



Hollis Policy Committee- Apr 20 2026 Agenda

Monday, April 20, 2026 at 9:00 AM





Hollis Upper Elementary School

Page


A. 9:00am Call to Order




Members in attendance: Dot Flaherty, Lauren DiGennaro, Paula Izbicki, Candi Fowler, Emmie White
Community member Stacy Esposito attended the meeting to better understand the process.

B. 9:05am Policies Under Review

1. GBEBB: Employee Student Relations, 1st read 3
[GBEBB \(HSD\) Employee Student Relations \(1\).docx](#) 
Committee to bring forward for 2nd read with minor changes.
2. JCA: Change of School or Assignment- Best Interest and Manifest Hardship, 1st read 6
[JCA \(HSD\) Change of School or Assignment - Best Interests and Manifest Hardship \(2\).docx](#) 
Committee to bring forward for 2nd read with major changes.
3. JLCE/ EBBC: Emergency Care and First Aid, 1st read 12
[JLCE_EBBC \(HSD\) Emergency Care and First Aid.docx](#) 
Committee to bring forward for 2nd read with minor changes and changes in formatting.
4. BEDB: Agenda Preparation and Dissemination, 1st read 15
[BEDB \(HSB\) Agenda Preparation and Dissemination \(4\).docx](#) 
Committee to bring forward for 2nd read and adopt with minor changes.

C. 9:45am Policies to Review

1. EEAA-R: Use of Video and Audio Systems Regulations 17
[EEAA-R \(COOP\) Use of Video and Audio Systems Administrative Use](#)  - Coop
current adopted version
Committee to bring forward for 1st read.

2. EHB-R: Records Retention Schedule 19
[EHB-R \(HSB\) Records Retention Schedule.docx](#) 
Committee to bring forward for 1st read.
3. IIB: Class Size 26
[IIB \(HSD\) Class Size](#) 
Committee to bring forward for 1st read with minor changes.
4. JICJ: Unauthorized Communication 28
[JICJ \(HSD\) Unauthorized Communication](#) 
Committee to present to the Board for 1st and adopt.
5. JICK: Pupil Safety and Violence Prevention 31
[JICK \(HSD\) Pupil Safety and Violence Protection - Bullying](#)  - current adopted
Committee to bring forward for 1st read with major changes.
6. Any other policy that comes before the committee
There was additional conversation about the need for a policy that regulates posting test scores after discussions that were had at the Annual Meeting. The committee chose to revisit this policy in the Fall once a data dashboard had been created by the SAU admin team.

D. 10:30am Motion to Adjourn

Category Required

See also JICDAA

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, "professional boundaries" is defined as acceptable professional behavior by staff while interacting with a student, in a manner consistent with the New Hampshire Department of Education Code of Conduct and Code of Ethics, federal and state law, and District policies.

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 professional boundaries 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 communicate with students in an unprofessional or developmentally inappropriate manner.
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 strictly 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. All staff members are expected to have professional and supportive relationships with students, however, staff members shall not attempt to clinically 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 licensed/certified individual or agency for assistance.
11. Staff members shall not disclose information concerning a student 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 information. Any request for this information shall come through the school office..
12. Unless necessary to serve an educational, health-related, or security purpose, staff members will not be alone in a windowless room with a student with the door closed, locked, or with the lights off.
13. Staff members are prohibited from socializing with students outside of school on social networking websites, consistent with the provisions of related Board policies..
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 written 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 related Board policies.

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.

Adoption: March 9, 2006

1st Reading: August 10, 2016

2nd Reading: September 7, 2016

3rd Reading: Waived

Adopted: September 7, 2016

1st Reading: April 1, 2026 (as amended)

CHANGE OF SCHOOL OR ASSIGNMENT - BEST INTERESTS AND MANIFEST HARDSHIP

The Superintendent or designee 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 school to which a student is 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 class or 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 by the State Board of Education as a nonpublic school and contracted by the school board to students with the opportunity to acquire an adequate education.

A. Best Interest Re-Assignment - Determination by Superintendent or their designee.

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

Authorization granted to the Superintendent or designee to make reassignments under this policy applies only after application is made by the parent/guardian of the student or with the parent/guardian's consent, and upon a finding by the Superintendent or designee 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 or designee's discretion to make other in-District assignments consistent with applicable Board policies and administrative rules.

2. Procedures for Best Interest Reassignments 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.

- 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 b.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 explaining 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. This shall require 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 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. The Superintendent shall assure that the reassignment approval is placed on the agenda for the next regularly scheduled Board meeting, or at a meeting convened for the purpose of acting on the request for a manifest educational hardship reassignment.

3. Tuition Determination

- a. *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 Superintendent 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.
- b. *Approved Private School Either 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. 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 public school options for reassignment.

- c. *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).
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.

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 describing that reassignment is not in the student's best interest as described in Section A paragraph A.2.a & c, 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 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 attend another 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 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.⁴
 - 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 RSA 193:3, II and Ed 3.
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 another public academy 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 Ed. Rule Ed 204.01(g). It is within the state board’s discretion to decide whether or not to accept the appeal. RSA 193:3, II (g).
 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 be the responsibility of the Parent 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.

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 or designee 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.

Legal References:

| NH Statutes | Description |
|---------------------------------------------|---------------------------------------------------------------------------|
| RSA 193:14-a | Change of School Assignment; Duties of State Board of Education |
| RSA 193:3, III | Change of School Assignment |
| NH Dept of Ed Regulation | Description |
| Ed 307 | Manifest Educational Hardship |
| N.H. Dept. of Education Admin. Rule Ed. 320 | N.H. Dept. of Education Administrative Rule Ed. 320 [Pending revision] |

Legal References:

Ed RSA 193:3, 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. 317

1st Reading: October 20, 2005

2nd Reading: February 9, 2006

Adoption: March 9, 2006

Reviewed:

1st Reading: June 1, 2016

2nd Reading: July 18, 2016

3rd Reading: July 18, 2016 (Waived)

Adopted: July 18, 2016

1st Reading: September 4, 2019

2nd Reading: October 2, 2019 (as amended)

3rd Reading: November 6, 2019

Adopted: November 6, 2019

Reviewed:

1st Reading: October 5, 2022

2nd Reading: November 2, 2022 (as amended)

3rd Reading: December 7, 2022

Adopted: December 7, 2022

1st Reading: January 3, 2024

2nd Reading: April 10, 2024

3rd Reading: May 1, 2024

Adopted: May 1, 2024

1st Reading: April 1, 2026 (as amended)

See also, EBBB, JLCE & JLCD

Status: Required by Law

EMERGENCY CARE AND FIRST AID

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

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

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

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

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

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

If the nurse determines that administering a particular emergency medication exceeds their scope or presents a safety concern, the nurse will work collaboratively with the student's family, healthcare provider, and administration to develop an appropriate alternative plan that ensures continuous student safety and aligns with state law and district policy.

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

nurse.

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

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

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

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

Naloxone/Narcan and Opioid Antagonists

The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.

The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists will be available during the regularly scheduled school day. They may be available at other times at the discretion of the Superintendent.

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

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

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

NH Statutes

RSA 153-A:28-33

RSA 200:40

RSA 200:40-a

Description

Automated External
Defibrillation

Emergency Care

Administration of
Oxygen by School
Nurse

| NH Statutes | Description |
|--------------------|------------------------------------------------------|
| RSA 200:40-c | Emergency Plans for Sports Related Injuries |
| RSA 200:44-a | Anaphylaxis Training Required |
| RSA 200:54 | Supply of Bronchodilators, Spacers or Nebulizers |
| RSA 200:55 | Administration of Bronchodilator, Space or Nebulizer |

NH Dept of Ed Regulation

Description

| | |
|----------------------------------|------------------------|
| N.H. Code Admin. Rules Ed 306.11 | School Health Services |
|----------------------------------|------------------------|

1st Reading: April 1, 2026 (as amended)

BEDB: Agenda Preparation and Dissemination

Category: Recommended

The Superintendent shall prepare all agendas for meetings of the Board. In doing so, the Superintendent shall consult with the Board Chair and SAU designated employees.

Items to be placed on the agenda should be received by the Superintendent prior to the meeting. Every Board member has the right to place items on the agenda. Matters not included in the agenda may be presented during the meeting provided the Board agrees to discuss the matter. The Board may choose not to deal with every agenda item.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the Board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any Board member, staff member, student, or citizen of the District may suggest items of business. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the Board Chairperson.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials should be distributed to Board members at least three days prior to the Board meeting. Board Members shall be expected to read the information provided them and to contact the Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

Supporting materials sent with the agenda are subject to disclosure by the Right-to-Know law. Therefore, both the agenda and the supporting materials may be reviewed by the public prior to the meeting. Any supporting materials that contain confidential information, which is exempt from disclosure and where the Board has a legal duty to maintain the confidentiality of the information, shall be clearly marked as confidential. Board members shall not disclose any materials marked as confidential or otherwise exempt from disclosure under the Right-to-Know law.

Notices of meeting shall be consistently posted on the District's website.

Consent Agenda

A consent agenda may be used at School Board meetings to cover the following actions: accepting resignations and/or nominations for professional staff persons when supported by written documentation.

~~A consent agenda will be used at School Board meetings when it appears the Board is about to bring closure to a previously discussed topic or when narrative information precludes the necessity for discussion. Examples include but are not limited to the following:~~

- ~~1. Electing nominated professional staff persons supported by written documentation.~~
- ~~2. Accepting resignations supported by written material.~~
- ~~3. Awarding bids accompanied by quotations.~~
- ~~4. Adopting policy, procedure, or granting School Board approval following complete discussion by the Board at a previous meeting.~~

~~The consent agenda in its entirety will be moved, seconded, and voted by one motion unless any School Board member requests an item or items be set aside and decided separately. In this event, the item or items specified will be separated from the consent agenda and disposed of separately.~~

NH Statutes

RSA 91-A:3

Description

Non-Public Sessions

RSA 91-A:5

Exemptions (Access to Governmental Records)

Cross References

Code

BEDA

Description

Public Notification of School Board Meetings

BEDDA

Board Meeting - Rules of Procedure & Order

BEDH

Public Comment and Participation at Board Meetings

1st Reading: April 1, 2026



Policy: EEAA-R

Section: Section E - Support Services

(COOP) Use of Video and Audio Systems Administrative Use

EEAA-R

USE OF VIDEO AND AUDIO SYSTEMS ADMINISTRATIVE PROCEDURE

Video and Audio Systems include but are not limited to security cameras and live streaming video and audio systems.

A. Security Camera Placement

1. Security cameras may be placed outside and inside school facilities as described in Policy EEAA and as approved by the Superintendent. The Superintendent shall consult with the building administrator and others as appropriate prior to approving placement of security cameras.
2. The use of security cameras or video devices may also be approved in particular locations by the Superintendent on a short-term basis in connection with investigations of possible misconduct and/or illegal activity.
3. Security cameras will not be placed in bathrooms, locker rooms, private offices or other locations where the Superintendent determines that users have a reasonable expectation of privacy, except as otherwise permitted by law.

B. Viewing/Monitoring of Live Images from Security Cameras and/or Other Recording Devices

1. In order to maintain building security, a monitor will be placed to enable office staff to observe points of access to the building.
2. The Superintendent, building administrators and others designated by the Superintendent may monitor security camera images on a periodic or random basis for school-related purposes.
3. In situations when the School Department's Comprehensive Emergency Plan is implemented and/or there is an immediate security risk, law enforcement officials may directly view images from school security cameras at the school on their own monitors at other locations.

C. Viewing of Recordings

1. The Superintendent, building administrators and others designated by the Superintendent may review recordings for school-related purposes. Other school employees may be authorized by the Superintendent or a building administrator to view recordings if there is a legitimate educational or operational reason to do so.
2. Any recording used for student disciplinary purposes will only be disclosed as authorized by the Family Educational Rights and Privacy Act (FERPA) and in accordance with Board policy.
3. The parents/guardians of a student or an eligible student under FERPA may request to view portions of a recording used as a basis for disciplinary action against that student. Viewing of

the recording shall be conducted in the presence of a building administrator and shall be conducted in a manner that does not violate the confidentiality rights of other students.

4. Law enforcement personnel may review recordings, when available, to investigate possible criminal conduct.

D. Storage and Security of Security Camera Recordings

1. All security camera recordings will be stored in a secure location to ensure confidentiality.
2. Security camera recordings will be stored no longer than 60 days, except in cases where there is a request from the police or a court or when recordings are needed for a disciplinary matter.
3. Recordings related to a disciplinary matter will be maintained in their original form until the matter is resolved.

1st Reading: May 18, 2016

2nd Reading: June 15, 2016

Adopted: June 15, 2016

1st Reading: January 17, 2024 (as amended)

2nd Reading: May 15, 2024 (as amended)

3rd Reading: August 21, 2024

Adopted: August 21, 2024

Adoption Date: **August 21, 2024**

EHB-R LOCAL RECORDS RETENTION SCHEDULE

See Board Policy: EHB
Related Policies: EH, EHAB, JRA, and GBJ

| Type of Record | Statute, Rule, or other legal authority – if none listed the retention period is a recommendation | Retention Period |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Business Records | | |
| Accident Reports: | | |
| • Employee | | Term of employment, plus 20 years |
| • Student | | Age of majority, plus 6 years |
| Accounts Receivable | RSA 33-A:3-a | Until audited, plus 1 year |
| Annual Audit | RSA 33-A:3-a (10 years) | Permanent |
| Annual Report (District), Warrants, Annual Meeting Minutes, Budgets (District & SAU) | RSA 33-A:3-a | Permanent |
| Application for Federal Grants | 20 U.S.C. 1232f., (three years after the completion of the activity for which the funds are used) other authorities may apply | 5 years |
| Architectural Plans | | Permanent |
| Asbestos Removal | | Permanent |
| Bank Deposit Slips | RSA 33-A:3-a | 6 years |
| Bonds and continuation certificates | RSA 33-A:3-a (expiration plus 2 years) | Permanent |
| Budget Worksheets | | End of budget year, plus 1 year |
| Cash receipts, disbursement records, checks | RSA 33-A:3-a | Until Audited and at least 6 years after last entry |
| Child Labor Permits | | 1 year |
| Work-study | 29 C.F.R. §570.37 | 3 years from date of enrollment |
| • Construction Contracts, Capital projects, fixed assets that require accountability after acquired* | RSA 33-A:3-a (Life of project/asset) | Life of contract, building, asset plus 20 years |

EHB-R LOCAL RECORDS RETENTION SCHEDULE

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| <ul style="list-style-type: none"> Engineering Surveys | | Permanent |
| <ul style="list-style-type: none"> Unsuccessful bids | RSA 33-A:3-a (Completion of project, plus one year) | Life of contract plus 3 years |
| Certified Educator | | Permanent |
| COBRA Notices | 42 U.S.C. 300bb-1, et. seq.(3 years) ERISA 29 U.S.C. §1027 (6 years) | 6 years from date of issue |
| Collective Bargaining Agreements | | Permanent |
| Correspondence for Business transactions* | | Life of subject matter plus 4 years |
| Correspondence - General | | 3 years or longer when historic/useful |
| Correspondence Transitory | RSA 33-A:3-a | As needed for reference |
| Deeds | | Permanent |
| District Meeting Minutes & Warrant | | Permanent |
| Insurance policies | RSA 33-A:3-a | Permanent |
| Notes (loan documents) | RSA 33-A:3-a | Until paid, Audited, plus 3 years |
| Student Activities Records/Accounts | RSA 33-A:3-a (bank deposit slips and statements 6 years) | Until Audited, plus 6 years |
| Enrollment Reports: | | |
| <ul style="list-style-type: none"> Fall Reports A12A (RSA 189:28) | | Permanent |
| <ul style="list-style-type: none"> Pupil Registers | RSA 189:27-b | Permanent |
| <ul style="list-style-type: none"> Resident Pupil Membership Forms | | 14 years |
| <ul style="list-style-type: none"> School Opening Reports | | 3 years |

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| <ul style="list-style-type: none"> Statistical Report A-3 (RSA 189:28) | | Permanent |
| Federal Projects Documents | Review specific project/grant program requirements. 20 U.S.C. 1232f, (three years after the completion of the activity for which the funds are used), other authorities may apply | 5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit |
| FICA Reports – monthly | | 7 years |

EHB-R LOCAL RECORDS RETENTION SCHEDULE

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| Fixed Trip Requests/Confirmation | | 1 year |
| Fixed Assets Schedule | | Permanent/as updated |
| Form C-2 Unemployment | | 6 years |
| Wage Report (DES 100) | | 6 years |
| Invoices* | Until Audited, plus 1 year | 3 years* |
| MS-22 Budget Form | | 6 years |
| MS-23 Budget Form | | 6 years |
| MS-25 Budget Form | | Permanent |
| Minutes of Board Meetings, Board Committees | RSA 91-A:2, II, RSA 33-A:3-a | Permanent |
| Purchase Orders* | | Until Audited, plus 1 year |
| Request for Payment Vouchers* | | Until Audited, plus 1 year |
| Requisitions* | | Until Audited, plus 1 year |
| Retirement Reports – Monthly | | 1 year |
| Time Cards: | | |
| • Bus Drivers | Lab 803.03. Notification and Records no less than 4 years | 5 years |
| • Custodial | Lab 803.03. Notification and Records no less than 4 years | 5 years |
| • Secretarial | Lab 803.03. Notification and Records no less than 4 years | 5 years |
| • Substitute Teachers pay slips | Lab 803.03. Notification and Records no less than 4 years | 5 years |
| Payroll Records | RSA 33-A:3-a Audited, plus 2 year 29 C.F.R. §1627.3 (3 years) ADEA: 29 U.S.C. §626, 29 CFR Part 1602 (2 years from job action); 29 C.F.R § 825.500 FMLA, 29 U.S.C.§2616, 3 years | 6 years |
| Travel Reimbursements* | Until Audit, plus 1 year | 3 years* |
| Treasurer's Receipts – canceled checks | | 6 years |
| Treasurer's Report | | 6 years |
| Vocational Education: | | |
| • AVI Forms | | 1 year |
| • Vocational Center Regional Contracts | | 20 years |
| • Federal Vocational Forms* | | 6 years |

EHB-R LOCAL RECORDS RETENTION SCHEDULE

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| Vouchers Manifests* | | Until Audit, plus 1 year |
| Tax Forms: | | |
| <ul style="list-style-type: none"> W-2's, 1099 * | Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2)(tax advisors say 7 years) | 7 years |
| <ul style="list-style-type: none"> W-4 Withholding Exemption Certificate | RSA 33-A:3-a. Retirement or termination, plus 20 years | Term of Employment, plus 20 years |
| <ul style="list-style-type: none"> W-9 | Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years) | 7 years |
| <ul style="list-style-type: none"> 941-E Quarterly Taxes | Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years) | 7 years |
| Personnel Records | RSA 33-A:3-a. Retirement or termination, plus 20 years | Term of Employment, plus 20 years |
| Application for employment - Successful | RSA 33-A:3-a Unsuccessful applicants: current year, plus 3 years. | Term of Employment, plus 20 years |
| Attendance Records: | | |
| <ul style="list-style-type: none"> Leaves | Family Medical Leave Act RSA 33-A:3-a. Retirement or termination, plus 20 years | Term of Employment, plus 20 years |
| <ul style="list-style-type: none"> Request for Leaves | | 1 year |
| Class Observation Forms | | 1 year |
| Criminal Record Check: | | |
| <ul style="list-style-type: none"> No criminal record | RSA 189:13-a (Superintendent only) | Destroy immediately after review |
| <ul style="list-style-type: none"> Criminal record | RSA 189:13-a (Superintendent only) | Destroy within 30 days of receipt |

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| Civil Rights Forms, Discrimination claims, accommodation under ADA, information used for EEO-5 report, EEO-5 report | 29 C.F.R. §1602.40; 42 U.S.C. 12117; 42 U.S.C. § §§ 2000e-8-2000e-12; 42 U.S.C. § 2000ff-6; (final disposition, 2 years, 3 years) | 6 years |
| Deferred Compensation plans | RSA 33-A:3-a | 7 years |
| Dues Authorization | RSA 33-A:3-a. – Personnel record | Term of Employment, plus 20 years |

EHB-R LOCAL RECORDS RETENTION SCHEDULE

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| Employment test papers with results | 29 C.F.R. §1627.3 | Term of Employment, plus 20 years |
| Evaluations | RSA 33-A:3-a. – Personnel record | Term of Employment, plus 20 years |
| HIPPA Documentation | RSA 33-A:3-a. – Personnel record HIPPA: 45 C.F.R. §164,316(b) & .530(j) – 6 years. HITECH 42 U.S.C. §17938 | Term of Employment, plus 20 years |
| Labor-PELRB actions | RSA 33-A:3-a | Permanent |
| Labor Negotiations | RSA 33-A:3-a | Permanent |
| Legal Actions - lawsuits | RSA 33-A:3-a | Permanent |
| Medical Benefits Application | RSA 33-A:3-a. – Personnel record | Term of Employment, plus 20 years |
| Medical exams, Physical examinations used for personnel action | 29 C.F.R. §1627.3(One year from date of personnel action) RSA 33-A:3-a. – Personnel record 29 C.F.R. §1910.1020 (term of employment plus 30 years) | Term of Employment, plus 20 years |
| Oaths of Office | RSA 33-A:3-a Term, plus 3 years | Permanent |
| Promotion, demotion, transfer, selection for training, layoff, recall, or discharge | 29 C.F.R. §1627.3 (1 year from date of action) RSA 33-A:3-a. – Personnel record | Term of Employment, plus 20 years |
| Recruitment Documents | 29 C.F.R. §1627.3 | Term of Employment, plus 20 years |
| Re-employment Letter of Assurance | RSA 33-A:3-a. – Personnel record | Term of Employment, plus 20 years |
| Retirement application | RSA 33-A:3-a. – Personnel record | Term of Employment, plus 20 years |

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| School Bus Driver Drug Tests – positive results & records of administration of test | 49 C.F.R. §382.401; 49 C.F.R. § 40.333 | 5 years |
| School Bus Driver Drug tests – negative & cancelled | 49 C.F.R. §382.401 | 1 year |
| Separation from Employment Form/Letter | RSA 33-A:3-a. – Personnel record | Term of Employment, plus 20 years |

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| Settlement agreements, even if in anticipation of a lawsuit | RSA 91-A:4, VI (10 years) | Permanent |
| Staff Development Plan | Term of Employment, plus 20 years | Term of Employment, plus 20 years |
| Substitute Teacher Lists | | 7 years |
| Student Records: | | |
| Applications for Free/Reduced Lunch | | 6 years |
| Assessment Results | Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe. | Permanent |
| Attendance | Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe. | Permanent |
| Disciplinary Records | | Term of Enrollment, plus 3 years |
| Early Dismissal | | 1 year |
| Emergency Information Form | | 1 year/as updated |
| Grades | Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe. | Permanent |
| Health and Physical Records | | Term of Enrollment, plus 3 years |
| Immunization Record | | Term of Enrollment, plus 3 years |
| Log of requests for access to education records | FERPA 20 U.S.C. §1232g (b)(4)(A) | As long as the education record is retained |

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|-------------------|--------------------------------------------------------------------------------------|-----------------------------------|
| Medical Reports | | Term of Enrollment, plus 3 years |
| Registration Form | | Term of Enrollment, plus 3 years |
| Student Handbook | | 1 copy of each edition, Permanent |
| Transcripts | Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' | Permanent |

EHB-R LOCAL RECORDS RETENTION SCHEDULE

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| | attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe. | |
| Internal Records: | | |
| Child Abuse Reports/Allegations | | Permanent |
| Criminal Investigation | | Permanent |
| Personnel Investigations | | Permanent |
| Sexual Harassment | | Permanent |
| Records Management, transfer to storage or disposal | RSA 33-A:3-a (summary report of what category of records, for what range of dates, was put in storage or destroyed) | Permanent |
| Vehicle maintenance | RSA 33-A:3-a | Life of vehicle, plus 3 years |

Items marked with an asterisk (*) are indicative of having implications with federal grant funding that must be considered.

1st Reading:



Policy: IIB

Section: Section I - Instruction

(HSD) Class Size

IIB

Category R

CLASS SIZE

Class size will be defined as the maximum number of students under the supervision of a teacher, at any one time, for the purpose of instruction and learning.

The Board establishes the Hollis Educational Specification for class size as follows:

The following guidelines should be utilized for class size:

K-1 no more than 18 students per class (NHDOE Target: 20; Max 25 per DOE 306.17)

2-3 no more than 20 students per class (NHDOE Target: 2nd Gr: 20; Max 25; 3rd Gr: 25; Max 30 per DOE 306.17)

4-6 no more than 23 students per class (NHDOE Target: 25; Max 30 per DOE 306.17)

In determining the sections at each grade level, the Board and the administration will consider the needs of learners at each grade level, current best practices, and the demands of the programs and standards at each grade level.

If the class exceeds the recommended maximum size of a particular grade level outlined in this policy, the Superintendent shall consult with the appropriate Principal and review the situation before deciding whether to take such steps as hiring additional personnel or using other resources.

Legal References:

N.H. Code of Administrative Rules, Section Ed 306.17, Class Size

1st Reading: November 14, 2012
2nd Reading: December 12, 2012
3rd Reading: December 12, 2012 (waived)

Adopted: December 12, 2012

1st Reading: April 5, 2017 (amended)

2nd Reading: April 5, 2017

3rd Reading: April 5, 2017 (waived)

Adopted: April 5, 2017

Policy JICJ: Unauthorized Communication Devices

Category: Priority/Required

A. Purpose

The District is committed to providing students with a learning environment free from disruptions. Use of personal communication devices (cell phones, tablets, laptops, other communication devices, smartwatches, etc.) for nonacademic means often leads to disruptions in the learning environment for both individual students and the classroom.

This policy defines a personal communication device as any non-district-provided internet/ cellular-capable device that supports voice or video calls, texts, emails, instant messages, or the capability to transmit pictures or videos. Furthermore, "Personal Electronic Communication Device" means any device capable of connecting to a smartphone, smartwatch, the internet, or a cellular or Wi-Fi network, and can communicate over a Wi-Fi, Bluetooth, or cellular network.

Additionally, it covers any future products that encompass the abovementioned features. For ease of reference, devices provided by the district for instructional use shall be referred to as "district-owned" or "district-provided" devices.

B. Restrictions

Student use of personal communication devices is **strictly prohibited** from when the first bell rings to start instructional time until the dismissal bell rings to end the academic school day (referred to as "the school day"). The school day includes lunch periods, passing time, and recesses.

Students participating in field trips or other activities outside of the school day shall abide by the rules and consequences established for personal communication devices set by the designated supervisor for the activity. However, **in no event** shall personal communication devices (or any other device with photographic or recording capabilities) be used in locker rooms, bathrooms, or any other location where such use could violate another person's reasonable expectation of privacy.

The District is responsible for providing District-owned devices (Chromebook) for use during the school day.

While it is best practice that these devices are not brought to school, if these devices are brought to school, they shall be kept with the power turned off in a student's assigned locker, backpack, or handbag. The District will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

C. Exceptions

Students with medical needs, such as insulin pumps and glucose sensors, or disabilities that require a device to support their learning as identified by their individualized education program (IEP) or plan developed under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 794, or a multilingual student with appropriate language access programs and services pursuant to Title VI of the Civil Rights Act of 1964 may be exempt from portions of this policy due to necessary accommodations as determined by the appropriate team. Additional exceptions to this policy may only be made after a formal meeting with administration on a case-by-case basis or through an administrative decision recorded in the student handbook, with respect to student medical, disability, or language proficiency needs. Decisions may be appealed to the Superintendent, whose decision is final.

D. Consequences and Violations

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in disciplinary action. The school reserves the right to monitor, inspect, copy, and review a student's personal electronic device subject to the limitations of RSA 189:70, if there is reasonable suspicion to believe that a student has violated board policies, regulations, school rules, or has engaged in other misconduct while using their personal electronic device.

Consequences for violations of this policy will be pursuant to the Student Code of Conduct. Additionally:

1. First Offense: Verbal warning
2. Second Offense: Confiscation of the device for the remainder of the period.
3. Third Offenses: The electronic communication device will be confiscated for the remainder of the school day. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the administration's office.
4. Fourth and Subsequent Offenses or Refusal to Comply: Progressive discipline based on the Code of Conduct. A parent meeting will be held with administration.

Repeated misuse may result in a student being required to check in their device daily.

E. Review

The Superintendent shall annually review policy in collaboration with parent(s) and teachers with a report and recommendations for policy changes to be delivered to the Board no later than April of each school year.

F. Dissemination

The Superintendent shall ensure that information regarding the prohibition against using personal communication devices during the school day is included in all student handbooks.

NH Statutes

RSA 189:68

RSA 189:68-a

RSA 189:70

RSA 644:21

1st Reading: August 13, 2025

2nd Reading: September 3, 2025 (as amended)

3rd Reading: October 1, 2025 (as amended)

Adopted: October 1, 2025



Policy: JICK

Section: Section J - Students

(HSD) Pupil Safety and Violence Protection - Bullying

JICK

Category: Priority/Required by Law

See also [JBAA](#), [JIC](#), [JICD](#), [IHBA](#)

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) Physically harms a pupil or damages the pupil's property;
- (2) Causes emotional distress to a pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

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 and any school sponsored activity.

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

Any reference in this policy to "Superintendent" or "Principal" shall include their designee.

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 a 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 to 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 other 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, administrator, volunteer, or other employee 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, administrator, volunteer, or other employee 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 and exclusion from school grounds.

Process To Protect Pupils From Retaliation

If the alleged victim or any witness expresses to the Principal or other staff member that they believe they 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 protected 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, electronically, etc.)

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related district's policies.

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, electronically 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, hard copy, electronically, etc.). Parents will be informed of the process 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 District 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 or 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 volunteer who receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible, and within 48 hours.
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 given such information will need to provide direct assistance to the student.
3. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred shall inform the Principal as soon as possible and within 48 hours.

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 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 shall retain a copy for themselves and shall forward one copy to the Superintendent and may forward one copy to the local authority. 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 consistent with the developmental needs of the students in mind and shall be confidential and consistent with FERPA.
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 or electronic copies of e-mails, text messages, website pages, or other similar electronic communications.
4. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's username, 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 shared printed or electronic copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.
5. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
6. 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 of 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.

7. 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.

8. A determination of whether a particular action or incident constitutes a violation of this policy shall be based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and be documented within a written final report by the Principal.

9. 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.

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

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 school days of completing an investigation, the Principal will notify the students involved in person of their 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 their findings and reasons for their 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 to the parents of other students involved in a bullying incident.

XV. Appeal

1. For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils involved in the bullying shall have the right to appeal the Principal's decision to the Superintendent in writing within ten (10) calendar days. Upon receipt of the appeal, the Superintendent shall review the Principal's decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the School Board within ten (10) calendar days of the Superintendent's decision. The School Board will adhere to all applicable New Hampshire Department of Education administrative rules.

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.

2. The procedures under RSA [193:13](#), Ed 317, and District policies establish the due process and appeal rights for students disciplined for acts of bullying.
3. The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education
XVI. School Officials (RSA [193-F:4](#), II(n))

The Superintendent of schools is responsible for ensuring that this policy is implemented. In order to facilitate the implementation of this policy, the Superintendent may establish further administrative rules or regulations.

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.

XIII. 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 Policies EEAA, [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.

Legal References:

*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*

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