



SCHOOL ADMINISTRATIVE UNIT #51

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Dr. Sandie MacDonald, Superintendent

PITTSFIELD SCHOOL BOARD
POLICY COMMITTEE

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

CALL TO ORDER

INTRODUCTION

First Reading of Policy:

- 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

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. Fifteen (15) minutes will be set aside for citizens to address the Board near the beginning of the meeting, and fifteen minutes will be set aside for citizens to address the Board near the end of the meeting. These periods may be extended by a majority vote of the Board. 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.~~
- ~~1. Speakers will be allotted three minutes per person. This time period may be extended at the discretion of the Chairperson.~~
- ~~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.~~
- ~~2. Consistent with RSA 91-A:3, Policy BEDB, and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in non-public session. Complaints regarding individual employees, personnel, or students will be directed to the Superintendent.~~
- ~~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.~~
- ~~3. All speakers are to conduct themselves in a civil manner. Obscene, libelous, defamatory, or violent statements will be considered out of order and will not be tolerated. The Board Chairperson may terminate the~~

BEDH - Public Participation at Board Meetings

~~speaker's privilege or address if the speaker does not follow this rule of order.~~

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.

~~4.5. Any speaker wishing to address the Board must be physically present at the meeting of the Board.~~

~~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.

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

~~6.9.~~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:

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.

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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.

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.

INVESTMENT

~~The school district treasurer~~ Pittsfield **School District Treasurer**, working in conjunction with the ~~superintendent~~ **Superintendent** and his/her designee and pursuant to RSA 197:23-a, ~~to is~~ **authorized to** invest the funds of the ~~district~~ **District** subject to the following objectives and standards of care. ~~The School Board authorizes the school district treasurer, working in conjunction with the superintendent and his/her designee and pursuant to RSA 197:23-a, 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 ~~the~~ investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.

~~2.—~~ Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated. ~~Liquidity. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.~~

~~3.2.~~ 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-District treasurer-~~ **Treasurer** and ~~superintendent~~ **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-School district-District treasurer-Treasurer~~ and ~~superintendent~~ **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.

3.4. 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

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 197:23-a

RSA 383:22

Description

School Meetings & Officers: Treasurers Duties

Public Deposit Investment Pool

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

The ~~superintendent~~ ~~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	<u>Student Online Personal Information</u>
RSA 194-C:4 II (a)	<u>Superintendent Services</u>
RSA 194:3-d	<u>School District Computer Networks</u>

Pittsfield School District

BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECKBackground Investigation

The superintendent or his/her designee shall conduct a thorough investigation into the past employment history, criminal history records, and other applicable background of any applicant as defined in this policy. This investigation shall be completed prior to making an offer of employment, approving the contract with an individual contracting directly with the district, or approving the assignment of an employee of a contractor, a student teacher, or designated volunteer to work within the district.

The superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been completed. For the purposes of this policy, the term “applicant” shall include an applicant for employment by the district, an individual with whom the district may contract to provide services directly to students, any person identified by a contractor with the district whom the contractor proposed to assign to provide services directly to students, student teachers who are proposed to be placed in a district school, and designated volunteers.

All applicants will be subject to a criminal records history check meeting the minimum requirements of law; however, the superintendent’s protocol may specify additional background check steps for specific groups of employees, such as verifying the educational achievements and employment history of an applicant for a teaching position.

The superintendent’s protocol shall include a list of felonies and misdemeanors, in addition to those specified in RSA 189:13-a, V, convictions of which shall be disqualifying. The protocol shall require that an analysis be conducted of any pending charges or convictions for crimes not on the statutory list of disqualifying offenses to determine whether the applicant should be disqualified. The protocol shall take into consideration the time which has passed since the conviction, the facts and circumstances of the charge or conviction, evidence of successful rehabilitation, and an extended period of lawful behavior.

For charges pending disposition for offenses not on the statutory list of disqualifying offenses, which the applicant discloses or which come to light during the background check, the presumption of innocence shall apply; however, the superintendent shall consider all reliable information in assessing the applicant’s suitability. The superintendent shall assess whether, in light of the totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant’s suitability for the position.

As a part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of a crime and whether there are any criminal charges pending against him/her at the time of application. The applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or notified that he or she will not be hired. The falsification or omission of any information on a job application or in a job interview including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any applicant for whom the Board requires a criminal history records check or their employer in the case of an employee of a contractor shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board.

Criminal History Records Check

Each person considered for employment must submit to a background check and a criminal history records check with the State of New Hampshire, including FBI national records. Refusal to provide the required criminal history records release form and any other required releases to authorize a background check will result in immediate disqualification and no further consideration for the position.

Volunteers

Designated Volunteers are subject to a Background Investigation / Criminal Records Check as designated in Policy IJOC. Volunteers not categorized as “designated volunteers” per Policy IJOC will not be subject to a background investigation or criminal records check.

Conditional Offer of Employment

Persons who have been selected for employment may be given a conditional offer of employment, with the final offer subject to successful completion of the State and FBI criminal history records check and a determination that there are no disqualifying pending charges or convictions.

No selected applicant for employment shall be extended a conditional offer of employment until the superintendent or his/her designee, has initiated the formal State and FBI Criminal Records Check process and a background investigation.

Any person who is offered conditional employment, by way of an individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment or approval to work within the district as a contractor or employee of a contractor is entirely conditioned upon the completion of a criminal records check and background check which is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person with a final offer of employment by reason of application of this Policy.

Final Offer of Employment.

A person who has been extended a conditional offer of employment or conditional approval to work within the district as a contractor or employee of a contractor may be extended a final offer of employment upon completion of a criminal history records check and a background check which is satisfactory to the Board.

No person with a conditional offer of employment shall be extended a final offer of employment if such a person has been convicted of any crime listed in RSA 189:13-a, V; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed as disqualifying in pertinent and applicable law, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any crime, either a misdemeanor or felony, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity. Such determination will be made by the superintendent in accordance with the established protocol and on a case by case basis. If the superintendent chooses to nominate an applicant who has a history of conviction of a crime or with pending charges for a position that must be approved by the School Board, the Board shall be informed of that history in non-public session.

The superintendent, or his/her designee, will transmit each applicant's Criminal Record Release Authorization Form and, where inked cards are used, the applicant's fingerprint cards to the New Hampshire State Police. The State Police will then conduct the criminal history records check and will provide the superintendent with the applicant's criminal history record or confirmation that the individual does not have a record of being charged with or convicted of a crime. In accordance with RSA 189:13-a, III, only the superintendent will review the criminal history record received from the State Police and shall destroy that document as required by law.

When the District receives a notification of an employee, contractor, contractor's employee, or volunteer being charged with or convicted of a disqualifying offense under RSA 189:13-a, the superintendent's protocol, or other crime which is evidence of the individual's unsuitability to continue in their role, the superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to immediate

discharge. The superintendent will then take appropriate employment or other action, consistent with law and any applicable employment agreement or contract, to address the individual's ongoing relationship with the district.

Additionally, a person may be denied a final offer of employment if the superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

Employees

Each employee shall, in a timely manner, advise the superintendent of any criminal charges brought against the employee as well as any conviction of any crime. Failure to do so shall be grounds for disciplinary action including, but not limited to, suspension and termination from employment.

Criminal charges and/or convictions of any employee shall be addressed in accordance with the guidelines provided in *Final Offer of Employment* above.

Additional Criminal Records Checks

The superintendent or Board may require a criminal history records check of any employee, an individual with whom the district has contracted to provide services directly to students, any person identified by a contractor with the district who has been assigned to provide services directly to students, student teachers who are placed in a district school, and designated volunteers at any time. In such case, the cost shall be borne by the district.

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

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](#)

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 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~~ 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 ~~absence~~ 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 the above reasons for non-attendance. The principal may require parents to provide additional documentation in support of their written notice including, but not limited to, 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".~~ non-attendance.

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~~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~~ 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~~ 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~~ 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 or chronic absenteeism;
3. Involves the parents in the development of a plan designed to reduce the truancy or chronic absenteeism; and

4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the ~~district's~~ 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.
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 - ~~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.~~

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 ~~or chronic absenteeism~~;
3. Involves the parents in the development of a plan designed to reduce the truancy ~~or chronic absenteeism~~; and
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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.
 - ~~1. A statement that the student has become or is in danger of becoming habitually truant or chronically absent;~~
 - ~~2. A statement of the parent's responsibility to ensure that the student attends school; and~~
 - ~~3. A request for a meeting between the parents/guardians and the dean of operations and/or his/her designee(s) to discuss the student's truancy and to develop a plan for reducing the student's truancy.~~

Developing and Coordinating Strategies for Truancy Reduction and Chronic Absenteeism. The Board encourages the administration to seek truancy-prevention, ~~and~~ 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~~ 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.

~~Parental Notification of Truancy and Chronic Absenteeism Policy. Prior to adopting this policy, the Board will place the item on the agenda of a public School Board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board.~~

~~Additionally,~~ 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

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 189:34,	<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>
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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>

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.

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.

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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;
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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
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Pittsfield School District

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3. A request for a meeting between the parents/guardians and the dean of operations and/or his/her designee(s) to discuss the student's truancy and to develop a plan for reducing the student's truancy.

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Revised August 15, 2024

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 dean's-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 ~~Policies EEAA, EEAE, and EDAF~~. 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 JRA~~ 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, 2015

Reviewed: 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

Pupil Safety and Violence Preve

Definitions (Pupil Safety and Vi
Prevention)

Capture of Audio Recordings or
Allowed

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

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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](#)

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

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.

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.

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

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 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

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 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.

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

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 189:34,	<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) – 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](#)

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

ADMISSION OF NON-RESIDENT STUDENTS

No person shall attend school, or send a student to the school, unless the student is a legal resident of the Pittsfield School District, as defined by state law, or the student has been approved for admission by the School Board in accordance with this policy.

A non-resident student may attend Pittsfield schools upon application by either the non- resident student's parent/legal guardian or by the non-resident student's resident school district, but only if such application is recommended for approval by the Pittsfield School District Superintendent and approved by the Pittsfield School Board in accordance with this policy.

Any decision to admit a non-resident student for attendance in the Pittsfield School District is for one school year only, or for the remainder of a school year if application is approved part way through that school year. Non-resident students who are approved for admission at a Pittsfield School District school must re-apply for each successive school year through the admission process set forth in this policy.

Application for non-resident student attendance must be made to the Superintendent of Schools or his/her designee. The Superintendent of Schools shall apply the standards set forth in this policy in determining whether to recommend admission of any such applicant. Any recommendations for admission of non-resident students shall then be forwarded to the School Board or its designee to make the final admission determination in accordance with the standards set forth in this policy. A decision by the Superintendent not to recommend admission of a non- resident student may be appealed to the School Board. Any decisions by the School Board on non-resident student admissions shall be final.

Standards for Admission

The following standards shall govern decisions regarding admission or readmission of non-resident students under this policy:

1. The availability of space in the program or grade for which the student seeks admission, considering both present enrollment in that program and likely future enrollment during the school year in question, based on expected enrollment patterns for that school year.
2. The non-resident student's likely ability to meet Pittsfield School District standards for both behavioral and academic performance in the program or grade for which the student seeks admission, based on consideration of the following:
 - a) Student transcripts, report cards, attendance records, grades, and student work product as made available for consideration at the time of application;
 - b) The student's discipline history at his/her recent schools of attendance;

Policy JFAB: Admission of Non-Resident Students

- c) A favorable recommendation by the building principal at the student's most recent school of attendance regarding the student's likely ability to meet behavioral standards in the program or grade for which the student is applying, including written consent by the student's parent/legal guardian to discuss the student's application with that building principal;

The Pittsfield School District shall not admit or re-admit a non-resident student when either the Superintendent of Schools or the School Board determines that the Pittsfield School District does not currently have in place the educational programming required by the student.

In no event shall a non-resident student be approved for admission or readmission in the Pittsfield School District if the student is currently suspended or expelled from the student's resident school district, or if Superintendent of Schools or the School Board concludes that the student presents a substantial likelihood of physical or emotional harm to him/herself or to others, or that the student has a history of excessive unexcused absences from school that is unlikely to be easily resolved.

Any decision to deny or discontinue non-resident student admission under this policy shall not be based, in whole or in part, on whether the student is a child with a disability under applicable special education laws or requires an accommodation under Section 504 of the federal Rehabilitation Act. [RSA 193:3(IV)(d)]

Terms of Attendance

Any non-resident student admitted for attendance under this policy must comply with all school rules. Failure to comply with school rules will result in school discipline under the same standards that apply to resident students, up to and including suspension and expulsion.

The Pittsfield School District has no responsibility to provide transportation for any non-resident student admitted in accordance with this policy.

A non-resident student's attendance may be terminated part way through the school year through a decision by the School Board following notice and a hearing under RSA 193:13(I)(b), (II), or by decision of the Superintendent of Schools following notice and a hearing under RSA 193:13(I)(b).

A non-resident student must re-apply for admission in each school year subsequent to his/her initial enrollment, and decision on the student's readmission shall be governed by the same process and standards that applied to the student's initial admission.

Students with Disabilities

Non-resident students with disabilities have available a free, appropriate public education through their resident school district, and the Pittsfield School District has no duty to

Policy JFAB: Admission of Non-Resident Students

provide special education and related services at no cost to any non-resident student admitted pursuant to this policy.

A resident school district or a sending parent/legal guardian may contract with the Pittsfield School District for the provision of available special education and/or related services to a non-resident student but shall be responsible for the costs of any such services as a supplemental tuition charge. Absent such a contract, the Pittsfield School District shall have no duty to provide special education and related services to a non-resident student. [RSA 193:3(IV)(c), 186-C(13)(IV)]

The Pittsfield School District shall provide at no charge to the parent/legal guardian any accommodations required by a non-resident student with a disability pursuant to Section 504 of the federal Rehabilitation Act if those accommodations can be made available to the student without a substantial increase in cost for the Pittsfield School District [34 C.F.R. § 104.39].

Costs for Attendance

The Pittsfield School District shall charge tuition for any non-resident student admitted under this policy. The School Board shall endeavor to establish the tuition rate for the upcoming school year no later than May 30 of the current school year. The tuition rate shall be determined as follows:

1. A base tuition rate reflecting the current actual per-student expense of operation for the program or grade for which the non-resident student seeks admission, considering any estimation of such expenses by the state board of education for the most recent school year. The current expense of operation shall include all actual costs, except costs of transportation of students and costs of special education. [RSA 193:4]
2. A supplemental tuition charge for the actual per-student expense of any special education and related services that the student may receive, or any substantial expenses for accommodations that the student may receive.

For any non-resident student admitted under this policy based on application by the student's resident school district, the resident school district shall be responsible for payment of the base tuition rate, and also for a supplemental tuition charge for any special education and related services that the resident school district agrees in writing for the Pittsfield School District to provide.

For any non-resident student admitted under this policy through application by the student's parent/legal guardian, the parent/legal guardian shall be responsible for payment of the base tuition rate, and also for a supplemental tuition charge for any special education and related services that the resident school district declines to fund and that the parent/legal guardian agrees in writing for the Pittsfield School District to provide.

Tuition payments for non-resident students shall be due and payable in two installments for each school year. The first payment of 50% less an initial deposit of \$1000.00 shall be payable no later than September 1 of each school year. The second payment of 50% shall be payable no later than January 15 of the applicable school year. Failure to make timely tuition payments in accordance with this policy shall be a sufficient basis for discontinuing a non-resident student's attendance at Pittsfield School District schools.

Policy JFAB: Admission of Non-Resident Students

Admission to the Pittsfield School District is a privilege, not a right. The admission decision of the Pittsfield School Board is final and may not be appealed.

Policy Revision History:

Adopted: March 1, 1980

Amended: April 24, 1985

Revised: August 17, 1988; June 2, 1997

Reviewed: April 7, 2022

Reviewed: August 14, 2025

Amended/Adopted:

Legal References:

RSA 193:3 (IV) (non-resident students) RSA

193:4 (tuition rates)

RSA 193:12 (legal residence) RSA

193:13 (student discipline)

RSA 186-C:13(IV) (non-resident students with disabilities) 34

C.F.R. § 104.39 (504 duties)

Non-Resident Tuition Agreement

This is an agreement between the Pittsfield School District and _____ (the "Parents") for enrollment of their child, _____ (the "Student") in a Pittsfield School District school for the _____ school year. The Pittsfield School District and the Student agree as follows:

- 1) The Parents reside outside the Pittsfield School District and the Student has no legal right to attend a Pittsfield School District school. The Pittsfield School District has no duty, legal or otherwise, to provide educational services of any kind to the Student, except as authorized by this Agreement.
- 2) The Parents agree to pay the Pittsfield School District base tuition in the amount of \$ _____ for the Student's attendance at _____ (name of the Pittsfield School District school) for the school year, and agree to fully comply with the terms of the Pittsfield School District's Non-Resident Tuition Policy.
- 3) This Agreement terminates on the last day of the school year as determined by the Pittsfield School Board, and all obligations of the Pittsfield School District under this Agreement end on that date, unless the Agreement is terminated earlier as described herein. The Pittsfield School District has no obligation to accept the Student as a non-resident tuition student beyond the _____ school year.
- 4) The tuition charges specified in Paragraph 2 shall be payable as follows: (1) \$1,000 deposit due by August 1st; (2) 50% of tuition (less the deposit) due by September 1st of the academic year; and (3) 50% of tuition (less deposit) due by January 15th of the following year. Failure to make such payments in a timely manner shall result in the cancellation of this contract and discontinuation of student attendance at _____ (name of school) and in the Pittsfield School District.
- 5) The Student shall be subject to the same rules in the School's students and parent's handbook and related school and district practices and policies as resident students.
- 6) The Parents will be solely responsible for the Student's transportation to and from the School.
- 7) The Superintendent of the Pittsfield School District has the right to discontinue enrollment to any student at any time, following notice and a hearing pursuant to RSA 193:13(I)(b). The School Board for Pittsfield School District may discontinue the student's enrollment at any time, following notice and a hearing pursuant to RSA 193:13(II).
- 8) Non-resident students are expected to maintain the following standards:
 - a) The student shall be achieving adequately in all content areas at the end of each quarter or trimester.
 - b) The student's behavior must be judged to be acceptable according to state law, the student and parent handbook, and related school and district policies and practices as interpreted by the school and district administration.
- 9) The Pittsfield School District does not, by this Agreement, undertake to assume any of the duties of the Student's District of Residence with respect to the provision of a free and appropriate public education (hereafter "FAPE") under the special education laws, Section 504 of the Rehabilitation Act of 1973, or any comparable law.
- 10) The District of Residence, not the Pittsfield School District, is responsible for all activities related to the evaluation and reevaluation of the Student under the federal special education statute (the IDEA) and New Hampshire's special education statute (RSA 186-C), and for the development, review, and revision of Individualized Education Programs (IEPs). However, if requested, appropriate Pittsfield School District personnel will participate in evaluation and planning meetings for the Student held by the District of Residence.
- 11) If, at any time it is determined that the Student is entitled to special services arising from the right to FAPE under the special education laws, the Student may continue to attend the School without such special services, provided that the Student is likely to succeed at the School without such special services. However, the Pittsfield School District shall

Form JFAB-R Admission of Non-Resident Students: Tuition Agreement

provide such special services only under the following circumstances:

- a) The District of Residence or the parent(s)/guardian(s) agree(s) in writing to pay the Pittsfield School District for the cost of said services;
- b) The student is likely to succeed at the School with said services; and
- c) The Superintendent of Schools of the Pittsfield School District consents.

In the event the Student continues to attend the School while receiving such special services, the parties shall enter into a separate agreement regarding the provision of and payment for such services.

- 12) The parent(s)/guardian(s) acknowledge that they have been provided notice by the District of Residence of student and parental rights under the special education laws (the IDEA and RSA 186-C), including a disabled child’s rights to receive a free and appropriate public education (FAPE) from the District of Residence. The parent(s)/guardian(s) understand that the Pittsfield School District does not have a duty to provide FAPE to the Student, but only to deliver the services agreed upon according to the terms of this Agreement and to refrain from discriminating on the basis of disability.
- 13) The Pittsfield School District shall provide at no charge to the parent/legal guardian any accommodations required by a non-resident pupil with a disability pursuant to Section 504 of the federal Rehabilitation Act if those accommodations can be made available to the pupil without a substantial increase in cost for the Pittsfield School District.
- 14) Compliance with FAPE requirements for the special education laws remain the responsibility of the District of Residence. The parent(s)/guardian(s) shall not make claims against the Pittsfield School District concerning themselves or the Student pursuant to said laws. Furthermore, if the Student or anyone else makes such claims against the Pittsfield School District, the parent(s)/legal guardian(s) shall indemnify hold harmless the Pittsfield School District and the Pittsfield School District officers, agents, and employees and this duty to indemnify and hold harmless shall be joint and several.
- 15) This Agreement may be terminated for the reasons specified herein. Any paid tuition fee will not be refunded if the School terminates the Agreement or the Student withdraws prior to the end of the school year.
- 16) This Agreement sets out the entire agreement between the parties and supersedes any and all prior agreements and understandings, whether oral or written between the parties.

_____ Parent or Legal Guardian (PRINT)	_____ Parent or Legal Guardian (SIGNATURE)	_____ Date
_____ _____ Address		
_____ Parent or Legal Guardian (PRINT)	_____ Parent or Legal Guardian (SIGNATURE)	_____ Date
_____ _____ Address		

For the Pittsfield School District, by:

_____ Superintendent (PRINT)	_____ Superintendent (SIGNATURE)	_____ Date
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