Private School Either Within or Outside of the District*. If the student is reassigned to an approved private school under this policy, that school may charge tuition to the parent/guardian or may enter into an agreement for payment of tuition District in which the student resides. ~~[1 delete endote].~~ The Superintendent shall consult with counsel regarding tuition obligations in such an instance. Any such Agreement shall be subject to approval by the school board on behalf of the School District and shall be at the sole discretion of the School Board with due consideration given to the fiscal impact of such approval of the District, and shall not be granted if, in the opinion of the School Board, there are other viable pub school options for reassignment.

The Superintendent shall assure that the reassignment to an approved private school is placed on the agenda for the next regularly scheduled Board meeting.

d. *Tuition for Students Reassigned by Other Districts Pursuant to RSA 193:3, I*. It is the general policy of the Board that the tuition amount to be charged to another district for any student reassigned by that district to a school within this District under the best interest standard of 193:3, I, shall be the lesser of the tuition charged for non-residential students under Board policy *{**}*JFAB or as computed under the formula set out in RSA 193:4. The Superintendent, however, is authorized to reduce the tuition amount below those thresholds or for other good cause shown (e.g., reciprocal assignments between the two districts).~~[2 delete endnote]~~

4. Transportation. Transportation for a student reassigned ***to a school in another district*** under this Section A (best interest) shall be the responsibility of the parent/guardian. Transportation ***within the District*** will be consistent with the transportation policies of the District for the public, charter and private schools located within the District.

5. Annual Review of Decision. A reassignment on the basis of best interest of the student shall be limited to no longer than the end of the ensuing school year, and shall be subject to review by the Superintendent prior to any subsequent school year to determine that the reassignment remains in the best interest of the student, with the understanding that the Superintendent may, at his/her discretion waive the review when he/she deems such to be appropriate.

6. Review/Appeal of Decision. The decision of the Superintendent relative to best interest reassignments shall be final and any appeal shall be limited to the process set forth in Section B, below.

[Section A above has been replaced in full.]

B. Manifest Educational Hardship – Determination by School Board and Appeal to State Board.

If, after following the procedure outlined in Section A of this policy, the Superintendent did not find that it was in the best interest of the student to reassign the student as requested by the student's parent/guardian, then the parent/guardian may request a hearing before the School Board to determine if the student is experiencing a manifest educational hardship.

1. "Manifest Educational Hardship" Defined. As provided in RSA 193:3, II (a), "manifest educational hardship" means that a student has a documented hardship in his or her current educational placement; and that such hardship has a detrimental or negative impact on the student's academic achievement or growth, physical safety, or social and emotional well-being. Such hardship must be so severe, pervasive, or persistent that it interferes with or limits the ability of the student to receive an education.

2. Procedure for Determination of Manifest Educational Hardship.

   a. Within thirty (30) days after receipt of the Superintendent's written determination denying a request for change of assignment as described in Section A, above, the parent/guardian requesting a manifest educational hardship hearing shall submit a written application to the Superintendent detailing the specific reasons why they believe that the current assignment co a manifest educational hardship.

   b. The Superintendent shall duly notify the school board that the parent/guardian has requested a manifest educational hardship hearing, upon which the school board shall schedule a hearing to be held no more than 15 days ~~[3 delete endnote]~~ after the request has been received by the Superintendent. The Board shall provide at least two full days' notice of the hearing. The Board will conduct the hearing in non-public session, unless the parent/guardian requests the hearing be held in public session, subject to RSA 91-A:3, II(c). The hearing will be held following the procedures set forth under NH Dept. of Education rules Ed 204.01, and Ed 307.01(f).

   c. Prior to or at such hearing, the parent/guardian shall provide to the Superintendent a specific request in writing that the student [{if applicable} attend another public school, public academy, or approved private school in the District, or] attend a public school, public academy, or approved private school in another school district. The Superintendent shall provide such request to the School Board at the hearing. Although not required, the parent/guardian may include this request as part of the original hearing request.

   d. At such hearing, the parent/guardian may present documents, witnesses, or other relevant evidence supporting their belief that the student is experiencing a manifest educational hardship. The Superintendent may present such information as he or she may deem appropriate to assist the School Board in reaching its decision. The parties (or their appointed designee) shall have the right to examine all evidence and witnesses. The formal rules of evidence shall not apply. The Superintendent will provide the means for the Board to establish an adequate record of the hearing.

   e. The parent/guardian shall have the burden of establishing the presence of a manifest educational hardship by clear and convincing evidence, which means that the evidence is highly and substantially more likely to be true than untrue, and the Board must be convinced that the contention is highly probable. ~~(**Note:** The clear and convincing standard differs from the "preponderance of the evidence" standard, which only requires that evidence indicates that the contention is more likely than not.)~~

   f. The Board will render its decision in writing within seven days after the hearing and will forward its written decision to the parent/guardian via means producing proof of delivery (e.g., courier, email, etc.). The decision will conform to the requirements of NH Dept. of Education rule Ed 204.01(d) and (e)).

3. Finding of Manifest Educational Hardship. If the School Board finds that the student has a manifest educational hardship, the School Board shall grant the parent's or guardian's request to reassign the student [{if applicable} another public school, public academy, or approved private school in the District, or] to a public school, public academy, or approved private school in another district.

4. Finding that Manifest Educational Hardship Was Not Established – Appeal to the New Hampshire State Board of Education. If the School Board finds that the parent/guardian has not met their burden of proof, the parent/guardian may appeal the local Board decision to the New Hampshire State Board of Education ("SBOE"), within thirty (30) days of receipt of the Board's written decision in accordance with NH Dept. of Education Rule Ed 204.01(g). If a parent/guardian believes that denial of a re-assignment under this policy is based upon the child's disability, the parent/guardian may appeal to the SBOE or file a complaint with the N.H. Human Rights Commission under RSA 354-A:28.

5. Tuition for Students Reassigned Upon Finding of Manifest Educational Hardship. If, after a finding of a manifest educational hardship - by either the School Board or the State Board - a student of the District is assigned to attend a public school or a public academy in another district, or a student from another district is assigned to a school in this District, the district in which the student resides shall pay tuition to the district to which the child is reassigned.

   Such tuition shall be computed according to RSA 193:4. The school board of the district in which the student resides shall approve the tuition payment consistent with its ordinary manifest approval process.

6. Transportation: Transportation for a student reassigned to a school in another district under this Section B (manifest educational hardship) shall ~~(not) [see and delete endnote 4]~~ be the responsibility of the District unless otherwise ordered by the SBOE.

7. Annual Review of Manifest Hardship Determination. A reassignment on the basis of manifest educational hardship shall be limited to no longer than the end of the ensuing school year and shall be subject to review by the School Board prior to any subsequent school year to determine that the manifest educational hardship still exists, with the understanding that the Board may, at its discretion, waive the review when it deems such to be appropriate. ~~[5 delete endnote]~~

C. Admission Requirements. Students reassigned under this Policy shall meet the admission requirements of the school to which the student is to be reassigned.

D. Statutory Reassignment Limit. Pursuant to RSA 193:3, III-a(d), the total reassignments or transfers made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the School Board votes to exceed this limit.

E. Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation. Pupils reassigned under this policy will be counted in the average daily membership in residence ("ADMR") of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the district to which the pupil was assigned.

F. Notice to the Department of Education. The Superintendent of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.

G. Special Education Placements. A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.

~~1 [Delete endnote] The first sentence of this paragraph is taken directly from RSA 193:3, I(h).~~

~~2 [Delete endnote] RSA 193:3, I(g) includes the language: "Some or all of the tuition may be waived by the Superintendent for good cause shown or pursuant to school board policy of the receiving district." The language suggests that the two standards (good cause shown or policy) are not exclusive.~~

~~3 [Delete endnote] The 2020 amendments to RSA 193:3, II require that the hearing be held within 15 days of the request by the parent. This supersedes the 30-day requirement of NH DOE Ed. 320.01 (c).~~

~~4 [Delete endnote] There is some ambiguity as to whether the law requires districts to provide transportation for K-8 students who are assigned to schools outside the district after a manifest hardship determination. RSA 189:6 requires the district to provide transportation for K-8 students living more than two miles from the school to which a student is assigned. While 193:3,I (g) has a specific exception built in for best interest assignments (see A.4, above), no such exception exists for manifest hardship assignments. Accordingly, before including the word "not" here, the School Board should consult with its private counsel.~~

~~5 [Delete endnote] Similar to what is allowed of the Superintendent relative to a best interests' determination, the School Board, may – but is not required to - review a student's manifest educational hardship reassignment to determine whether the original conditions which have caused the need for the manifest educational hardship reassignment no longer exist.~~

***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.*

NH Statutes	Description
RSA 189:1-a	Duty to Provide Education
RSA 189:6	Transportation of Pupils
RSA 193:14-a	Change of School Assignment; Duties of State Board of Education
RSA 193:3	Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance
RSA 193:4	District Liability for Elementary or Junior High School Tuition
RSA 354-A:28	Procedure on Public School Complaints

NH Dept of Ed Regulation	Description
N.H. Code Admin. Rules Ed 204.01	Board Hearings
N.H. Code Admin. Rules Ed 307 (formerly Ed 320)	Manifest Educational Hardship

Cross References

Code	Description
AB	New Hampshire Parental Bill of Rights
IIB	Class Sizes and Student-Educator Ratios
JEBA	Early Entrance into Kindergarten
JFAA	Admission of Resident Students
JFAB	Admission of Tuition and Non-Resident Students
JG	Assignment of Students to Classes and Grade Levels

Last Modified by Lillian Sutton on January 14, 2026

Book	J: Students
Section	Series J
Title	Pupil Safety and Violence Prevention - Bullying
Code	JICK
Status	Active
Adopted	April 1, 2009
Last Revised	May 5, 2020

PUPIL SAFETY AND VIOLENCE PREVENTION-BULLYING

I. **Definitions (RSA 193-F:3)**

1. **Bullying:** Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
    1. Substantially disrupts the orderly operation of the school.
    2. Creates a hostile educational environment; or
    3. Interferes with a pupil's educational opportunities;
    4. Causes emotional distress to a pupil;
    5. Physically harms a pupil or damages the pupil's property;

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. **Cyberbullying**. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.
3. **Electronic devices**. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. **School property**. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

Any reference in this policy to "parent" shall include parents or legal guardians.

II. **Statement Prohibiting Bullying or Cyberbullying of a Pupil** (RSA 193-F:4, II(a))

The Board is committed to providing all pupils a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F: 4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

1. Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
2. Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

III. **Statement prohibiting retaliation or false accusations** (RSA 193-F:4, II(b))

False Reporting – A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences be determined in accordance with applicable law, District policies, procedures, and collective bargaining agreements.

Reprisal or Retaliation – The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or another employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity, and circumstances of the act, in accordance with law, Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Process to Protect Pupils from Retaliation – If the alleged victim or any witness expresses to the Principal or other staff members that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

IV. **Protection of all Pupils** (RSA 193-F:4, II(c)

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such pupil or school-aged person is a student within the District.

V. **Disciplinary Consequences for Violations of this Policy** (RSA 193-F:4, II (d))

The district reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who retaliates against any student or

witness who provides information about an act of bullying. In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution, and other similar measures.

VI. **Distribution and Notice of this Policy** – (RSA 193-F:4, II(e))

Staff and Volunteers– All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.) The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

Student– All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.) Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline.Students shall also be informed of the consequences of bullying conduct toward their peers.The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the district's curriculum, but shall not be required to do so.

Parents - All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

Additional Notice and School District Programs

The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f))

At each school, the Principal shall be responsible for receiving complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

Staff Reporting

1. An important duty of the staff is to report acts or behavior that they witness that appears to constitute bullying.
2. All district employees and volunteers shall encourage students to tell them about acts that may constitute bullying. For young students, staff members may provide direct assistance to the student.

3. Any school employee or volunteers who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, but no later than the end of that school day.
4. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. Procedure for Internal Reporting Requirements (RSA 193-F:4, II(g))

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

IX. Notifying Parents of Alleged Bullying (RSA 193-F:4, II(h))

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement (RSA 193-F:4, II(i))

The Superintendent may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim and the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. Investigative Procedures (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
   - Description of incident, including the nature of the behavior;
   - How often the conduct occurred;
   - Whether there were past incidents or past continuing patterns of behavior;
   - The characteristics of parties involved, (name, grade, age, etc.);
   - The identity and number of individuals who participated in bullying behavior;
   - Where the alleged incident(s) occurred;
   - Whether the conduct adversely affected the student's education or educational environment;
   - Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
   - The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.
8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.
9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent/guardian that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

XII. **Response to Remediate Substantiated Instances of Bullying** – (RSA 193-F: 4, II(k)) Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members. Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

- Admonishment
- Temporary removal from classroom
- Deprivation of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension
- Expulsion
- Structured Study Hall

Examples of remedial measures may include, but are not limited to:

- Restitution
- Mediation
- Peer support group
- Corrective instruction or other relevant learning experience
- Behavior assessment
- Student counseling
- Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

XIII. **Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II(l)**
The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

XIV. **Communication with Parents upon completion of Investigation** (RSA 193-F:4, II(m)

1. Within two (2) school days of completing an investigation, the Principal will notify the students involved in person of his/her findings and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal will also send a letter to the parents within 24 hours again notifying them of the results of the investigation.
3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.
4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XV. **Appeal**

1. A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.
   It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.
   If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.
   An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

XVI. **School Officials** (RSA 193-F:4, II(n)

The Superintendent of Schools is responsible for ensuring that this policy is implemented. The Superintendent may establish additional procedures to facilitate the implementation of this policy.

XVII. **Capture of Audio Recordings on School Buses**

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

XVIII. **Use of Video or Audio Recordings in Student Discipline Matters**

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety, and welfare of all staff, students, and visitors. Placement and location of such devices will be established in accordance with the provisions of Polices EEA, EEAE and ECAF.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

Dates of Revisions: 12/7/2010; 07/2004, 08/2006, 05/2008, 09/2010

Policy References:
Category: Priority/Required by Law.

Legal References:
RSA 189:70, Educational Institution Policies on Social Media
RSA 193-F: 3, Pupil Safety and Violence Prevention Act
RSA 570-A: 2, Capture of Audio Recordings on School Buses Allowed
NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

Policy Cross References:
IHBA » Programs for Pupils with Disabilities
JBAA » Sexual Discrimination
JIC - Student Conduct
JICD » - Student Conduct in School/Safe School Zone

Last Modified by Lillian Sutton on May 19, 2020

Book	J: Students
Section	Series J
Title	DRAFT - Bullying Prevention - Pupil Safety and Violence Prevention
Code	JICK
Status	Policy Committee Review
Adopted	April 1, 2009
Last Revised	May 5, 2020

DRAFT

Bullying Prevention - Pupil Safety and Violence Prevention

A. **Purpose and Intent.** The [School District Name] is committed to providing a safe and respectful learning environment for all students. Through education, prevention, and consistent enforcement, we aim to eliminate bullying and promote positive peer relationships for all of our students.

1. Prohibition of Bullying or Cyberbullying of a Student - RSA 193-F:4, II(a). This policy is intended to comply with and implement RSA 193-F. Bullying, in any form—whether physical, verbal, social, or cyber—is strictly prohibited and will not be tolerated. This policy defines bullying and related conduct, and establishes clear procedures for reporting, investigating, and responding to incidents.

2. Protection of all School Aged Children - RSA 193-F:4, II(c). This policy shall apply to all students and school-aged persons on school district grounds and participating in school district functions, whether or not such school-aged person is a student within the District and regardless of status.

3. Prohibition of Retaliation and False Accusations - RSA 193-F:4, II(b). This policy prohibits retaliation or false threats against a victim, witness, or anyone else who, in good faith, provides information about an act of bullying or cyberbullying.

B. **Definitions** - (RSA 193-F:3).

1. "Bullying" means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at any student which:

   Bullying shall also mean and include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs.

   As used throughout this or other Board policies, and unless the context indicates otherwise, the term "bullying" as used in this policy will include cyberbullying.

   Bullying prohibited and covered by this policy includes any action or communication described above that

   a. Physically harms a student or damages the student's property;

   b. Causes emotional distress to a student;

   c. Interferes with a student's educational opportunities;

   d. Creates a hostile educational environment; or

   e. Substantially disrupts the orderly operation of the school.

   f. occurs on, is delivered to, school property or a school-sponsored activity or event on or off school property; or

   g. Occurs off of school property or outside a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or any school-sponsored activity or event.

2. "Cyberbullying" means conduct defined above as bullying committed or undertaken through the use of electronic devices. Unless the context indicates otherwise, the term "bullying" as used in this policy will include acts of cyberbullying.

3. "Electronic devices" includes, but is not limited to, telephones, cellular or smartphones, computers, pagers, or any other device which is used for or can transmit: voice calls or messages; electronic mail; text/instant or other verbal messaging; images or videos; and websites.

4. "Parent" means a person who has legal custody of a minor child as a natural or adoptive parent, as a legal guardian, or who is functioning in a parental role if the actual parent or guardian is absent from the child's daily life. Additionally, "parent" may include students who have been emancipated, either by age or legal process. The term "parent", shall not, however, include a parent as to whom the parent-child relationship has been terminated by judicial decree or voluntary relinquishment.

5. "Perpetrator" means a student who engages in bullying or cyberbullying.

6. "Principal" shall mean and include the building Principal or other senior building administrator of a school, as well as any qualified person appointed by the Principal to carry out all or some Principal functions as described in this policy.

7. "Retaliation" means and includes such conduct as intimidation, threats, coercion, harassment, or discrimination in response to (or an effort to prevent) a victim, witness or other person, who in good faith provides information about an act or conduct that the person providing the information believes is bullying or cyberbullying.

8. "School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

9. "Staff" means and includes all district, school or SAU employees, designated volunteers (as defined in Board policy {**} GBCD), or other volunteers who are regularly on school property, or who have significant contact with students, and any employees of a company under contract to the District or SAU and who have significant contact with students.

10. "Student" shall have the same meaning as "pupil" as used in RSA 193-F and this or any other Board policy.

11. "Superintendent" means the Superintendent (Senior Education Official) or other person designated by the Superintendent to carry out all or some Superintendent functions as described in this policy.

12. "Victim" means a student against whom bullying or cyberbullying has been perpetrated.

C. **Retaliation** - RSA 193-F:4, II(b). Retaliation or false accusations related to bullying or cyberbullying shall be deemed a violation of this policy. Upon receiving any report of bullying or cyberbullying, the Principal will immediately assess the need to develop a plan or take steps to protect the alleged victim or any witnesses against retaliation. The same assessment shall be made at any point upon a report of retaliation or false accusations made during or after a bullying/cyberbullying investigation.

Reports of retaliation or false accusations relating to a bullying/cyberbullying report may be made in the same manner as for reports of bullying/cyberbullying as provided in this policy.

Investigations, and responses (i.e., interventions, supportive measures, disciplinary consequences) to reports of retaliation or false accusations may be made as provided in the same manner as provided in Sections E - H for reports or incidents of bullying/cyberbullying, or in accordance with procedures and provisions set forth in the [Code of Conduct / Student handbook _____].

D. **Procedures for Reporting Bullying, Cyberbullying, Retaliation or False Accusations** - RSA 193-F:4, II(f). At each school, the Principal is responsible for receiving reports or complaints of bullying or cyberbullying.

1. Student Reporting. Any student who believes he or she has been the victim of bullying/cyberbullying, retaliation, or false accusations should report the alleged acts immediately to the Principal, or to a school district employee or volunteer that the student feels more comfortable making the report.

2. Staff Reporting. Any school employee or volunteer who receives a report of, witnesses, or has knowledge or belief that bullying/cyberbullying or retaliation may have occurred, shall inform the Principal as soon as possible, but no later than the end of that school day.

3. Parent Reporting. Parents and other adults are also encouraged to report any concerns about possible bullying/cyberbullying or retaliation of students to the Principal.

4. Report Forms. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.

5. Anonymous Reports. The Principal may develop a system or method for receiving anonymous reports of bullying within the building. Although students, parents, volunteers and visitors may report anonymously, an investigation based upon such reports may by necessity be incomplete. More significantly, formal disciplinary action may not be based solely on an anonymous report, and, likewise, other remedial or supportive measures may require some form of evidentiary verification.

E. **Actions Upon Receipt of Report of Bullying or Cyberbullying.**

1. Receipt of Report. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section F of this policy, shall assess

   a. the need for a plan to protect students against retaliation,

   b. whether the conduct may be construed as illegal discrimination or harassment related to a protected class as set forth in Board policy {**} AC (if so, the Principal shall confer with the District staff member(s) charged with handling such discrimination or harassment to determine how to proceed (e.g., parallel or combined investigations)); and

   c. whether such conduct constitutes a safe schools violation requiring a report pursuant to RSA 193-D:4 and Ed 317.05.

2. Parental Notice of Bullying Report — RSA 193-F:4, II(h). Within 48 hours of receiving a report of bullying, the Principal will notify the parents of any student reported as a victim of bullying, as well as the parents of any student who has been reported as a perpetrator of bullying. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be included in the investigative report. Notifications shall be consistent with the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) relative to the student privacy rights of each student indicated in the report.

   The Principal may request of the Superintendent designee a waiver of the parental notification requirement, which may be granted only if the Superintendent deems such a

waiver to be in the best interest of either the alleged victim or alleged perpetrator. Details of any request for a waiver and any grant of such request will be included in the investigative report.

F. **Investigative Procedures** - RSA 193-F:4, II(j).

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.

2. The investigation should include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, and shall be confidential to the extent permitted by law. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.

3. The investigation should include review of any available surveillance recordings subject to the provisions of Board policies {**}ECF and {**} EEAA.

4. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications, consistent with Board policy {**} JIH and RSA 189:6. The Principal may not, however, require or request a student to disclose or to provide access to a personal social media account through the student's user credentials.

5. Factors the Principal or other investigator may consider all relevant facts and circumstances during the course of the investigation, including but not limited to:

   a. Description of incident, including the nature of the behavior;

   b. How often the conduct occurred;

   c. Whether there were past incidents or past continuing patterns of behavior;

   d. The characteristics of parties involved, (name, grade, age, etc.);

   e. The identity and number of individuals who participated in bullying behavior;

   f. Where the alleged incident(s) occurred;

   g. Whether the conduct adversely affected any student's education or educational environment;

   h. Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident;

   a. Whether the conduct violated any District or school policies or rules; and

   j. The date, time and method by which parents or legal guardians of all parties involved were first contacted.

6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.

   Without limiting what might constitute sufficient cause for an extension under this paragraph, the Superintendent may consider the interests of the victim or alleged perpetrator related to any investigation into some or all of the same alleged conduct which other investigation includes procedures and timelines mandated by a regulation or statute other than RSA 193-F (e.g., Title IX, criminal investigations, etc.). Before waiving the time requirement on account of such other investigation, the Superintendent should confer with counsel and or the District's [Human Rights/Non-Discrimination Officer {check title used in the District's anti-discrimination policy} _____].

G. Completion of Investigation and Report.

1. Investigative Determination and Report. Whether a particular action or incident constitutes bullying/cyberbullying, retaliation or other violation of this policy – requires review and consideration of available evidence of all facts and surrounding circumstances. The investigative determination along with a summary of the investigation, shall be included in a comprehensive report. If the determination is that the bullying allegation is substantiated, the report shall include provisions describing any disciplinary consequences, interventions, supportive measures or other assistance for the victim or perpetrator, and, when indicated, any steps appropriate to protect all students from retaliation of any kind. The report may also include policy, training or other recommendations for preventing future bullying conduct within the school.

2. Communication with Students and Parents Upon Completion of Investigation - RSA 193-F:4, II(m).

   a. The Principal will meet promptly with each student directly involved in the incident(s) and communicate the general investigative determination as to whether the allegations of bullying/cyberbullying were substantiated, and any initial consequences or interventions appropriate to the determination.

   b. Within 10 school days, the Principal will notify the parents of the alleged victim and of the alleged perpetrator regarding the school's remedies and assistance, within the boundaries of applicable state and federal law. The initial communication may be in writing, in person or by telephone, but if verbally, the Principal will also send a letter confirming earlier determination to the parents within 2 school days confirming the earlier notification.

   c. If the parents request, the Principal shall schedule a meeting with them to further explain the investigative determination.

d. In accordance with the Family Educational Rights and Privacy Act and other laws concerning student privacy, the District will not disclose educational records of students, including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

3. Appeals.[i] A parent aggrieved by the investigative determination of the Principal may appeal the determination in accordance with the standards and procedures set forth for Level II and Level III appeals in Board policy {**} ACA.

4. Additional Reporting Requirements.

a. Reporting Substantiated Incidents - RSA 193-F:4, II(l). The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

b. Department of Education Reports - RSA 193-F:4, II(g). The Principal shall be responsible for completing such reports/forms as required by the New Hampshire Department of Education (NHED) for all substantiated incidents of bullying. Irrespective of the time/date a form/report is due to be filed with NHED, the report/form or the information required for the report/form shall be completed/compiled within 10 school days following an investigative finding of a substantiated bullying/cyberbullying report. The Principal or designee shall retain a copy and shall forward one copy to the Superintendent. Hard copies are not necessary if the digital form/data is retained and accessible to both the building administration and SAU.

c. Reporting to NH Department of Education - RSA 193-F:6, I. The Superintendent shall annually report the District's substantiated incidents of bullying to the New Hampshire Department of Education. Pursuant to FERPA, such reports shall not contain any personally identifiable information pertaining to any student.

H. **Substantiated Instances of Bullying or Retaliation: Interventions, Remedial Measures and Disciplinary Consequences** — RSA 193-F:4, II(k).

While students who have been found to have committed an act of bullying/cyberbullying can face disciplinary consequences, the Board encourages the administration and school district staff to explore alternative or additional measures and interventions to address the substantiated instances of bullying/cyberbullying, and prevent their reoccurrence.

1. Interventions and Other Remedial Measures. Examples of interventions and remedial measures include, but are not limited to:

a. Restitution,

b. Parent conferences,

c. Student counseling,

d. Behavior assessment,

e. Corrective instruction or other relevant learning experience,

f. Peer support group, and

g. Mediation (but only after the investigation has been completed).

Interventions and other remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

2. Disciplinary Consequences - RSA 193-F:4, II(d). Disciplinary consequences for students shall be consistent with the [Student Code of Conduct _____] for the conduct that constituted bullying/cyberbullying. Disciplinary consequences should be varied according to specific circumstances such as: the nature of the behavior, the developmental age of the student, the student's prior disciplinary history, performance. Students will be afforded any due process applicable to the level of consequences as provided in Board policy {**} JICD, RSA 193:13 and Ed 317.

Consequences and appropriate remedial actions for a staff member who commits one or more acts of bullying/cyberbullying or retaliation may range from up to and including dismissal from employment for staff members, with additional reports, if appropriate, in accordance with the Code of Conduct for New Hampshire Educators.

I. **Dissemination of Policy and Bullying Prevention Education** - RSA 193-F:4, II(e) and 193-F:5.

1. Staff and Volunteers. All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, website, workshops, etc.). The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related Board policies, consistent with RSA 193-F:5.

2. Students. All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, website, etc.).

Each year, all students will participate in programming that includes anti-bullying/cyberbullying materials presented in age-appropriate language. The materials and information should, among other things, describe expectations for student behavior, emphasize an understanding of what bullying/cyberbullying, harassment and intimidation is and looks like, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and how and when the conduct can lead to disciplinary consequences.

The Superintendent, in consultation with staff, will, to the extent reasonably possible, integrate student anti-bullying training and education into the district's curriculum, behavior programs and other violence prevention efforts.

3. Parents. The Superintendent will ensure that all parents are annually provided with a copy of this policy or informed in writing where a copy of the policy may be located on the District and/or school's website. Student/family handbooks will include information of the District/school's anti-bullying program, as well as the means for students to report bullying acts either experienced or witnessed, and how parents, themselves, may inform/report to the school when they believe their child is being bullied or is bullying other

students and encourage their children to report bullying when it occurs.

4. Additional Notice and School District Programs. The Board may, from time to time, host or schedule public forums in which it will address this anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals, including teachers, administrators, guidance counselors, school psychologists and other interested persons.

J. **Summary of School Officials' Duties to Implement Policy** - RSA 193-F:4, II(n).

The Superintendent, as the person charged with supervision of all employees of the District, is responsible for the implementation of this policy and the provisions of RSA 193-F. The School Principal(s) are expected and required by statute to implement this policy within their respective school buildings and ensure the procedures are followed.

Consistent with this Policy, the Principal(s) shall receive reports of alleged bullying or retaliation, investigate the alleged conduct, and communicate with the parties involved (including their parents) consistent with privacy laws, and communicate/report to the Superintendent. The Superintendent shall oversee the Principal(s) in their duties relative to this policy and shall ensure each school is compliant with this policy. Additionally, the Superintendent, will receive reports of substantiated incidents, review waivers and time extension requests, and communicate with the Principal(s), the School Board, and the NH Department of Education, all as provided in this policy.

K. **Immunity and Liability** – RSA 193-F:7 & 9.

Under 193-F:7, employees, volunteers, students, parents and any other person covered by this policy will be immune from civil liability for good faith conduct arising from or pertaining to the reporting, investigation, findings, recommended response, or implementation of a recommended response under this policy or RSA 193-F. (Note – civil liability could arise, (including for attorneys fees) in the event of gross negligence or willful misconduct for violations of this policy.)

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[i] [Delete endnote from final version of policy.] Review of appeals made to the School Board is at the discretion of the Board. There is no legal requirement that aggrieved parents have a right to appeal to the Board, but could be helpful to show the Board has given careful consideration to the decision, and perhaps additional defenses if the parent fails to follow the administrative process included in the policy. Discuss with local counsel in considering not having an appeals opportunity to the Board.
[ii] [Delete endnote from final version of policy.] This reference pertains to sample policy ACA released by NHSBA in July 2024. In the interest of preserving, to the extent possible a uniform process, NHSBA redirects bullying appeals to the uniform process of ACA. Districts which have not adopted ACA, should replace the reference to ACA and instead incorporate the Level II and III appeal provisions into the District's version of JICK.

***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 reci Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

NH Statutes	Description
RSA 189:70	Educational Institution Policies on Social Media
RSA 193-D:4	Written Report Required (Safe School Zones)
RSA 193-F	Pupil Safety and Violence Prevention
RSA 193-F:3	Definitions (Pupil Safety and Violence Prevention)
RSA 193-F:4	Policy Requirements (Pupil Safety and Violence Prevention)
RSA 193-F:7	Immunity (Pupil Safety and Violence Prevention)
RSA 570-A:2	Capture of Audio Recordings on School Buses Allowed

NH Dept of Ed Regulation	Description
N.H. Code Admin Rules Ed 317.05	Reporting Procedures for Acts of Theft, Violence, or Destruction
N.H. Code Admin. Rules Ed 204.01	Board Hearings
N.H. Code Admin. Rules Ed 306.04(b)(7)	Student Harassment
N.H. Code Admin. Rules Ed 317	Standards and Procedures for Suspension and Expulsion of Pupils Including Procedures Assuring Due Process
N.H. Code Admin. Rules Ed 317.04	Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures

Cross References

Code	Description
AC	Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan
AC-R(2)	Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan - Annual Notice of Contact Informatior
ACAC	Prohibition of Sexual Harassment: Policy and Grievance Procedures
EBCA	Crisis Prevention and Emergency Response Plans
ECAF	Audio and Video Surveillance on School Buses
EHAG	Use of Generative Artificial Intelligence
GBEAB	Mandatory Code of Conduct Reporting - All Employees
IHBA	Programs for Pupils with Disabilities
IHBA-R(1)	Programs for Pupils with Disabilities - Section 504 - Notice of Parent & Student Rights
JIC	Student Conduct
JICD	Student Discipline and Due Process
JICD-R(1)	Student Discipline and Due Process - Memorandum of Understanding
JICDD	Student Discipline/Out-of-School Actions

Code	Description
JLF	Reporting Child Abuse or Neglect
JLF-F(1)	Reporting Child Abuse or Neglect - Report Form
KFA	Conduct on School Property
KFA-R(1)	Conduct on School Property - Assaults

Last Modified by Lillian Sutton on January 14, 2026

Book	J: Students
Section	Series J
Title	Emergency Plan for Sports Related Injuries
Code	JLCJA
Status	Active
Adopted	September 5, 2023
Last Revised	November 19, 2024

EMERGENCY PLAN FOR SPORTS-RELATED INJURIES

A. Creation of Plan. No later than August 1, 2022,[1] the Superintendent or his/her designee [in consultation with each building Principal, the Athletic Director/Coordinator district athletic trainer(s) and school nurse(s)], shall establish a "Sports Injury Emergency Action Plan" (at times referred to in this policy as the "Plan") for responding to serious or potentially life-threatening injuries sustained from sports or other school sponsored athletic activities. The Sports Injury Emergency Action Plan shall:

a. Document the proper procedures to be followed when a student sustains a serious injury or illness while participating in school sponsored sports or other athletic activity
b. List the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardiopulmonary resuscitation;
c. Identify the employees, team coaches, or licensed athletic trainers responsible for carrying out the emergency action plan;
d. Identify the activity location, address, or venue for the purpose of directing emergency personnel;
e. Identify the equipment and supplies and location thereof needed to respond to the emergency;
f. Identify the location (which shall be consistent with the provisions of *(*GBGBA/JLCEA/KFD) of any automated external defibrillators ("AED"s) and personnel trained in the use of the AED;
g. Document policies related to cooling for an exertional heat stroke victim consistent with guidelines established by the American College of Sports Medicine and the National Athletic Trainers' Association; and
h. Require that all school sponsored sports activities for any of grades 6-12 be supervised by a person trained in CPR.

B. Dissemination of Sports Injury Emergency Action Plan. The Sports Injury Emergency Action Plan shall be posted within each school and disseminated to, and coordinated with, pertinent emergency medical services, fire department, and law enforcement.

C. Additional Written Protocols and Procedures Required. No later than August 1, 2022, the Superintendent or his/her designee [in consultation with each building Principal, the Athletic Director/Coordinator district athletic trainer(s) and school nurse(s)], shall develop written procedures and protocols as described below:

1. Hydration, Heat Acclimatization and Wet Globe Temperature – protocols relating to hydration, heat acclimatization and wet bulb globe temperature as established by the American College of Sports Medicine and the National Athletic Trainers' Association;

2. Student Medical History – procedures for obtaining student-participant medical information for each student athlete prior to engaging in sports. Such information must include:

   a. injury or illness related to or involving any head, face, or cervical spine;
   b. cardiac injury or diagnosis;
   c. exertional heat stroke;
   d. sickle cell trait;
   e. asthma;
   f. allergies; or
   g. diabetes.

   Access, filing, and confidentiality of student-participant medical information shall be managed in accordance with the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA.

3. Student Return to Play - Procedures governing a student's to return to play after a sports or illness related injury pertaining to this policy are in addition to the return to play provisions specific to head injuries set forth in Board policy JLCJ, and copies of the procedures must be maintained at the SAU office and available to the Department of Education and public upon request.

D. Annual Review and Update. The Superintendent and/or designee shall assure that the Sports Injury Emergency Action Plan, and all procedures and protocols adopted pursuant to this policy are reviewed no less than annually and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year.

E. Inclusion of Sports Injury Emergency Action Plan with Emergency Response Plan. The Sports Injury Emergency Action Plan shall be included with each school's annual Emergency Response Plan (see Board policy *EBCA*).

Revision History: 9/5/2023, 11/19/2024

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.*

NH Statutes	Description
RSA 200:40-c	Emergency Plans for Sports Related Injuries

Federal Regulations	Description
34 CFR. Part 99	Family Educational Rights and Privacy Act Regulations

Federal Statutes	Description
20 U.S.C. §1232g	Family Educational Rights and Privacy Act (FERPA)

Last Modified by Lillian Sutton on November 26, 2024

Book	J: Students
Section	Series J
Title	DRAFT - Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation
Code	JLCJA
Status	Policy Committee Review
Adopted	September 5, 2023
Last Revised	November 19, 2024

DRAFT
Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation

A. Creation of Plan. The Superintendent or his/her designee ~~[~~in consultation with each building Principal, the Athletic Director/Coordinator_____, district athletic trainer(s) and school nurse(s), shall establish and maintain[+] ~~endnote]~~ a "Sports Injury Emergency Action Plan" (at times referred to in this policy as the "Plan") for responding to serious or potentially life-threatening injuries sustained from sports or other school sponsored athletic activities. The Sports Injury Emergency Action Plan shall:

1. Document the proper procedures to be followed when a student sustains a serious injury or illness while participating in school-sponsored sports or other athletic activity

2. List the employees, team coaches, and licensed athletic trainers in each school who are trained in compliance with the American Heart Association or other nationally recognized organization or association focused on emergency cardiovascular care, in first aid, cardiopulmonary resuscitation (CPR), and the use of Automated External Defibrillators (AEDs);

3. Identify the employees, team coaches, or licensed athletic trainers responsible for carrying out the emergency action plan;

4. Identify the activity location, address, or venue for the purpose of directing emergency personnel;

5. Identify the equipment and supplies and location thereof needed to respond to the emergency;

6. Require placement of, and training relative to, Automated External Defibrillators consistent with Board policy *{**}*EBBCA and in accordance with guidelines established by the American Heart Association or other nationally recognized guidelines.

7. Identify the location of any automated external defibrillators ("AED"s) as determined pursuant to Board policy *{**}*EBBCA. ;

8. Document policies related to cooling for an exertional heat stroke victim consistent with guidelines established by the American College of Sports Medicine and the National Athletic Trainers' Association; and

9. Require that all school-sponsored sports activities for any of grades **6-12**, in which a student is participating, be supervised by a person trained in CPR.

B. Dissemination of Sports Injury Emergency Action Plan. The Sports Injury Emergency Action Plan shall be posted within each school and disseminated to, and coordinated with, pertinent emergency medical services, fire department, and law enforcement.

C. Additional Written Protocols and Procedures Required. No later than August 1, 2022, the Superintendent or his/her designee ~~[~~in consultation with each building Principal, the Athletic Director/Coordinator____, district athletic trainer(s) and school nurse(s)~~,~~ shall develop written procedures and protocols as described below:

1. Hydration, Heat Acclimatization and Wet Globe Temperature – Protocols relating to hydration, heat acclimatization and wet bulb globe temperature as established by the American College of Sports Medicine and the National Athletic Trainers' Association;

2. Student Medical History – Procedures for obtaining student-participant medical information for each student athlete prior to engaging in sports. Such information must include:

   a. injury or illness related to or involving any head, face, or cervical spine;
   b. cardiac injury or diagnosis;
   c. exertional heat stroke;
   d. sickle cell trait;
   e. asthma;
   f. allergies; or
   g. diabetes.

   Access, filing, and confidentiality of student-participant medical information shall be managed in accordance with the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA)~~[see and delete Endnote[#]~~.

3. Student Return to Play - Procedures governing a student's to return to play after a sports or illness related injury pertaining to this policy are in addition to the return to play provisions specific to head injuries set forth in Board policy *{**}*JLCJ, and copies of the procedures must be maintained at the SAU office and available to the Department of Education and public upon request.

D. Annual Review and Update. The Superintendent and/or designee shall assure that the Sports Injury Emergency Action Plan, and all procedures and protocols adopted pursuant to this policy are reviewed no less than annually and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year.

E. Inclusion of Sports Injury Emergency Action Plan with Emergency Response Plan. The Sports Injury Emergency Action Plan shall be included with each school's annual Emergency Response Plan (see Board policy *{**}EBCA*).

[+] ~~[Delete endnote.] All schools with grades 4-12 were required to have a Plan by the start of the 2024-24 school year.~~

[#] ~~[Delete endnote.] \ As most districts are aware, HIPAA does not apply to student records, including health records, maintained by the District. Accordingly, maintaining such information in the same manner as other student health records should be sufficient. Consult with District counsel for specific inquiries.~~

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NH Statutes	Description
RSA 153-A:28-33	Automated External Defibrillation
RSA 200:40	Emergency Care
RSA 200:40-c	Emergency Plans for Sports Related Injuries
RSA 277:15-b	Reports of Death or Serious Injury

Federal Regulations	Description
34 CFR. Part 99	Family Educational Rights and Privacy Act Regulations

Federal Statutes	Description
20 U.S.C. §1232g	Family Educational Rights and Privacy Act (FERPA)

Cross References

Code	Description
EBB	School Safety
EBBB	Accident Reports
EBBC	Emergency Care and First Aid (dually coded with JLCE)
EBBC-R(1)	Emergency Care and First Aid (dually coded with JLCE) - First Aid Directions/Emergency Care for Sickness and Accidents
EBBCA	Use and Location of Automated External Defibrillators
EBCA	Crisis Prevention and Emergency Response Plans
JJA	Student Activities & Organizations
JJA-R(1)	Student Activities & Organizations - Eligibility Standards
JJIB	School Sponsored Athletic Programs
JLCE	Emergency Care And First Aid (dually coded with EBBC)
JLCJ	Concussions and Head Injuries

Last Modified by Kristen Noonan on January 13, 2026

Book	G: Personnel
Section	Series G
Title	Employee-Student Relations
Code	GBEBB
Status	Active
Adopted	May 4, 1993
Last Revised	January 7, 2020

EMPLOYEE-STUDENT RELATIONS

Staff members are expected to maintain courteous and professional relationships with students, maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established professional boundaries.

Unless necessary to serve an educational or health-related purpose:

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.
2. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
3. Dating between staff members and students is prohibited.
4. Staff members shall not use insults against students as a method of forcing compliance with requirements or expectations.
5. Staff members shall maintain the District's standard of care for the supervision, control, and protection of students as defined in their assigned duties and responsibilities.
6. Staff members shall not send students on personal errands.
7. Staff members shall not attempt to counsel, assess, diagnose or treat a student′s personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate District resources, e.g. guidance, nurse, administration, etc...
8. Staff members are strongly discouraged from socializing with students outside of school on social networking websites, consistent with the provisions of Policy GBEBD.

Staff members who violate this policy may face disciplinary measures, up to and including termination, consistent with state law and applicable provisions of a collective bargaining agreement.

Any employee who witnesses or learns of the above behaviors shall report it to either their supervisor, the building principal or the Superintendent immediately.

See also: GBEBD

Last Modified by Lillian Sutton on January 22, 2020

Book	G: Personnel
Section	Series G
Title	DRAFT - Employee-Student Relations
Code	GBEBB
Status	Policy Committee Review
Adopted	May 4, 1993
Last Revised	January 7, 2020

DRAFT
EMPLOYEE-STUDENT RELATIONS

Staff members are expected to maintain courteous and professional relationships with students, maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established professional boundaries.

For purposes of this policy, "staff member" and "staff" includes every person identified as a "covered individual" under Board policy {**}GBCD, i.e., employee, stipend position (e.g., coach, trainer, drama coach, etc.), designated volunteer (whether direct or through a volunteer organization), or any contractor or person working on behalf of a contractor when the contractor provide services directly to students of the District.

A. Prohibited Interactions.

The Board understands that Staff may interact with and have activities, friendships or natural relationships with students or the families of students outside of school. This Policy is not intended to prohibit such interactions, provided that appropriate limits are maintained.

The below types of interactions with District students are prohibited unless necessary to serve an educational or health-related purpose. Note that many of the interactions listed are also prohibited under other policies or laws (harassment, abuse/neglect, Code of Conduct for NH Educators, etc.), and this policy in no way limits the application of those policies or laws, including any reporting requirements.

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.
2. The exchange of purchased gifts between staff members and students is discouraged and prohibited when the gift is of more than de minimis value or is directed to an individual student.
3. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
4. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
5. Dating between staff members and students is prohibited.
6. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
7. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
8. Staff members shall not send students on personal errands.
9. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
10. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
11. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.
12. Staff members shall not be alone in a room with a door closed, a locked door, or with the lights off.
13. Staff members are strongly discouraged from socializing with students outside of school on social networking websites, consistent with the provisions of Policy GBEBD.
14. Unless following a published District emergency health or medical emergency protocol or policy, staff shall not accompany or transport a minor to any medical appointment, mental health appointment or visit that includes any type of mental health evaluation, treatment, or counseling, or any other health-related appointment or visit, without the knowledge and approval of the minor's parent or guardian.

B. Violations and Reporting Violations.

Staff members who violate this policy may face disciplinary measures, up to and including termination, consistent with state law and applicable provisions of a collective bargaining agreement.

Any employee who witnesses or learns of any of the above behaviors shall report it to the building Principal or Superintendent immediately.

Additionally, if the alleged violation of the above would also constitute a violation of the Code of Conduct for New Hampshire Educators, and the reporting employee is also a Credential Holder, then the Credential Holder must also make such reports as are required by the Code of Conduct and Board policy {**} GBEAB.

Additional reporting is required if the conduct constitutes abuse or neglect prohibited by RSA 169-C (see Board policy {**}JLF), or is required under some other Board policy, statute or regulation.

C. Dissemination of Policy.

The Superintendent shall ensure that all staff members are provided a copy of this policy each year by way of handbooks, or other appropriate means.

***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.*

NH Dept of Ed Regulation	Description
Code of Conduct for New Hampshire Educators	Code of Conduct for New Hampshire Educators

Cross References

Code	Description
GBEA	Staff Ethics
GBEAB	Mandatory Code of Conduct Reporting - All Employees
GBEB	Staff Conduct
GBEBD	Employee Use of Social Networking Websites
JLC	Student Health Services & School Nurses
JLCDA	Medical Treatment - Parental Consent
JLIA	Supervision of Students
JLP	Parental Notification of and Involvement in Student Welfare

Last Modified by Kristen Noonan on January 13, 2026

Book	G: Personnel
Section	Series G
Title	Use of Automated External Defibrillator(s)
Code	GBGBA/JLCEA/KFD
Status	Active
Adopted	November 19, 2024

Use of Automated External Defibrillator(s)

The use/administration/maintenance of the AED is subject to the following conditions:

1. **Location of the AED (s)**

   The Superintendent, working with the building principal and school nurse, shall select and approve the location(s) for the AED(s). At least one AED shall be readily accessible in a well-marked and safe place for use in responding to cardiac emergencies, and shall not be located in an office or be stored in a location that is not easily and quickly accessible.

2. **Authorized Employees/Training of Users**

   Training will be provided to anticipated responders designated by the Principal, in consultation with the school nurse. Anticipated responders will be authorized after they have successfully received and completed appropriate training in cardiopulmonary resuscitation and AED use, provided by the School Nurse or his/her designee, or from another source acceptable to the School Nurse. When possible non-trained employees shall defer to AED trained employees in an emergency situation.

3. **Maintenance**

   AEDs will be maintained by the School Nurse, or his/her designee. Maintenance shall be done according to the AED manufacturer's specifications. The School Nurse will maintain a record of all maintenance which has been performed on the AED(s).

4. **Registration of AED(s)**

   In accordance with RSA 153-A:33, the School Nurse, or his/her designee, shall register the AED(s) with the New Hampshire Department of Safety. See sample registration forms at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf

5. **Incident Reporting**

   The School Nurse, or his/her designee, shall report all instances of AED use with the New Hampshire Department of Safety. See sample incident report forms at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf.

6. ***Liability Limited***

   The District, and persons administering the AED(s), shall enjoy the limitations of liability as specified in RSA 153:A-31, as well as other sources of law.

District Policy History:
First reading: 11/12/2024
Second reading/adopted: 11/19/2024

District revision history: 11/19/2024

***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.*

Legal	Description
NH, Bureau of Emergency Med, Services, 271-4568	Appendix KFD-R

NH Statutes	Description
RSA 153-A:28-33	Automated External Defibrillation

Last Modified by Lillian Sutton on November 26, 2024

Book	E: Support Services
Section	Series E
Title	DRAFT - Use and Location of Automated External Defibrillators
Code	EBBCA
Status	Policy Committee Review
Adopted	November 19, 2024

DRAFT

Use and Location of Automated External Defibrillators

The Board has acquired/purchased an Automatic External Defibrillator(s) (AED) for use in emergency situations warranting its use. The Superintendent is encouraged to seek funding for additional AEDs from the State's AED Fund established under RSA 200:40-d. See also Board policy ~~{**}~~ JLCJA.

The use/administration/maintenance of the AED is subject to the following conditions:

A. **Location of the AED (s).** The Superintendent, working with the building principal and school nurse, shall select and approve the location(s) for the AED(s). At least one AED shall be readily accessible in a well-marked and safe place for use in responding to cardiac emergencies, and shall not be located in an office or be stored in a location that is not easily and quickly accessible. The AED location(s) shall be in accordance with guidelines set by the American Heart Association or other nationally recognized guidelines focused on emergency cardiovascular care.

   Additionally, for schools which include any of grades 6-12, at least one AED shall be located at and readily accessible for use in responding to cardiac emergencies at each athletic event or venue where practices and competitions are held for use and in which students of the school are participating.

B. **Training and Use of AED .**

   AEDs should, when possible, be administered by those employees designated as "anticipated responders" by the Principal, in consultation with the school nurse. Schools that include any of grades 6-12 shall have an individual trained in cardiopulmonary resuscitation supervise organized school-sponsored sports activities in which pupils of the school are participating. In the absence of such trained personnel, other persons may administer the AED provided they do so in good faith. ~~*{1 Endnote}*~~

   Anticipated responders are those who have successfully received and completed appropriate training in cardiopulmonary resuscitation and AED use, provided by the School Nurse or his/her designee, or from the American Heart Association or other nationally recognized organization or association focused on emergency cardiovascular care.

C. **Liability Limited**. The District, and persons administering the AED(s) in good faith and without compensation, renders emergency care by the use of an automated external defibrillator shall not be liable for civil damages for any acts or omissions unless the acts or omissions were grossly negligent or willful and wanton.

D. **Maintenance.** AEDs will be maintained by the School Nurse, or his/her designee. Maintenance shall be done according to the AED manufacturer's specifications. The School Nurse will maintain a record of all maintenance which has been performed on the AED(s).

E. **Registration of AED(s).** In accordance with RSA 153-A:33, the School Nurse, or his/her designee, shall register the AED(s) with the New Hampshire Department of Safety within 30 days of acquisition of the AED. Information regarding registration may be found at NH Dept. of Safety - AED Registration (link tested 2025.11.11).

F. **Incident Reporting.** Each instance of administration of an AED shall be reported pursuant to Board policy EBBB.

~~#1 [Delete endnote] Note - RSA 155-A:31 provides immunity for persons who "in good faith and without compensation" administer an AED. It is unclear from that language whether the "without compensation" provision would apply to employees of the school district if they administer it while they are "on the clock" so to speak. Districts that wish to avoid that ambiguity may instead replace with the following:~~

- ~~AEDs will only be administered by those employees designated by the Principal, in consultation with the school nurse. Employees will only be authorized after they have successfully received and completed appropriate training in cardiopulmonary resuscitation and AED use, provided by the School Nurse or his/her designee, or from another source acceptable to the School Nurse.~~

***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.*

NH Statutes	Description
RSA 153-A:28-33	Automated External Defibrillation
RSA 200:40	Emergency Care
RSA 200:40-c	Emergency Plans for Sports Related Injuries
RSA 200:40-d	AED Fund

Cross References

Code	Description
EBBB	Accident Reports
EBBC	Emergency Care and First Aid (dually coded with JLCE)

Code	Description
EBBC-R(1)	Emergency Care and First Aid (dually coded with JLCE) - First Aid Directions/Emergency Care for Sickness and Accidents
JLCE	Emergency Care And First Aid (dually coded with EBBC)
JLCJ	Concussions and Head Injuries
JLCJA	Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation

Last Modified by Kristen Noonan on January 13, 2026

2026-27 MRSD Warrant Articles Plain Language Version

Article One Plain Language: Operating Budget

Each year a default budget is identified using the actual expenses of the prior school year plus contractual obligations, and then minus any one-time expenditures.
This year's default budget is **$xx,xxx,xxx**.
The budget proposed by the district's Budget Committee was **$xx,xxx,xxx** .
If the proposed budget passes (a YES vote), the district will be funded at **$xx,xxx,xxx** . If the proposed budget fails (a NO vote), the district would be funded at the default budget level **$xx,xxx,xxx** .

Article Two Plain Language: MESSA Contract

This warrant article is for the current 3-year Agreement with the Monadnock Education Support Staff (MESSA). Support Staff includes paraprofessionals, Buildings and Grounds, and admin assistants. An increase in wages and benefits, over the 2025/26 school year in the amount of $301,287. This is an effort to better align with the cost of living and to stay competitive with neighboring districts.

Article Three Plain Language: Roof Replacement 800's Wing, MRMHS

This warrant article for $100,000 allows for replacement of the roof over a portion of MRMHS (800's wing) based on the Capital Improvement Plan.

Article Four Plain Language: Upper Parking Lot Repair

This warrant article allows for the repair of a portion of the "upper" parking lot at MRMHS, in the amount of $85,000. This area is located outside of the gymnasium.

Article Five Plain Language: Special Education Expendable Trust

The Special Education Expendable Trust is designed to give the district resources should the need for additional costs for Special Education arise. Additional Special Education costs are the obligation of the District (non-negotiable). If this article passes, and ONLY if unallocated funds are available at the end of June 30, 2026, then up to $1 will be added to this trust fund.

DRAFT

Article Six Plain Language: District Vehicle Expendable Trust Fund

The District Vehicle Expendable Trust Fund is designed to give the district financial resources should the need for a new vehicle arise. The district owns and operates various vehicles such as shuttle vans, plow trucks, etc. This article will not raise funds from new taxation. If this article passes, and ONLY if unallocated funds are available at the end of June 30, 2026, then up to $25,000 will be added to this trust fund.

Article Seven Plain Language: School Grounds Expendable Trust Fund

The School Grounds Expendable Trust Fund is designed to give the district financial resources to address the need for repairs and maintenance on school grounds and school parking lots. This article will not raise funds from new taxation. If this article passes, and ONLY if unallocated funds are available at the end of June 30, 202, then up to $1.00 will be added to this trust fund.

Article Eight Plain Language: School Bldg. Maintenance Expendable Trust Fund

The School Bldg. Maintenance Expendable Trust Fund is designed to give the district financial resources should there be a need for unexpected major repairs to district buildings. This article will not raise funds from new taxation. If this article passes, and ONLY if unallocated funds are available at the end of June 30, 2026, then up to $50,000.00 will be added to this trust fund.

DRAFT

Monadnock Regional School District (MRSD)
School Board (Joint w/BC) Meeting Minutes
December 16, 2025 (Not Yet Approved)
Monadnock Regional Middle/High School, Swanzey, NH

School Board Members Present: Kristen Noonan, Edmond LaPlante, Rachel Vogt, Hannah Blood, Cheryl McDaniel-Thomas, Gina Carraro, Scott Peters and Betty Tatro. **Absent:** Brian Bohannon, Lisa Steadman, Eric Stanley, Jennifer Strimbeck and Jeff Cesaitis.

Budget Committee Members Present: Sarah Burgess, Jack Gettens, Wayne Lechlider, Edward Sheldon, Robert Audette, Anne Marie Osheyack and Steven Sawyer. **Absent:** Nancy Carney, Bruce Murphy, Jon Hoden and Doug Bersaw.

Administration Present: J. Rathbun, Superintendent, L.Spencer, Assistant Superintendent and J. Morin, Business Administrator.

1. CALL THE MEETING TO ORDER at 7:00 PM: S. Peters called the meeting to order.

a. Budget Committee Roll Call:

b. School Board Roll Call:

2. PUBLIC COMMENTS: There were no public comments.

3. MATTERS FOR JOINT MEETING INFORMATION & DISCUSSION:

a. Elementary Renovations Project Update: J. Rathbun reported that Emerson School is complete with a small punch list. The school is beautiful. MTC is complete except for the gymnasium. Kindergarten is moving over during Christmas break. MTC should be done by the January 20, Open House. There are pictures on the website of the renovations at the schools. L. Sutton updates the website weekly. At the Troy School the steel is going up. Everything is on track and going well. There is the elevator shaft, concrete being poured and mechanical work going on. There are no major issues. We are happy with what is going on. Gilsum will go out to bid in the early Spring.

b. CIP for SAU & MRMHS Campus: The CIP was presented to the committees. The CIP is much shorter than before. The remaining is mostly the MRMHS projects. The Board would like to do an Educational Study of the school due its age. Does the building fit the educational needs of today? S.Peters explained that the Board will propose a roof article for the MRMHS. The CIP is out until 10 years and then we will have to look at the elementary schools again. A solid rotation of projects. C. McDaniel-Thomas explained that the Fin/Fac Committee is working on an upkeep plan for the elementary schools. They are looking to see what other districts are doing.

c. MESSA Contract Overview: The committees were presented with the contract overview. The highlights were health insurance language and time off consistent with the other units. Language changes were in line with the current practices. The van drivers are now in the MESSA contract. They would like to eliminate short-term disability and have a sick bank. We are at the very low end of the para pay scale and it needs to be addressed. E.Sheldon asked how many people are in the MESSA Union. There are a little over 100 people.

d. Budget Presentation: J.Rathbun presented the proposed budget highlights. The

cost per pupil is asked about and it is $300.00 below the State cost per pupil. We have increased by 18% over the past 7 years and the State has increased by 35%. Our enrollment is flat. There is a number that may show a decrease but the number does not include the out of district Special Ed. students. Overall we have been flat for 5 years. The number includes Pre-K through grade 12. The Adequacy Aid should be up next year. The proposed budget is $40,874,456. The proposed default budget is $41,106,512 which is more than the proposed budget. The primary drivers are the health insurance increase but not as much as last year, the MDEA contract, transportation, IT license renewals, lane changes, Primex insurance, Specialists contract and an increase in dental insurance. J. Morin explained that the proposed default does not include the open positions. J. Rathbun explained in the default there are higher amounts on utilities. There is not a huge difference between the default and proposed. The administration showed a significant effort to stay within the 3% increase as directed by the Board. There will be an article for the MESSA Contract, an article for a section of the roof at the MRMHS, an article for a section of the parking lot to be repaved at the MRMHS and the usual trusts to be deposited with unexpended funds at the end of the year. It was explained that the roof is leaking over the 800s and needs to be taken care of. W. Lechlider suggested depositing into the trust on a regular basis to repair the roofs. J. Morin explained in the past years we have not had remaining funds to put in the trusts. W. Lechlider suggested an article. J.Rathbun explained if there is a Special Ed. expense we should be able to take the funds out of the Special Ed. Expendable Trust and not have to find it within the budget. The committees reviewed the proposed warrant articles.

e. 2026/27 Budget Calendar: Budget Hearing & Deliberative Session: E. Sheldon suggested to his committee that the Public Hearing will be on January 8, 2026 and if there is inclement weather it will be on January 15, 2026. The Deliberative Session is on February 7, 2026. E. Sheldon would ask the members to encourage people to attend the Public Hearing and Deliberative Session.

f. Review Open Seats: Filing Candidacy: Anyone interested in running in the next election must sign up between January 21-30.

4. MATTERS THAT REQUIRE BUDGET COMMITTEE ACTION:

a. Approval of October 28 2025 Meeting Minutes: MOTION: R. Audette **MOVED** to approve the October 28, 2025 Budget Committee Meeting Minutes as presented. **SECOND:** W. Lechlider. **VOTE:** Unanimous for those present. **Motion passes.**

b. Financial Reports Q&A: It was explained that J. Gettens has been working with J. Morin to review the proposed and default budgets. It is a work in progress. J. Gettens is analysing and reviewing the actuals. S.Peters commented that the actuals are reflected after the transfers.

c. Budget Committee Adjourn: E.Sheldon adjourned the Budget Committee Meeting.

5. RECESS

6. MATTERS THAT REQUIRE BOARD ACTION:

a. Finalize Warrant Articles (other than Budget Article One): The Board discussed and reviewed the proposed warrant articles.

b. Create or Delegate Warrant Articles in Plain English: The Board would like to delegate CRC to create the Warrant Articles in Plain English. H. Blood explained that currently the CRC is a committee of one. She will use the Plain English draft from last year and input the information being proposed. H. Blood will come up with a draft. The administration has volunteered to help.

c. Approve the Consent Agenda (November 18th Minutes and Manifest): **MOTION:** C. McDaniel-Thomas **MOVED** to approve the Manifest in the amount of $4,457,061.11 and the November 18, 2025 Public and Non-Public School Board Meeting Minutes as presented. **SECOND:** K. Noonan. **VOTE:** 7.942/0/0/5.058. **Motion passes.**

7. SETTING NEXT MEETING'S AGENDA:

a. January 6, 2026

b. Open enrollment

c. Possible Emergency Meeting

d. NEASC

e. Program of Studies

f. Deliberative Session Planning

8. PUBLIC COMMENTS:

9. NON-PUBLIC SESSIONS under RSA 91-A:3, II

a. 8:15 PM Non-Public Session RSA 91-A:3 II (c) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. MOTION: B. Tatro **MOVED** to enter into Non-Public Session RSA 91-A:3 II (c) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. **SECOND:** C. McDaniel-Thomas. **VOTE:** 7.942/0/0/5.058. **Motion passes.**

b. 8:20 PM Non-Public Session RSA 91-A:3 II (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. MOTION: K. Noonan **MOVED** to enter into Non-Public Session RSA 91-A:3 II (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. **SECOND:** C. McDaniel-Thomas. **VOTE:** 7.942/0/0/5.058. **Motion passes.**

10. ADJOURNMENT: MOTION: K. Noonan **MOVED** to adjourn the meeting at 8:35PM. **SECOND:** S.Peters. **VOTE:** 7.942/0/0/5.058. **Motion passes.**

Respectfully submitted,

Laura Aivaliotis
Recording Secretary

Monadnock Regional School District
School Board Meeting Minutes
Non-Public Session (Not Yet Approved)
December 16, 2025
MRMHS Library/Zoom, Swanzey, NH

Members Present: Betty Tatro, Hannah Blood, Kristen Noonan, Edmond LaPlante, Cheryl McDaniel-Thomas, Gina Carraro, Rachel Vogt and Scott Peters **Absent:** Brian Bohannon, Eric Stanley, Jennifer Strimbeck, Lisa Steadman and Jeff Cesaitis.
Administration Present: J. Rathbun, Superintendent, L.Spencer, Assistant Superintendent and J. Morin, Business Administrator.

8:15 PM Non-Public Session RSA 91-A:3 II (c) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.

Issue #1: Notification: J. Rathbun explained that Jill Wharton a para has given her notice to retire in June of 2027.

Kim Croteau, a para at MTC will be retiring immediately. **MOTION:**K. Noonan **MOVED** to accept the retirement of Kim Croteau as presented by the Superintendent. **SECOND:** R. Vogt. **VOTE:** 7.942/0/0/5.058. **Motion passes.**

Issue #2: Unpaid Leave: J. Rathbun explained that Darlene Olsen is asking for unpaid leave. She does not have FMLA left. J. Rathbun would recommend the request. **MOTION:** K. Noonan **MOVED** to approve 30 days of unpaid leave for Darlene Olson as recommended by the administration. **SECOND:** C. McDaniel-Thomas **VOTE:** 7.942/0/0/5.058 **Motion passes.**

Issue #3: Resignation: J. Rathbun announced the resignation of Maryann Moran and Heather Keyes.

MOTION: K. Noonan **MOVED** to leave non-public session (c) and enter into non-public session (i). **SECOND:** C. McDaniel-Thomas. **VOTE**: 7.942/0/0/5.058 **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
Recording Secretary

Monadnock Regional School District
School Board Meeting Minutes
Non-Public Session
December 16 , 2025
Monadnock Middle/High School Library, Swanzey, NH

Members Present: Scott Peters, Betty Tatro, Kristen Noonan, Hannah Blood, Rachel Vogt, Gina Carraro, Edmond LaPlante and Cheryl McDaniel-Thomas. **Absent:** Eric Stanley, Brian Bohannon, Jeff Cesaitis, Lisa Steadman and Jennifer Strimbeck.

Administration Present: J. Rathbun, Superintendent, L. Spencer, Assistant Superintendent and J. Morin, Business Administrator.

8:20 PM Non-Public Session RSA 91-A:3 II (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

Issue #1: J.Rathbun explained that he has heard back from Sheriff Rivera regarding an SSO. This police officer will mostly do the truancy, will be armed, the car will be visible and the officer will be able to go to the schools in all of the towns. Currently the district has budgeted for a part time SSO this will be a full time position with a multi-year agreement. The administration would like to move with a plan along with the cost and bring something back to the Board. The Board is in agreement.

MOTION: K. Noonan **MOVED** to leave Non-Public Session. **SECOND:** S. Peters **VOTE:** 7.942/0/0/5.058. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
Recording Secretary

January 6, 2026 School Board Meeting
Budget Transfer

Budget Transfers

1. Requested by: Stephanie Betit-Hancock, Student Services Director

FROM:	01.1200.51150.00.00000	MRMHS Para Salaries	$64,400.00
TO:	01.1200.54300.09.00000	DW Special Ed Contracted Svcs	$64,400.00

   - Amount: $64,400
   - Reason: Transfer funds to cover cost of 2 Full-time contracted paraeducators due to unfilled positions and lack of applications for positions at MRMHS.

2. Requested by: Jeremy Rathbun, Superintendent

FROM:	01.1100.51150.00.00000	MRMHS Regular Ed Para Salary	$35,000.00
TO:	01.1112.54490.09.00000	DW Music Equipment Rentals	$35,000.00

   - Amount: $35,000
   - Reason: To cover the cost of DW music instrument rentals for elementary and middle school students.

MONADNOCK REGIONAL SCHOOL DISTRICT
Towns of Swanzey, Richmond, Fitzwilliam, Troy, Gilsum, Roxbury

PUBLIC NOTICES

Budget Hearing

Pursuant to RSA 32:5, The Monadnock Regional School District School Budget Committee will hold a public budget hearing at 7:00 pm in the MRMHS Library 580 Old Homestead Hwy, Swanzey, NH on **Thursday January 8th, 2026** to receive public input on the proposed budget to be acted on at the Annual School District Meeting. (Snow Date: January 15th, 2026)

The **MRSD Supervisors of the Checklists** will be in session at the following locations, on the dates and times listed below: (RSA 669:5)

- **Swanzey:** Tuesday, January 20th, 2026, at Swanzey Town Hall, 7:00 p.m. - 7:30 p.m.
- **Richmond:** Tuesday, January 20th, 2026, at Richmond Veterans Hall, 7:00 p.m. -7:30 p.m.
- **Fitzwilliam:** Tuesday, January 20th, 2026, at Fitzwilliam Town Hall, 7:00 p.m. - 7:30 p.m.
- **Gilsum:** Tuesday, January 20th, 2026, at the Gilsum Public Library, 7:00 p.m.-7:30 p.m.
- **Roxbury:** Tuesday, January 20th, 2026, at Roxbury Town Hall, 7:00 p.m. - 7:30 p.m.
- **Troy:** Tuesday, January 20th, 2026, at Town Hall, 7:00 p.m. - 7:30 p.m.

To register or change your registration, voters must attend supervisors' meetings in their respective towns. These will be the only dates and times available to update the checklist before the Deliberative Session.

Filing for District Offices:

Persons interested in becoming a candidate for the following school district offices may file for these positions starting **Wednesday, January 21st, 2026, until Friday, January 30th, 2026**. Those interested **must file in person** at the SAU #93 Central Office, 600 Old Homestead Highway, Swanzey, NH. Office hours are 8:00 a.m. to 4:00 p.m. except on Friday, January 30th, 2026, the office will be open until 5:00 p.m. Declarations will not be accepted after 5:00 pm on the 30th.

DISTRICT MODERATOR	BUDGET COMMITTEE
(1) One-Year Term	**For a Three-Year Term**
SCHOOL BOARD	(2) Representatives' Swanzey
For a Three-Year Term	(1) Representative Troy
(2) Representatives' Swanzey	(1) Representative Roxbury
(1) Representative Richmond	(1) Representative Richmond
(1) Representative Fitzwilliam	(1) Representative Fitzwilliam
(1) Representative Troy	**For a One-Year Term**
For a One-Year Term	(1) Representative Fitzwilliam
(1) Representative Fitzwilliam	

MRSD Deliberative Session: will be held on **February 7th, 2026, beginning at 10:00 am** in the MRMHS Auditorium. 580 Old Homestead Hwy. Swanzey, NH 03446

MRSD Annual Meeting (School District Vote): March 10th, 2026, in the following locations:

- Fitzwilliam- Town Hall, 11 am - 7 pm
- Gilsum- Gilsum Community Center, 1 pm -7 pm
- Richmond- Veterans' Hall, 11 am -7 pm
- Roxbury- Meeting House, 6 pm - 8 pm (7 pm town meeting)
- Swanzey- Monadnock Regional Middle-High School Gymnasium, 8 am -7 pm
- Troy- Samuel E. Paul Community Center 10 am -7pm

Request for Absentee Ballots for the Monadnock Regional School District may be requested from their local Town Offices during regular business hours, with the exception of Roxbury. Roxbury Absentee Ballots are requested through SAU #93 Office (600 Old Homestead Hwy. Swanzey, NH 03446). Absentee ballots will be mailed to eligible voters by their local Town Office. Roxbury Absentee Ballots will be mailed to eligible voters by the SAU #93 Office.

School District Officers will be elected at the second session of the Annual Meeting of the Monadnock Regional School District on March 10th, 2026, in accordance with the statutory election procedures adopted by a vote of the District on March 11, 1996. The School District Warrant for the election of School District Officials will be posted in accordance with Revised Statutes Annotated (RSA) 40:13 in each of the District's member Towns.