



SCHOOL ADMINISTRATIVE UNIT #51

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PITTSFIELD SCHOOL BOARD
POLICY COMMITTEE

September 11, 2025, 4:00 P.M.
PMHS Media Center
Pittsfield Middle High School

CALL TO ORDER

INTRODUCTION

First Reading of Policy: DIA Fund Balance

Second Reading of Policy:

- BEDH Public Participation at Board Meetings
 - BEDH Public Participation at Board Meetings Norms
- DFA Investment
- DJ Purchasing Pittsfield
- EHAA Computer Security, Email and Internet Communications
- GBCD Background Investigation and Criminal History Records Check
- JH Attendance
- JICK Pupil Safety and Violence Prevention

PLAN AGENDA FOR NEXT MEETING

ADJOURNMENT

FUND BALANCES

RSA 198:4-b, II allows a school district to retain any unused portion of the year-end unassigned general funds, from the preceding fiscal year in subsequent fiscal years, provided that the total amount of year-end unassigned general funds does not exceed, in any fiscal year, 5 percent of the current fiscal year's net assessment under RSA 198:5.

The Pittsfield School District voted in 2022 to accept RSA 198:4-b, II as follows:

Article 4: To see if the Pittsfield School District will vote to adopt the provisions of RSA 198:4-b, II enacted in 2020, which allows the District to authorized, indefinitely until rescinded to retain up to 5% of the District's net assessment in any year and allows the expenditure of any amount retained after the School Board first holds a public hearing, and requires the School Board to include an annual reporting of the retained fund balance in its annual report to the District.

Therefore, the Board has the authority to retain from the year-end unassigned fund balance up to 5 percent of the District net assessment from the preceding fiscal year.

Prior to expending retained general funds, the Board shall hold a prior public hearing on the action to be taken with such funds. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the meeting is held. An annual accounting and report of the activities of the retained general funds shall be presented to the Board of the district and published in the annual report.

Any year-end unassigned fund balance shall only be used or returned to the Town to reduce the school portion of the tax rate in accordance with applicable New Hampshire law and/or Governmental Standards Board Statement 54 (GASB 54).

District History:

New policy – Distributed September 11, 2025: created in response audit discovery of absence of this required policy).

First reading: September 18, 2025

Second reading/adopted:

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 References:

NH Statutes	Description
RSA 32	Municipal Budget Law
RSA 33	Municipal Finance Act
RSA 35	Capital Reserve Funds
RSA 198:4-b	Contingency Fund
Governmental Standards Board Statement 54 (GASB 54)2023	

PITTSFIELD SCHOOL BOARD - Public Input Norms

(Modeled after Policy BEDH: Public Participation at Board Meetings)

The Pittsfield School Board values public participation and encourages community input as part of its commitment to transparent and responsive governance. To ensure that public comment is respectful, orderly, and productive, the following norms will guide public input at board meetings:

1. Sign In and Identify Yourself

All individuals wishing to speak must sign in before the meeting or prior to the public input portion. Please state your name and, if applicable, your role (e.g., parent, resident, staff member) before making your comment.

2. Time Limits

Each speaker is limited to three (3) minutes. The board chair may adjust time limits depending on the number of speakers and the length of the agenda. Speakers representing the same group or topic are encouraged to select a spokesperson.

3. Respectful and Civil Discourse

Comments must be civil, respectful, and appropriate for a public setting. Personal attacks, profanity, or inflammatory remarks will not be tolerated. Applause, clapping, or verbal disruptions are discouraged during public input.

4. Topics Permitted During Public Input

Public comment should relate to district matters, policies, procedures, or governance. The board does not permit public discussion of individual personnel, students, or confidential matters in public session **(per RSA 91-A and FERPA)**.

5. Board Response Protocol

The board does not engage in discussion or answer questions during public comment. The superintendent may be asked to follow up on specific concerns after the meeting.

6. Board Chair's Role

The board chair is responsible for facilitating the public input session. The chair may end a speaker's time or rule a speaker out of order if the norms are violated.

7. Written Comments

Community members may submit written comments to the board through the superintendent's office. Written submissions will be shared with all board members.

8. Public Input Is One Part of the Meeting

Public input is not a debate or dialogue. It is one way the board receives feedback. Board business continues after public input, and members may use public feedback to inform future discussions or agenda items.

We appreciate your engagement and respectful participation.

Together, we strive to create a safe, inclusive, and responsive school environment for all.

PUBLIC PARTICIPATION AT BOARD MEETINGS

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs, and operations. The Board encourages residents to attend board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public, except as otherwise provided by law. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions of RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, that it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at board meetings:

1. Two public input sessions will be held—one near the beginning and one near the end of the meeting. Each session will normally be 15 minutes but may be adjusted at the discretion of the Chair or by majority vote of the Board.
2. Each speaker is limited to three (3) minutes. Speakers representing the same group or topic are encouraged to select a spokesperson. The Chair may adjust time limits depending on the number of speakers and length of the agenda.
3. Public comment should relate to district matters, policies, procedures, or governance. The Board does not permit discussion of individual personnel, students, or other confidential matters in public session, in accordance with RSA 91-A and FERPA. Complaints of this nature will be directed to the Superintendent.
4. All comments must be civil, respectful, and appropriate for a public setting. Personal attacks, profanity, or inflammatory remarks will not be tolerated. The Board Chair may rule a speaker out of order or end their time if norms are violated. Applause, clapping, or verbal disruptions are discouraged.
5. Speakers must sign in before the meeting or prior to the public input portion and state their name and role (e.g., parent, resident, staff). Public input is limited to those physically present at the meeting.
6. Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.
7. The Board does not engage in discussion or answer questions during public comment. The Superintendent may be asked to follow up on specific concerns after the meeting.

Policy BEDH: Public Participation at Board Meetings

8. Community members may submit written comments to the Board through the Superintendent's office. Written submissions will be shared with all Board members.
9. Public input is not a debate or dialogue; it is one way the Board receives feedback. Board business continues after public input, and members may use public feedback to inform future discussions or agenda items.

District Policy History:

First Reading: December 18, 2008

Second Reading/Adopted: January 8, 2009

Amended: June 30, 2011; November 2, 2017; August 7, 2025

Adopted:

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 Case Law & Lower Court Orders		Description
117 N.H. 573 (1977)		State v. Dominic
130 N.H. 688 (1988)		State v. Comley
NH Statutes		Description
RSA 189:65, VII & VII-a		Definitions (Student and Teacher personally identifiable information)
RSA 189:74		School Board Public Comment Period
RSA 644:2		Disturbing the Peace
RSA 91-A:2		Meetings Open to Public
RSA 91-A:3		Non-Public Sessions
Federal Statutes		Description
1st Amendment		U.S. Const.

INVESTMENT

The Pittsfield School District Treasurer, working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, is authorized to invest the funds of the District subject to the following objectives and standards of care.

Objectives. The three objectives of investment activities shall be safety, liquidity, and yield:

1. **Safety.** Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.

Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.

2. **Yield.** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

Standards of Care. The three standards of care shall be prudence, ethics and conflicts of interest, and internal controls.

1. **Prudence.** The standard of prudence to be used by the District Treasurer and Superintendent, or his/her designee involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the Government Finance Officers' Association Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. **Ethics and Conflicts of Interest.** The School District Treasurer and Superintendent, or his/her designee involved in the investment process, shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.
3. **Internal Controls.** The District Treasurer and Superintendent, or his/her designee, shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the School Board and an independent auditor.
4. The investment of funds will be left to the discretion of the Finance Committee without prior approval of the Board.

The Board will periodically review the investment policy.

District Policy History:

Adopted: December 17, 2015

Reviewed: January 18, 2018

Reviewed: June 1, 2023; September 4, 2025

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NH Statutes

RSA 197:23-a

RSA 383:22

Description

School Meetings & Officers: Treasurers Duties

Public Deposit Investment Pool

PURCHASING

The acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the Superintendent, and through whose office all purchasing transactions are conducted.

The Board assigns the Superintendent the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the District.

The Financial Manager will be solely responsible for the final approval of all non-educational purchases. The superintendent will approve educational purchases beyond budget limitations.

The Financial Manager shall be responsible for all phases of purchasing in accordance with Board Policy; for requisitions, current order purchasing, writing of specifications for bids, deliveries, storage, and other tasks related to the purchases, acceptance, and distribution of supplies.

District Policy History:

First Reading: October 1, 2009

Second Reading/Adopted: October 15, 2009

Reviewed: February 1, 2018; September 4, 2025

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NH Statutes

RSA 194-C:4 II (a)

Description

[Superintendent Services](#)

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 303.01 (b)

Description

[Substantive Duties of School Boards](#)

COMPUTER SECURITY, E-MAIL, AND INTERNET COMMUNICATIONS

The Pittsfield School District establishes this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the district's computer system. This policy is designed to protect the safety and security of the district's computer systems, including e-mail and Internet use.

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

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

8. Any communications created, sent, or retrieved using e-mail may be read by individuals other than the intended recipient.
9. Notwithstanding the district's right to retrieve and monitor any e-mail messages, such messages should not be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail that is not sent to them. Any exception to this policy must receive prior approval by the superintendent of schools.
10. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.
11. The district has the authority to terminate or limit access to any program at any time.
12. Personal disks or other data storage units cannot be used on the district system unless pre-authorized by the IT manager.
13. The district will take all necessary measures to maintain student privacy relative to the district's website, online information, and storage of student personally identifiable information as required by federal and state law.

District Policy History:

First reading/Second reading/adopted: October 1, 2015

Reviewed: May 3, 2018

Revised: September 15, 2022

Reviewed: September 4, 2025

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 189:68-a	Student Online Personal Information
RSA 194-C:4 II (a)	Superintendent Services
RSA 194:3-d	School District Computer Networks

Background Investigation and Criminal History Records Checks

To help assure the safety of District students, it is the policy of the School Board that before any person is employed by the School District, or otherwise placed into positions whereby they have frequent close contact with – or supervision of – students, the administration conduct proper investigation into such person’s background, including, without limitation, a criminal history records check under **RSA 189:13-a – 189:13-c**.

A. Definitions

Applicant – An applicant for employment or any person seeking to serve in any position falling within the term “Covered Person” as defined below, who is selected by the District for further consideration for such position.

Background investigation – An investigation into the past employment and other background of an Applicant with the intent of determining whether:

1. The Applicant is qualified for the position for which he/she has applied, will/would be assigned, or will/would perform; and
2. The Applicant has been found guilty of any criminal activity or conduct that would make him/her ineligible or unsuitable for employment or service in the District.

Conditional offer of employment – An offer of employment extended to a selected Applicant subject to a successfully completed criminal history record check (defined below) which is satisfactory to the SAU or School District.

Contractor – A private business or agency or an employee or employees of the contractor which contracts with a SAU, school district, or charter school to provide services including but not limited to:

- Cafeteria workers
- School bus drivers
- Custodial personnel
- Any other direct services to students of the District or charter school

Covered Person – Every employee, stipended position (e.g., coach, trainer, advisor), candidate, designated volunteer (whether direct or through a volunteer organization), or any other service where the contractor or employees of the contractor provide services directly to students of the District, or any applicant/person seeking to serve in any of those positions. Only those volunteers who meet the definition of “Designated Volunteer” below are considered “Covered Persons.” See Board policy **IJOC** for additional provisions relating to all volunteers.

Criminal History Records Check (CHRC) – A criminal history records inquiry under RSA 189:13-a – 189:13-c, conducted by the New Hampshire State Police through its records and through the Federal Bureau of Investigation.

Designated Volunteer – Any volunteer who:

- Comes in direct contact with students on a predictable basis (e.g., library volunteer, overnight field trip chaperone);
- Meets regularly with students (e.g., community mentor, volunteer assistant coach);
- Meets with students on a one-on-one basis without the presence of a teacher or other professional staff member; OR
- Is otherwise designated as such by the Superintendent or the School Board.

Educator Candidate – A student at an institution of higher education in New Hampshire who has been selected to participate in a K-12 educator preparation program (RSA 189:13-c, I(b)). This includes both Educator Candidates placed as student teachers in the District, and those who might be present for observation, practicum, or methods courses.

Section V Offenses – Those criminal offenses listed in RSA 189:13-a, V, as amended from time to time.

Non-Section V Offenses – All other criminal offenses, whether felonies or misdemeanors.

Designee – A person designated by the Superintendent to receive and inspect results of the Criminal History Records Check. Under RSA 189:13-a, II, the Designee may only be an assistant superintendent, head of human resources, personnel director, business administrator, or finance director.

B. Background Investigation and Restrictions

1. **General Requirements.** The Superintendent will require a Background Investigation of any Applicant or Covered Person, including but not limited to reviewing the most recent NHED List of Revoked & Suspended Credentials. A record of completion of the Background Investigation shall be retained in the employee's personnel file.
2. **Waiver for Contractors/Agencies.** For Covered Persons employed by a third-party contractor or assigned by a volunteer agency, the Superintendent or Designee may waive the Background Investigation and instead rely on suitable assurances from the contracting entity. This waiver does not apply to the CHRC.
3. **Revoked or Suspended Credentials.** The District will not hire or appoint any individual whose credential issued by the NH Department of Education is revoked or suspended, unless:
 - The employment would begin after reinstatement; or
 - The individual retains another valid endorsement.

No person whose credential is revoked or suspended may serve in any volunteer position.

C. False Information

The falsification or omission of information on a job application, during the application process, or in a job interview – including, but not limited to, information concerning criminal convictions or pending criminal charges – shall be grounds for disqualification, withdrawal of offer, or immediate dismissal.

D. Criminal History Records Check (CHRC)

1. **General.** Each Applicant must submit to a CHRC with the State of New Hampshire and the FBI. The CHRC must be initiated before employment begins.
2. **Process.** The Applicant must provide the District with the required release forms and fingerprints. Refusal results in disqualification.
3. **Special Provisions.**
 - **Educator Candidates:** Must undergo CHRC prior to student teaching; the Superintendent may require CHRC for other placements.
 - **Bus Drivers:** CHRC processed through NHED; the Superintendent will also require a Background Investigation.
 - **Substitute Teachers (optional, multi-district SAUs):** Applicants who have completed a CHRC within 3 years in another SAU district may be exempt.
4. **Results.** The Superintendent or Designee shall receive CHRC results, maintain confidentiality, and destroy results within 60 days.
5. **Pending/Convictions – Section V Offenses.** Any pending charge or conviction for a Section V Offense disqualifies the Applicant.
6. **Non-Section V Offenses.** The Superintendent or Designee shall evaluate all reliable information, considering student safety as the priority. Circumstances such as date, nature, and relation to duties will be considered. In such cases, final appointment must be approved by the Board, though specific CHRC details may not be shared.
7. **Fees.** Applicants or contractors are responsible for CHRC fees unless otherwise determined by the Board.
8. **Additional Checks.** The Superintendent or Designee may require CHRC of any Covered Person at any time after hire or appointment.

E. Conditional Offer of Employment

Applicants selected for employment may receive a conditional offer, with the final offer contingent upon satisfactory completion of the Background Investigation and CHRC. All conditional contracts must clearly state that employment is contingent upon successful completion.

F. Final Offer of Employment

No Applicant shall be extended a final offer of employment or appointment if convicted of, or pending disposition of, a Section V Offense (including equivalent offenses from other jurisdictions).

Applicants may only be extended a final offer after satisfactory completion of the Background Investigation and CHRC.

G. Administrative Protocols

The Superintendent is authorized to establish written protocols for Background Investigations, which may vary by position and may include additional disqualifying convictions (e.g., theft, fraud, prostitution).

H. Contractor and Vendor Provisions

All third-party agreements involving Covered Persons must include requirements for Background Investigations and CHRCs under RSA 189:13-a, XII.

I. Training of Superintendent/Designee

The Superintendent or any Designee shall complete training required by NHED for reading and interpreting criminal records.

J. Reports of Criminal Offenses Post-Hire

When the District is notified that a Covered Person has been charged with or convicted of a Section V Offense or other disqualifying crime, the Superintendent shall immediately remove the individual from contact with students. Employees may be placed on paid administrative leave or terminated consistent with law and contract.

If the individual holds a credential under the NH Code of Conduct for Educators, the Superintendent shall report the matter to NHED in accordance with Ed 510.05 and Board policy GBEAB (Mandatory Code of Conduct Reporting).

District Revision History:

First Reading: September 2, 1997

Adopted: September 15, 1997

Amended: November 17, 2005

Reviewed: January 8, 2009

Amended: January 22, 2009

Reviewed: June 26, 2014

Amended: June 28, 2018

Reviewed: June 16, 2022

Reviewed: November 16, 2023

Reviewed: September 4, 2025

Amended:

ATTENDANCE, ABSENTEEISM, AND TRUANCY

Absences. The Pittsfield School Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Documented illness;
2. Recovery from an accident;
3. Required court attendance;
4. Medical and dental appointments;
5. Death in the immediate family;
6. Observation or celebration of a bona fide religious holiday;
7. Such other good cause as may be acceptable to the Principal or permitted by law.

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

A documented illness is determined with the recommendation from a physician or medical practice. On-going medical conditions, such as asthma, should be documented in the nurse's office. Absences due on-going medical conditions are considered documented and do not need multiple verifications from a doctor or medical practice.

In the event of an illness, parents/guardians must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance. The decision of the Principal is final in determining "other good cause".

Family Vacations / Educational Opportunities. Generally, absences other than for illness during the school year are discouraged. The principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to submit a family vacation / educational opportunity request form to the Principal at least two weeks prior to the planned trip for absence(s) to be considered excused. This advance communication will allow teachers enough time to work with parents and the student regarding homework completion.

Truancy. Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time. Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal is hereby designated as the district employee responsible for overseeing truancy issues.

Chronic Absenteeism. Chronic absenteeism is defined as being absent from school for ten percent or greater of the academic year for any reason, including both excused and unexcused absences, suspensions, and time missed due to changing schools. Based on a 180-day school year, being absent for eighteen or more days in a school year is considered chronic absenteeism.

The principal is designated as the district employee responsible for overseeing chronic absenteeism issues.

Intervention Process to Address Truancy and Chronic Absenteeism. The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy and chronic absenteeism by including a process that identifies students who are habitually truant or chronically absent, as defined above.

When the principal identifies a student who is habitually truant is in danger of becoming habitually truant, chronically absent, or in danger of becoming chronically absent, he/she shall commence an intervention with the student, the student's parents / guardians, and other staff members as may be deemed necessary. The intervention shall include the processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy ;
3. Involves the parents in the development of a plan designed to reduce the truancy ; and
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline; and
5. Determination as to whether school record keeping practices and parental notification of the student's absences have an effect on the child's attendance.

Parental Involvement in Truancy Intervention and Chronic Absenteeism. When a student reaches habitual truancy status, ~~or~~ is in danger of reaching habitual truancy status, has reached chronically absent status, or is in danger of reaching chronically absent status, the principal will send the student's parent/guardian a letter which includes:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy ;
3. Involves the parents in the development of a plan designed to reduce the truancy ; and
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline; and
5. Determination as to whether school record keeping practices and parental notification of the student's absences have an effect on the child's attendance.

Developing and Coordinating Strategies for Truancy Reduction and Chronic Absenteeism. The Board

encourages the administration to seek truancy-prevention, truancy-reduction, chronic absenteeism-prevention, and chronic absenteeism-reduction strategies along with the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines, and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention and chronic absenteeism-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents/guardians.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.

The principal shall also ensure that this policy is included in or referenced in the student handbook and is mailed to parents annually at the beginning of each school year.

District Policy History:

Reading: September 3, 2009
Adopted: September 17, 2009
Reading: September 9, 2010
Revised: September 22, 2010
Reviewed: January 15, 2015
Amended: December 20, 2018
Reviewed: March 17, 2022
Revised: August 15, 2024
Reviewed: September 4, 2025

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NH Statutes	Description
RSA 189:34,	<u>Appointment</u>
RSA 189:35-a	<u>Truancy Defined</u>
RSA 193:1	<u>Duty of Parent; Compulsory Attendance by Pupil</u>
RSA 193:16	<u>Bylaws as to Nonattendance</u>
RSA 193:7	<u>Penalty</u>
RSA 193:8	<u>Notice Requirements</u>
NH Dept of Ed Regulation	Description
N.H. Code Admin. Rules Ed 306.04(b)(1)	<u>Attendance and Absenteeism</u>

PUPIL SAFETY AND VIOLENCE PREVENTION (BULLYING)

I. Definitions (RSA 193-F:3)

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.

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."

Electronic Devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

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 with 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(e))

False Reporting. A student found to have wrongfully and intentionally accused another of bullying shall 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, established 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, 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 member that he/she believes that 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(e))

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(e))

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 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, 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, counselors, school psychologists, and other interested persons.

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

Student Reporting.

- 1) Any student who believes that 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 report to any school district employee or volunteer.
- 2) 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, 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 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, 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 ten school days of any substantiated incident. Upon completion of such forms, the principal or designee shall retain a copy for him/herself and shall forward one copy to the superintendent of schools. The superintendent of schools 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 parents of a student who has been reported as a perpetrator of bullying within forty-eight 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 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 of schools may, within a forty-eight hour time period, grant the principal a waiver from the requirement that parents of the alleged victim and the alleged perpetrator be notified of the filing of the 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. Investigation Procedures (RSA 193-F:4, II(j))

- 1) Upon receipt of a report of bullying, the principal shall, within five 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 ten school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
- 5) Factors that the principal or other investigator may consider during the course of the investigation include, but are not limited to:
 - Description of the 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 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.
- 6) The principal shall complete the investigation within ten school days of receiving the initial report. If the principal needs more than ten school days to complete the investigation, the superintendent may grant an extension of up to seven school days. In the event that 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 superintendent.
- 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 or expulsion. Students facing disciplinary action 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 student support center;
- 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 experiences;
- 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 and principal 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. Communications 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 his/her findings and the result of the investigation.
- 2) The principal will notify, either in person or 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 twenty-four 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 review his/her findings and reasons for his/her actions.
- 4) In accordance with the Family Educational Rights and Privacy Act (FERPA) and other law concerning student privacy, the district will not disclose educational records of students, including the discipline and remedial action assigned to students, to other students and parents of other students involved in a bullying incident.

XV. Appeals

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 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 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 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 the School Board Chair in care of the superintendent, shall state the reason 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 calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and the State of New Hampshire Department of Education regulation 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. In order to facilitate the implementation of this policy, the superintendent may designate roles to other school employees as he/she may decide.

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 the posting of notice in buses informing the occupants of school buses that such recordings may be 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, which may not be district property but are provided through contractual arrangement) 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 Pittsfield School District Policies.

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

Policy JICK: Pupil Safety and Violence Prevention

Required

Pittsfield School District Policies shall apply.

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

District Policy History:

First Reading: May 7, 2009

Second Reading/Adopted: May 21, 2009

Reviewed: July 22, 2010

Amended/Adopted: December 9, 2010

Amended/Adopted: April 2, 2015

Amended/Adopted: October 1, 2015Reviewed: December 6, 2018

Revised: January 4, 2024

Reviewed: September 4, 2025

Revised:

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

RSA 189:70

RSA 193-F

RSA 193-F:3

RSA 570-A:2

NH Dept. of Ed Regulation

N.H. Code Admin. Rules Ed 306.04(b)(7)

Description

Educational Institution Policies
Media

Pupil Safety and Violence Prevention

Definitions (Pupil Safety and Violence
Prevention)

Capture of Audio Recordings (Pupil Safety and
Violence Prevention)

Description

Student Harassment

PUPIL SAFETY AND VIOLENCE PREVENTION (Bullying) – REPORTING FORM

School: _____

Directions: The Pittsfield Board is committed to providing all pupils a safe and secure school environment. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited. This is a form to report alleged bullying that occurred on school property; at a school-sponsored event either on or off-campus; on a school bus; or on the way to and/or from school. This form should be completed and returned to the Building Principal. Contact the school for additional information or assistance.

Today's Date: _____

Person Reporting the Incident:

Name: _____ Telephone: _____

Place an X in the appropriate box:

- ☐ Student ☐ Student (Witness/Bystander)
☐ Parent/guardian ☐ School staff member
☐ Other (Please state: _____)

Information of Alleged Incident:

1. Name of student who was bullied: _____ Age: _____

2. Name(s) of alleged offenders: _____ Age: _____

_____ Age: _____

_____ Age: _____

3. Date(s) on which the alleged incident occurred: _____

4. Place an X next to the statement(s) that best describe what happened (choose all that apply):

Any bullying that involves physical aggression

- ☐ Getting another person to hit or harm the student
☐ Teasing, name-calling, critical remarks, or threats
☐ Demeaning and making jokes of the alleged victim
☐ Rude or threatening gestures
☐ Intimidating, extorting, or exploiting
☐ Spreading harmful rumors or gossip
☐ Electronic communication (specify) _____
☐ Other (specify) _____

5. Where did the incident happen?

- ☐ On school property
☐ On a school bus
☐ At an off-campus school-sponsored activity
☐ On the way to/from school
☐ Off-campus (specify) _____

6. Were there any other witnesses present, and if so, who were they?

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

Name: _____ ☐ Student ☐ Staff ☐ Other

7. Describe the incident in your own words, to the best of your ability. Include the names of the people involved, what occurred, and what each person did and said, including specific words used. Please use additional paper, if necessary.

*****FOR ADMINISTRATIVE USE ONLY*****

1. Name and Title of Person Investigating this Report: _____ Date: _____

2. Names and dates of persons interviewed:

(1) Name: _____ Date: _____
☐ Student ☐ Staff ☐ Other

(2) Name: _____ Date: _____
☐ Student ☐ Staff ☐ Other

(3) Name: _____ Date: _____
☐ Student ☐ Staff ☐ Other

3. Any prior documented incidents by the alleged aggressor? Yes No

4. Did the alleged victim report any of the following? (check all that apply)

☐ Physical harm or damage to the victim's personal property

☐ Emotional distress

☐ Interference with educational opportunities

☐ Fear of retaliation or reprisal

5. Plan to protect victim or witnesses from retaliation or reprisal (if applicable):

6. Notification of Parent/Guardian:

Date: _____ Time: _____

Person spoken to: _____ Method of Communication: _____

7. Investigation:

(a) Date began: _____

(b) Persons interviewed:

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

(c) Results and Findings of the Investigation:

(c) Date investigation completed: _____

(d) Date parents/guardians were contacted with results of the investigation:

8. Conclusions of investigation:

(a) Finding of bullying or retaliation: Yes No

(b) If “No” the incident is documented as: _____

(c) If “Yes” the District’s action taken:

☐ Loss of privileges☐ Detention☐ Suspension☐ Other: _____

Signature and Title: _____ Date: _____

Form History:**Adopted: September 3, 2009****Amended: April 2, 2015****Reviewed: December 6, 2018; January 4, 2024; September 4, 2025**

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

RSA 189:70

RSA 193-F

RSA 193-F:3

RSA 570-A:2

Description[Educational Institution Policies on Social Media](#)[Pupil Safety and Violence Prevention](#)[Definitions \(Pupil Safety and Violence Prevention\)](#)[Capture of Audio Recordings on School Buses Allowed](#)**NH Dept of Ed Regulation**

N.H. Code Admin. Rules Ed 306.04(b)(7)

Description[Student Harassment](#)