



SCHOOL ADMINISTRATIVE UNIT #51

23 Oneida Street, Unit 1
Pittsfield, New Hampshire 03263
Phone: (603) 435-5526 • Fax (603) 435-5331
Dr. Sandie MacDonald, Superintendent

PITTSFIELD SCHOOL BOARD
MEETING AGENDA

July 31, 2025 5:30 PM
PMHS Media Center
Pittsfield Middle High School

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PUBLIC HEARING – Authorizing the Issuance of a Revenue Anticipation Note (RAN) under RSA 198:20-d
4. ACTION ON AMENDED AGENDA
5. APPROVAL OF MINUTES – public and nonpublic minutes from July 17, 2025
6. PUBLIC INPUT ON AGENDA ITEMS
7. SUPERINTENDENT OF SCHOOLS- Sandie MacDonald
8. INPUT/UPDATES FROM THE ADMINISTRATION
- 9.. SCHOOL BOARD
 - Open Enrollment update
 - Fair Funding update
 - Audit Update
 - First Readings of Policies
 - JLCF – Wellness
 - AB- NH Parental Bill of Rights
 - BEDG – Meeting Minutes
 - JICJ – Unauthorized Communication Devices

Work sessions/goal setting/strategic planning for policy committee, facilities,
and other planning
CIP update and discussion

10. COMMITTEE ASSIGNMENTS
 - Budget Committee
 - Drake Field and Facilities
 - Negotiations
 - Legislation
 - Foss Family Scholarship
 - Public Relations
 - Select Board Liaison

11. PARKING LOT – Policy ACAC, Google Drive to house school board documents so they can be uploaded to the website

12. PLAN AGENDA FOR NEXT MEETING – August 7, 2025 Board Work Session

13. BOARD COMMENTS

14. PUBLIC INPUT

15. NON-PUBLIC SESSION per RSA 91: A3, (II) Personnel

16. ADJOURNMENT



NHSBA 2025 Special Summer Policy Update

Summary and Final Copies

Board Policy Manual

A. FOUNDATIONS AND BASIC COMMITMENTS	
Policy AB: New Hampshire Parental Bill of Rights	3
B. SCHOOL BOARD GOVERNANCE AND OPERATIONS	
Policy BEDG: Meeting Minutes	8
E. SUPPORT SERVICES	
Policy EHAG: Use of Generative Artificial Intelligence	15
J. STUDENTS	
Policy JICJ: Unauthorized Communication Devices	21
Appendix JICJ-R(1): Unauthorized Communication Devices - RESCINDED - Procedures for Handling Unauthorized Communication Devices	25
Policy JICM: RESCINDED - Bring Your Own Device/Technology	27

Policy AB: New Hampshire Parental Bill of Rights

Status: ADOPTED

Original Adopted Date: 07/11/2025 | **Last Reviewed Date:** 07/11/2025

Category: Priority/Required

ADOPTION/REVISION NOTES –

Text between the highlighted lines “~ ~ ~”, and highlights in this sample should be removed prior to adoption.

- a. **Special note** - this sample was created in response to the passage of the New Hampshire Parental Bill of Rights (HB2, chaptered as 2025 N.H. Laws 141:455 and codified in new RSA 189-B). The full statute has several other policy and practice impact provisions which, unlike the pieces in this sample, do not require printing in student and employee handbooks. NHSBA will provide further information about those impacts in the 2025 Legislative Summary due out in late July/early August, with policy responses to be included in the 2025 Fall Policy Update due out in late Summer and early Fall.
- b. General – As with all sample policies/procedures, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
- c. General – Highlighted language or blank, underscored spaces indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc. Green highlights indicate internal paragraph references which might change if a district modified suggested language.
- d. General – {**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- e. General – Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: New policy - July 2025.

NHSBA revision notes: New policy - July 2025, sample AB was created in response to the passage of the New Hampshire Parental Bill of Rights (HB2, chaptered as 2025 N.H. Laws 141:455 and codified in new RSA 189-B).

A. New Hampshire Parental Bill of Rights

- I. All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school. These rights include, but are not limited to, the right:
 - 1. To direct the upbringing and the moral or religious training.
 - 2. To direct the education, including the right to choose to enroll the minor child in an assigned resident public school, a public charter school, a non-public school, including a religious school, a home education program, or any other state-based education program, as authorized by law, as an alternative to public education, as set forth in RSA 193:1 and RSA 194-F:1, et seq.
 - 3. To request that a minor child be enrolled in a public school other than the public school assigned to them by their residence to avoid a manifest educational hardship, as set forth in RSA 193:3.
 - 4. To enroll his or her minor child in gifted or special education programs if the child qualifies for such programs.
 - 5. To inquire of the school or school personnel and promptly receive accurate, truthful, and complete

disclosure regarding any and all matters related to their minor child, unless an immediate answer cannot be provided when the initial request is made, in which case, the answer shall be provided no later than 10 business days after the request.

6. To be informed of the school's policy regarding discipline policies and procedures, as set forth in RSA 193:13.
7. To obtain access for a minor child to public curricular courses and co-curricular programs offered by the local school district where the student resides while choosing to enroll their child in a non-public, public chartered, home education, or any other state-based education program, as set forth in RSA 193:1-c and RSA 194-F:2, II(d).
8. To inspect any instructional material used as part of the educational curriculum within a reasonable period following a request, as set forth in 20 U.S.C. section 1232h(c)(1)(C).
9. To opt out of health or sex education and any other objectionable material, as set forth in RSA 186:11, IX-b and IX-c.
10. To be advised of and have the right to opt the minor child out of any nonacademic survey or questionnaire.
11. To opt out of any district-level data collection relating to his or her minor child not required by federal or state law.
12. To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.
13. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).
14. To receive a school report card and be informed of his or her minor child's attendance requirements and compliance with such requirements.
15. To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R. 99.5.
16. To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.
17. To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126-U:7.
18. To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.
19. To exempt their minor child from immunizations if, in the opinion of a physician, the immunization

is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141-C:20-c.

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

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

B. Dissemination

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

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

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

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.*

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

NH Statutes

RSA 126-U

RSA 141-C:20-a

Description

[Limiting the Use of Child Restraint Practices](#)

[Immunization](#)

NH Statutes

RSA 141-C:20-c
 RSA 186:11, IX-b
 RSA 186:11, IX-c
 RSA 186:11, IX-d
 RSA 186:11, IX-e
 RSA 189:66
 RSA 189:67
 RSA 189:68
 RSA 193:1
 RSA 193:13
 RSA 193:3

Federal Regulations

34 CFR. Part 99

Federal Statutes

20 U.S.C. § 1232h

Cross References

ECAF
 EEAA
 IGE
 IHAM
 IHAM-R(1)
 IHBB
 IK
 ILD
 ILD-R(1)
 JCA
 JIC
 JICD
 JICD-R(1)
 JJJ
 JJJ-R(1)
 JKAA
 JLCB
 JRA

Description

[Exemptions](#)
[Health and Sex Education](#)
[Objectionable Course Material](#)
[Duties of State Board of Education](#)
[Notice to Parents/Guardian Required](#)
[Data Inventory and Policies Publication](#)
[Limits on Disclosure of Information](#)
[Student Privacy](#)
[Duty of Parent; Compulsory Attendance by Pupil](#)
[Suspension and Expulsion of Pupils](#)
[Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance](#)

Description

[Family Educational Rights and Privacy Act Regulations](#)

Description

[Protection of Pupil Rights Amendment \(PPRA\)](#)

Description

[Audio and Video Surveillance on School Buses](#)
[Video and Audio Surveillance on School Property](#)
[Parental Objections to Specific Course Material](#)
[Health Education and Exemption From Instruction](#)
[Health Education and Exemption From Instruction - Health and Sex Education Exemption/Objectionable Course Material: Opt-Out Form](#)
[Programs for Gifted and Talented Students](#)
[Earning of High School Credit - Achievement of Competencies](#)
[Non-Educational/Non-Academic Questionnaires, Surveys & Research](#)
[Non-Educational/Non-Academic Questionnaires, Surveys & Research - Protection of Pupil Rights Amendment - Supporting Forms](#)
[Change of Class or School Assignment - Best Interests and Manifest Hardship](#)
[Student Conduct](#)
[Student Discipline and Due Process](#)
[Student Discipline and Due Process - Memorandum of Understanding](#)
[Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils](#)
[Access to Public School Programs by Nonpublic, Charter School and Home Educated Pupils - Administrative Regulations](#)
[Use of Restraints and Seclusion](#)
[Immunizations of Students](#)
[Student Records and Access \(FERPA\)](#)

Cross References

JRA-R(1)

Description

[Student Records and Access \(FERPA\)](#)

Policy BEDG: Meeting Minutes

Status: ADOPTED

Original Adopted Date: 09/01/2017 | Last Revised Date: 07/11/2025 | Last Reviewed Date: 07/11/2025

Category: Recommended

ADOPTION/REVISION NOTES -

Text between the highlighted lines “~ ~ ~”, and highlights in this sample should be removed prior to adoption.

- a. *Special - Much of the content of this sample policy reflects the requirements of the New Hampshire’s Right to Know Law. In general, elements of the policy that are best practice recommendations use language that is permissive (e.g., “should”) rather than mandatory (e.g., “shall”, “must” or “will”).*

In many respects, the sample is most of a TA than “board policy”.
- b. *Special- Footnotes and other notations included in sample policies are often used to indicate areas where the Board has - or does not have - discretion/choices relative to the final adoption of the policy. Accordingly, footnotes SHOULD NOT be removed until either the full Board or the Board’s Policy Committee has seen them.*
- c. *General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.*
- d. *Highlighted language or blank, underscored spaces indicate areas which boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.*
- e. *{**} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.*
- f. *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

NHSBA history: Revised – July 2025, Sept. 2023, Sept. 2021, Nov. 2019, Sept. 2018, and Sept. 2017.

NHSBA revision notes: **July 2025** - ¶B.8-B.9 were added to reflect the passage of HB231 (amending RSA 91-A:2, II relative to the requirements for public meeting minutes). **September 2023** - ¶4.2.c and §5 of sample BEDG were revised to reflect the passage of HB321 (amending RSA 91-A:3, III relative to reviewing previously sealed minutes), with additional minor grammatical or formatting revisions throughout, e.g., §4, and ¶4.2.c. **September 2021** – General re-write, merged minute sections regarding non-public sessions from BEC, restructured generally, and also included references reflecting 2021 amendments to RSA 91-A:3. **November 2019** – minor changes made to include reference to new EH-R (Administrative Procedures for Public Access to District Records) and slight changes to more accurately reflect statutory requirements. Some paragraphs of the former version were rearranged for better flow. **September 2018** – revised to reflect 2018 N.H. Laws Ch. 244’s requirement that minutes include the identity of members making the first and seconds of all motions. Additional revisions to the policy are included to more clearly reflect the process for sealing non-public minutes. **September 2017**, revised to include requirements of 2017 N.H. Laws Ch. 234 concerning inclusion on a district website of board minutes – or a description of where and when minutes may be inspected. Additional revisions clarified requirements for content of minutes, availability of draft minutes, and the duty to unseal the sealed minutes of non-public sessions in some circumstances.

~ ~ ~

A. Minutes Required.

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

The Board will appoint a ["minute taker"/"recording clerk" ¹[delete fn.]] to prepare the minutes of each meeting. Should the person so appointed be absent from all or part of a meeting (e.g., non-public session), the

Chair, subject to being overruled by the Board, shall appoint a person to take the minutes.

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

B. Required Content of Minutes.

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

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

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

C. Approval and Access to Minutes.

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

1. **Location and Retention of Minutes.** In accordance with Board policy [**] EH, and N.H. Dept. of Education rule Ed 302.02 (j), all minutes will be kept at the office of the Superintendent. Minutes for non-public sessions that have not been sealed shall be kept in the same location and indexed in the same manner as for public minutes.
2. **Access to Approved & Unsealed Minutes.** Approved and unsealed minutes shall be available for inspection by the public during the normal business hours of the SAU office, and in accordance with RSA 91-A:2 through 91-A:4 (subject to the exemptions stated in RSA 91-A:5), and Board policy [**]EH. Requests for access to minutes shall be processed in accordance with District administrative procedures [**] EH-R.

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

may be reviewed and copies requested.

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

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

4. Approval of All Minutes Other Than Sealed. Draft public minutes and non-public minutes that were not sealed will be circulated to the members of the Board before the meeting at which they are to be approved. Board members may send suggested changes back to the minute recorder **without copying the other members**. Changes made by the Board to draft minutes shall be recorded either by (i) retaining the draft with the final approved minutes, (ii) including notations (e.g., “redline” edits) in the final approved minutes, or (iii) outlined/described in the minutes of the meeting at which the Board approved.
5. Approval of Sealed Non-Public Minutes of Non-Public Sessions. Unless previously sealed by the Board, draft minutes for all non-public sessions will be made available for public inspection within seventy-two (72) hours after the non-public session.

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

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

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

1. Information Regarding Non-Public Session Included in Public Minutes. The public minutes of the meeting at which the non-public session occurs must include the statutory reason given in the motion as the foundation for each non-public session, as well as a roll call record of how each Board member voted on the motion to enter. Public minutes must also reflect any motion to seal (described in paragraph C.2., above), along with the statutory reason permitting the sealing (see D.2, below), and record how each member voted on the motion to seal.
2. Sealing Non-Public Minutes.
 - a. As used in this policy, “sealed” minutes in reference to minutes of non-public sessions, means that the Board determined by 2/3 majority vote in public session that “divulgence of the information” (i.e., information in the minutes of the non-public session):
 - i. Would affect adversely the reputation of a person other than a Board member;
 - ii. Would render ineffective the action/proposed action taken in non-public session; or
 - iii. Pertains matters relating the preparation for and carrying out of all emergency functions intended to thwart a deliberate act intended to result in widespread or severe damage to property or widespread injury or loss of life (i.e., terrorism).
 - b. A motion to seal, if any, should be the first item of public business after the Board exits the non-

public session, and must state one of the three grounds above allowing sealing.

- c. If the minutes are not prepared/approved during the non-public sessions itself, the Board should discuss the content of the minutes prior to exiting so that any vote to seal will be an informed vote.
 - d. When making or voting upon a motion to seal, the movant/Board should consider and state the duration that minutes be sealed based upon the grounds supporting the sealing. This can be done either by stating a date they sealed until, or a date by which the Board might review the minutes' status. For instance, minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the Board might be remain sealed permanently, while minutes sealed because disclosure would "render the action ineffective" should be sealed only for as long as that reason exists or is anticipated to exist. Pursuant to RSA 91-A:3, III, non-public minutes relating to discussion about lease, purchase or sale of property (91-A:3, II(d)) must be made available "as soon as practicable after the transaction has closed or the Board has decided not to proceed with the transaction."
3. Minutes of the Non-Public Session Itself. In addition to the information included in all minutes as described in paragraphs B.1-7, above, minutes of the non-public session must include "all actions" and decisions (i.e., votes, including negative votes) taken by the Board, with a record of how each member voted. If the Board does not "seal" the minutes of the non-public session, then such information must be disclosed to the public within 72 hours of the close of the meeting.
 4. Sealed Minutes List. In order to comply with RSA 91-A:3, III, the Superintendent is directed to maintain a list of all sealed minutes for non-public sessions occurring after July 1, 2021. The list (referred to as the "Sealed Minutes List") shall include:

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

- a. the name of the public body (e.g., School Board, Policy Committee, etc.); *
- b. the date, * time * and location of the public meeting (from meeting notice);
- c. the start and end times * of the non-public session;
- d. the specific grounds upon which the non-public session occurred (e.g., RSA 91-A:3, II (b) and (c), etc.); *
- e. the specific grounds upon which the minutes were sealed (e.g., "disclosure would render the action ineffective" or "disclosure would likely adversely affect the reputation of a non-board member," etc.);
- f. the date the vote to seal the minutes occurred; *
- g. the date, if any stated in the original motion or subsequently, on which the sealed minutes will be unsealed; the motion to seal should, 4 [delete fn.] when possible, state the date the minutes should be unsealed or at least reviewed by the Board or other public body; and
- h. the date, if any, of a subsequent decision to unseal the minutes. *

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

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

TWO OPTIONS - RSA 91-A:3, IV provides two options for boards to consider, one with adopted

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

OPTION 1 - procedures.

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

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

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

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

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

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

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

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

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

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

Board Determination Whether to Disclose Previously Sealed Minutes.

Upon receipt of recommendations from the Reviewing Designee that previously sealed minutes

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

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

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

OPTION 2 - No specific procedures

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

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

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Legal References Disclaimer: Legal references below are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

[1] **[Delete fn.]** Many districts refer to the minute taker as the "Clerk". NHSBA believes that title might cause confusion relative to the distinction between the "District Clerk", and the minute taker. If using "clerk" to reference the minute taker, we suggest using the title "Recording Clerk".

[2] **[Delete fn.]** This is the only requirement relative to the subject matter discussed. Minutes are not a transcript, but a record of the board's "doings" and actions. A board may require or include more extensive "descriptions", e.g., summaries of debate, etc., but that is not required.

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

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

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

[6] **Delete fn.** The statute does not require review of sealed minutes. If no concerns exist about unsealing minutes, then the ten years can be allowed to run and the minutes will be automatically unsealed.

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.

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

NH Statutes

RSA 189:29-a

RSA 91-A:2

RSA 91-A:3

RSA 91-A:4

Description

[Records Retention and Disposition](#)

[Meetings Open to Public](#)

[Non-Public Sessions](#)

[Minutes and Records Available for Public Inspection](#)

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 302.02 (j)

Description

[Substantive Duties of Superintendents](#)

Cross References

BEC

EH

EH-R(1)

EH-F(1)

EH-F(2)

Description

[Non-Public Sessions](#)

[Public Access to School District Records](#)

[Public Access to School District Records - Procedures for Public Access to District Records "Right to Know Requests"](#)

[Public Access to School District Records - Request for Waiver of Electronic Communication Record Charge](#)

[Public Access to School District Records - Affidavit of Indigency for Waiver of Electronic Communication Charge](#)

Policy EHAG: Use of Generative Artificial Intelligence

Status: ADOPTED

Original Adopted Date: 07/11/2025 | **Last Reviewed Date:** 07/11/2025

Category: Recommended

ADOPTION/REVISION NOTES –

Text between the highlighted lines “~~~~~”, and highlights in this sample should be removed prior to adoption.

- a. General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- b. General - **Highlighted language** or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- c. General - **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. General - Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: New policy - July 2025.

NHSBA Revision Notes: New policy: July 2025, This new policy has been added in response to requests by multiple districts. This policy addresses guidelines for the proper management and responsible use of Generative AI in the district’s educational and working environments and directs the Superintendent to create and maintain a Plan for the Responsible Use of Generative Artificial Intelligence.

A. PURPOSE AND GENERAL POLICY STATEMENT

The School Board recognizes the potential that Generative Artificial Intelligence ("Generative AI") offers in enhancing educational opportunities, streamlining operations and preparing students for a future that demands adaptability, critical thinking and digital literacy. When incorporated and used in a responsible and ethical manner, Generative AI can support dynamic education and working experiences.

The ultimate goal of this policy is to support learning, creativity, and innovation, all the while safeguarding student and employee data, academic integrity, and digital citizenship. The policy establishes the general guidelines for the responsible, ethical, and equitable selection and use of Generative AI in the District's educational and working environments, and directs the Superintendent to create and maintain a Plan for the Responsible Use of Generative AI.

The Board directs that the use of Generative AI in the educational and working environments shall be limited, as provided in this policy, to approved Generative AI tools or resources and approved purposes.

B. DEFINITIONS

"Artificial Intelligence (AI)" – means technology designed to mimic human intelligence and perform tasks requiring human-like intelligence, such as reasoning, learning, and decision-making, such as analyzing data, recognizing patterns and making decisions

"Generative Artificial Intelligence (Generative AI)" – is an advanced subset of AI that is capable of displaying human-like capabilities for cognitive tasks such as reasoning, learning, planning, and creativity. Generative AI tools and resources may adapt their behavior to a certain degree by analyzing the effects of previous actions and operating under varying and unpredictable circumstances without significant human oversight. As such, Generative AI tools and resources have the capacity to generate **new** content from learned data and pattern recognition across various mediums such as text, code, images, audio and video data. ***The focus of this policy is***

Generative AI.

"**Non-generative Artificial Intelligence**" means AI technology/applications which can analyze, classify, or make decisions based on existing data, *but, unlike Generative AI, is unable to create new content.*

"**AI Literacy**" means the ability to understand, use and interact with AI systems effectively, efficiently and responsibly.

"**AI-generated content**" refers to any text, image, audio, video, or code that is created in whole or in part by a Generative AI tool rather than being directly authored by a human.

"**Generative AI tool**" means a software application or platform that uses generative AI to create new content (e.g., text, images, music). The user interacts directly with the Generative AI tool (e.g., ChatGPT, Google Gemini, Microsoft Copilot) to generate content based on prompts or inputs.

"**Generative AI resource**" means any material, guide, or support content that helps users understand, use, or teach about Generative AI tools. A Generative AI resource supports learning about or how to use generative AI tools (e.g., lesson plans on AI ethics, tutorials on using Generative AI, policy documents/videos, etc.), rather than generating content itself.

"**Deepfake**" means a video, audio, or any other media of a person in which their face, body, or voice has been digitally altered so that they appear to be someone else, they appear to be saying something that they have never said or to manipulate the actual statement to suggest a meaning that the original statement did not convey, or they appear to be doing something that they have never done.

C. APPROVAL OF GENERATIVE AI TOOLS AND RESOURCES

No Generative AI tool may be introduced into the District's computer and network systems without prior written approval from the Superintendent or designee. Prior to such approval, the Superintendent or designee will ensure that a Generative AI tool is (1) reviewed by personnel appropriate to the anticipated use of that Generative AI tool (e.g., Curriculum Coordinator, IT Director, Business Administrator, and (2) vetted and approved according to the provisions of Board policy **[**] EHAB and the District's Data Governance and Privacy Plan *[and if applicable], and included in the District's Student Data Privacy Agreement Database.***

When selecting and approving Generative AI tools and resources, the District will use the following as guiding principles:

1. Students and educators remain at the center of education;
2. Evidence-based AI technology can and should enhance the educational experience;
3. The District has a responsibility to ensure equitable access to and use of AI tools;
4. The District has a responsibility to protect student and employee data, and other confidential information (e.g., through using a "privacy-preserving AI interface" or "sandboxed AI deployment" rather than AI tools that are only "open-source");
5. The Board has a responsibility to use District resources efficiently; and
6. Effective, responsible and ethical use of Generative AI requires ongoing and meaningful training for students, educators and administrative personnel.

The District's technology protection measures, including content filters, shall be enforced during use of Generative AI tools or resources on District computers/devices and network resources.

The availability of access to Generative AI tools and resources provided to students and staff does not imply endorsement by the School Board or the District of a Generative AI tool or resource, nor does the District guarantee the accuracy of the information received from Generative AI tools or resources. The District shall not be responsible for any information that may be lost, damaged or unavailable when using a Generative AI tool or resource. The District shall not be responsible for the dissemination, replication or alteration of information or data input by any student or staff into any Generative AI tool or resource. Nothing in this policy

is intended to limit the District's obligations under applicable law or regulations.

The District shall not be responsible for any unauthorized charges or fees resulting from access or use of Generative AI tools or resources.

D. GUIDELINES FOR TEACHERS

1. Teachers may only use generative AI tools that have been formally approved by the district or school.
2. Clearly communicate to students when and how AI tools are being used.
3. Ensure AI-generated content is age-appropriate and aligned with curriculum standards.
4. Avoid using AI to replace core instructional responsibilities unless explicitly approved.
5. Supervise student use and provide guidance on ethical and responsible use.
6. Participate in training on AI literacy and responsible classroom integration.

E. GUIDELINES FOR ADMINISTRATOR USE OF GENERATIVE AI

1. Ensure staff compliance with this policy.
2. Support the review and approval process.
3. Monitor the impact of AI tools on teaching and learning.
4. Inform parents and guardians about the use of generative AI in classrooms.
5. Maintain a public list of approved AI tools and their intended uses.
6. Ensure compliance with district data governance policies and applicable laws.

F. GUIDELINES FOR STUDENT USE OF GENERATIVE AI

1. Students may only use generative AI tools that have been reviewed and approved by the school or district.
2. Use must be directly tied to instructional goals.
3. Students must use AI tools ethically and honestly.
4. Clearly label or cite AI-generated content in assignments.
5. Follow teacher instructions regarding AI use.
6. Do not input personal or sensitive information into AI tools unless authorized.

G. EXAMPLES OF ACCEPTABLE USES OF GENERATIVE AI

1. Students.
 - a. Brainstorming ideas for essays or projects.
 - b. Practicing writing or coding with AI feedback.
 - c. Exploring creative expression through AI-generated art or stories.
 - d. Using AI to summarize reading passages or generate quiz questions.
 - e. Enhancing accessibility (g., text-to-speech or language translation).
2. Teachers.

- a. Lesson planning, activities, or differentiated instructional strategies.
- b. Assessment creation (quiz questions, writing prompts, or rubrics aligned with learning objectives.
- c. Language support.

3. Administrators.

- a. Drafting communications.
- b. Policy summaries, and/or creation of policy aligned administrative regulations/procedures/forms.
- c. Strategic planning.
- d. Professional development and training.

H. PROHIBITED USES OF GENERATIVE AI

- 1. Using AI to complete assignments or work tasks without permission.
- 2. Submitting AI-generated work without proper attribution.
- 3. Generating or sharing inappropriate, violent, or discriminatory content.
- 4. Creating or spreading deepfakes or impersonations.
- 5. Using AI for cyberbullying or harassment.
- 6. Fabricating news, data, or sources.
- 7. Uploading or inputting any personal data or confidential information that is not solely owned by the person uploading/inputting.
- 8. Circumventing school filters or accessing restricted content.
- 9. Any other use that violates state or federal laws or regulations, Board policies, or any District, School or Teacher rules, regulations or procedures.

I. CONSEQUENCES FOR VIOLATIONS OR IMPROPER USE

Violations of this policy can result in:

- 1. Revocation of access to AI tools;
- 2. Disciplinary action in accordance with the student or staff Code(s) of Conduct;
- 3. Notification to parents/guardians (for student violations);
- 4. [Other???]; and/or
- 5. Reporting to appropriate authorities if laws are violated.

J. CREATION, REVIEW AND MAINTENANCE OF DISTRICT GENERATIVE AI USE PLAN.

The Superintendent shall develop and maintain a Generative AI Use Plan that operationalizes this policy and provides clear guidance for implementation across the district. The Plan shall address and include:

- a. Procedures for ongoing review and approval of current and new Generative AI tools and resources;
- b. Specific acceptable use provisions for teachers, students and administrative personnel, age appropriate when necessary;

- c. Identification of methods of ensuring equitable access to Generative AI tools and resources;
- d. Provisions for improved and ongoing training in the responsible use of Generative AI;
- e. Dissemination of information regarding use of Generative AI in the District to students, parents, teachers and other appropriate groups;
- f. Integration of Generative AI information or provisions into the Districts Acceptable Use policies and agreements;
- g. [Other???]; and/or
- h. Provisions for obtaining stakeholder input (e.g., administrative committee(s), parent surveys/engagement, etc.).

The Superintendent in consultation with appropriate personnel (curriculum and building administrators, IT personnel, teacher representatives, shall review the District Use of Generative AI Plan annually. The then current Plan, and any recommendations for policy changes or required resources shall be reported to the School Board each year no later than [(consider district budget cycle, changes impacting school year, etc. in selecting date)].

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.

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

NH Statutes

RSA 189:65

RSA 189:66

RSA 189:67

RSA 189:68

RSA 189:68-a

Description

[Definitions](#)

[Data Inventory and Policies Publication](#)

[Limits on Disclosure of Information](#)

[Student Privacy](#)

[Student Online Personal Information](#)

Federal Statutes

15 U.S.C. §§ 6501-6506

20 U.S.C. § 1232h

20 U.S.C. § 1400-1417

20 U.S.C. §1232g

Description

[Children's Online Privacy Protection Act \(COPPA\)](#)

[Protection of Pupil Rights Amendment \(PPRA\)](#)

[Individuals with Disabilities Education Act \(IDEA\)](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

Cross References

EHAA

EHAB

JIC

JICJ

JICJ-R(1)

Description

[Computer Security, E-Mail and Internet Communications](#)

[Data Governance and Security](#)

[Student Conduct](#)

[Unauthorized Communication Devices](#)

[Unauthorized Communication Devices - RESCINDED - Procedures for Handling Unauthorized Communication Devices](#)

Cross References

JICK

JICK-R(1)

JICK-R(2)

JICK-R(3)

JICL

JICL-R(1)

Description

[Pupil Safety and Violence Prevention](#)

[Pupil Safety and Violence Prevention - Report Form](#)

[Pupil Safety and Violence Prevention - Bullying Report Form](#)

[Pupil Safety and Violence Prevention - School Board Notification of Bullying Report](#)

[School District Internet Access for Students](#)

[School District Internet Access for Students - Acceptable Internet Use Procedures - Students](#)

Policy JICJ: Unauthorized Communication Devices

Status: ADOPTED

Original Adopted Date: 02/01/2006 | **Last Revised Date:** 07/11/2025 | **Last Reviewed Date:** 07/11/2025

Category: Priority/Required

ADOPTION/REVISION NOTES -

Text between the highlighted lines “~ ~ ~”, and highlights in this sample should be removed prior to adoption.

- a. **Special note** - The Board should adopt this policy as soon as possible to have it in place by the beginning of the school year and included in the handbook.
- b. **Special note** - Much of the content in this policy is specifically required by the new statute (RSA 189:1-a, V), while the remainder is intended to clarify some of the ambiguities included in the statute (e.g., the failure to include a definition of “personal communication device”). Before changing the content, please either review the statute, or consult with local counsel or the NHSBA Policy Services Director.
- c. **Special note** - If your district allows use of laptops/Chromebooks or other devices for classwork but does not provide or make those devices available to all students, see endnote #1.
- d. **General** - As with all sample policies/procedures, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- e. **General** - **Highlighted language** or blank, underscored spaces indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- f. **General** - **{**}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- g. **General** - Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

NHSBA history: Revised - July 2025, Sept. 2014, April 2010, May 2006, February 2006.

NHSBA revision notes: July 2025, replaced in its entirety and retitled to reflect passage of RSA 189:1-a, V (see HB2 chattered as 2025 N.H. Laws 141:455), which requires a “bell-to-bell” cell phone ban policy. Additional revisions include incorporation of provisions formerly found in now-rescinded sample JICM. **September 2014**, Deletion of second paragraph, which addressed circumstances under which school officials could search a student's cell phone. Legal standards under which school officials may properly search a student's cell phone are unclear. Contact NHSBA for more information, if necessary.

A. Purpose

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

For the purposes of this policy, a personal communication device is defined as any non-district provided internet/ cellular-capable device that can support voice or video calls, texts, emails, or instant messages. Personal communication devices include, but are not limited to: cellphones, tablets, laptops, and smartwatches. For ease of reference, devices provided by the district for instructional use shall be referred to as “district-owned” or district-provided” devices.

B. Restrictions

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

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

If digital devices are used to enhance learning in the classroom, the District is responsible for providing District-owned devices. [See special adoption note b, above, and see & delete end note 1 - if adopting the suggested language, add here]

While it is best practice that these devices are not brought to school, if these devices are brought to school, they shall be kept with the power turned off in a student's assigned locker, backpack, or handbag. [see & delete end note 2] The District will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

C. Exceptions

Students with medical needs, such as insulin pumps and glucose sensors, or disabilities that require a device to support their learning as identified by their individualized education program (IEP) or plan developed under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 794, or a multilingual student with appropriate language access programs and services pursuant to Title VI of the Civil Rights Act of 1964 shall be exempt from this policy. Additionally, the superintendent or their designee may approve additional exceptions on a case-by-case basis or through an administrative decision recorded in the student handbook, with respect to student medical, disability, or language proficiency needs.

D. Consequences and Violations

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

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

1. First Offense: Warning and confiscation of the device for the remainder of the school day.
2. Second and Subsequent Offenses: The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office.

E. Review

The Superintendent shall annually review policy in collaboration with parent(s) and teachers with a report and recommendations for policy changes to be delivered to the Board no later than [April 1] {see and delete end note 3} of each school year.

F. Dissemination

The Superintendent shall ensure that information regarding the prohibition against using personal communication devices during the school day is included in all student handbooks, and included in "beginning of school year" materials provided to parents/guardians.

End note 1: Newly enacted RSA 189:1-a, V requires districts to have a policy implementing a "bell-to-bell" ban on the use of "personal communication devices". However, the statute does not define what a personal communication device is. Given that current technology allows direct inter-personal communication in real time through a rapidly growing number of device types, this policy adopts a very broad definition. For districts that provide or make available Chromebooks or other devices capable of personal-real time communication, the district has the ability to control what technology is available on the device during the school day and otherwise. However, because some districts do not provide access for all students to district-provided devices, those districts have to determine whether to ban use of all internet/cellular capable devices, or allow students to use either district-provided devices or their own laptops/tablets, etc. for instructional purposes during the school day. If the district which does not provide all students access to district-provided devices chooses to allow use of personal devices, the district is responsible for ensuring that the personal devices are not used to contravene the bell-to-bell prohibition. Those districts should consider using the following additional language, but must also determine how to implement the ban, notwithstanding a student's use of the device for sanctioned purposes. Such districts might consider adding the following in place of the endnote #1 reference in the policy text.

Personal communication devices may be used during the school day **ONLY** when no district-provided devices are available for all students, and use of the personal communication device may **ONLY** be used for approved academic and instructional purposes. In accordance with this policy, no personal communication device be used during the school day for personal communication.

End note 2: District may introduce other methods of storing devices, such as Yondr Pouches (secure, lockable pouches that allow students to keep their devices with them), device bins, and other staff-controlled methods of storing devices.

End note 3: April 1 is the suggested date to allow the Board time to revise the policy, and to have changes included in the student handbook for the upcoming year.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

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.*

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

NH Statutes

RSA 189:68

RSA 189:68-a

RSA 189:70

RSA 644:21

Description

[Student Privacy](#)

[Student Online Personal Information](#)

[Educational Institution Policies on Social Media](#)

[Searches of Portable Electronic Devices](#)

Cross References

EHAB

EHAG

JIC

Description

[Data Governance and Security](#)

[Use of Generative Artificial Intelligence](#)

[Student Conduct](#)

Cross References

JICL

JICL-R(1)

Description

[School District Internet Access for Students](#)

[School District Internet Access for Students - Acceptable Internet Use Procedures - Students](#)

Appendix JICJ-R(1): Unauthorized Communication Devices - RESCINDED - Procedures for Handling Unauthorized Communication Devices

Status: ADOPTED

Original Adopted Date: 02/01/2006 | Last Revised Date: 07/11/2025 | Last Reviewed Date: 07/11/2025

RESCINDED JULY 2025

As part of the 2025 Special Summer Policy Update, NHSBA rescinded sample JICJ-R(1). The amendment of RSA 189:1-a requiring a "bell-to-bell" cell phone ban, and the resulting policy changes conflicted with some of the information in this former sample regulation, and the remaining content was consolidated into the policy itself.

NHSBA suggests that boards retain a copy (hard copy or digital) of the last version of the district's approved policy in a separate location from current policies. It might be helpful to also retain a short statement in the current manual indicating the former policy was withdrawn by action of the board with a notation similar to the above. The notation should indicate the new policy in which the content appears.

Disciplinary Action

Any student who is in possession of, or uses an unauthorized beeper, portable cellular phone or similar portable communications device, may be suspended from school for up to two consecutive days by the superintendent or his/her designated representative. The superintendent or his/her designee will immediately notify the parent/guardian of the offense and disciplinary action. All such devices will be confiscated and turned over to the parent/guardian.

Authorization to Carry Portable Communications Devices

All beepers, portable cellular phones, and similar portable communications devices are unauthorized except as follows. The principal or principal's designee may authorize the carrying of portable communications device upon showing of good cause by a students' parent(s) or guardian(s). Any authorization, must and may specify conditions, including hours or allowed use. The student must carry the written authorization whenever s/he is in possession of the portable communications device. Failure to carry the written authorization shall result in the confiscation of the device but the student may avoid suspension by producing the written authorization. Abuse of an authorization is grounds for the revocation of the authorization. Any teacher or administrator may inspect the written authorization at any time.

Student Handbooks

Student handbooks shall include a rule prohibiting the use of beepers, Portable cellular phones, and other portable communications devices in School buildings pursuant to this regulation and policy JICJ.

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.

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

NH Statutes	Description
RSA 189:68	Student Privacy
RSA 189:68-a	Student Online Personal Information
RSA 189:70	Educational Institution Policies on Social Media
RSA 644:21	Searches of Portable Electronic Devices

Cross References

EHAB

EHAG

JIC

JICL

JICL-R(1)

Description[Data Governance and Security](#)[Use of Generative Artificial Intelligence](#)[Student Conduct](#)[School District Internet Access for Students](#)[School District Internet Access for Students - Acceptable Internet Use Procedures - Students](#)

Policy JICM: RESCINDED - Bring Your Own Device/Technology

Status: ADOPTED

Original Adopted Date: 04/01/2015 | **Last Revised Date:** 07/11/2025 | **Last Reviewed Date:** 07/11/2025

Category: **RESCINDED JULY 2025**

As part of the 2025 Special Summer Policy Update, NHSBA rescinded sample JICM. The amendment of RSA 189:1-a, which requires a policy to include a "bell-to-bell" prohibition on the use of "personal communication devices" conflicted with some of the information in this former sample policy. The remaining content formerly in this sample has been added to newly revised sample JICJ – Unauthorized Communication Devices.

NHSBA suggests that boards retain a copy (hard copy or digital) of the last version of the district's approved policy in a separate location from current policies. It might be helpful to also retain a short statement in the current manual indicating the former policy was withdrawn by action of the board with a notation similar to the above. The notation should indicate the new policy in which the content appears.

Introduction:

The School Board recognizes the importance of technology and the educational benefits available through the use of technology. The use of portable electronic devices in the classroom can add educational value when such devices deliver content and extend, enhance or reinforce the student learning process. Classroom teachers determine the appropriateness of in-class use of electronic devices, consistent with district instructional objectives, and with approval of the building principal.

All personal electronic devices must be used in a responsible, and legal manner. Students using their own devices are subject to the District Acceptable Use Policy and guidelines, Board approved BYOT guidelines, all other Board policies and procedures, including but not limited to the student code of conduct. Failure to adhere to these guidelines may result in the revocation of the privilege to use personal electronic devices in the classroom and/or disciplinary action as appropriate.

The following personal electronic devices are approved:

1. Laptop computers
2. Tablet PCs
3. iPads
4. E-readers
5. Other devices as approved by the building principal.

Terms of Use of Devices and District Computer/Internet Services:

Students are permitted to use approved personal electronic devices for educational purposes under the direction of a classroom teacher or other educational professional. Additionally, the following expectations of students are established:

1. Students will only use appropriate technology at a teacher's discretion.
2. Students will only use appropriate educational applications on their device and will only use such applications of district-related educational purposes.
3. Students are not to call, text message, email or otherwise electronically communicate with others from their personal device, including other students, parents, guardians, family members and/or friends during the school day.
4. Students are permitted to access only the school's network through personal devices.

In addition to these expectations, students are also required to abide by the terms and conditions of Policy **JICL** Access - School District Internet for Students.

Students using their own electronic devices may access only the wireless Internet provided by the District. The District provided Internet access is filtered in compliance with the Children's Internet Protection Act. Internet access from outside sources allowing for 3G or 4G access is not permitted on school grounds in order to promote safe, filtered Internet access.

BYOT activities are implemented at the discretion of classroom teachers and building administrators. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate district-owned digital device.

Violations of any board policies, regulations, or school rules involving a student's personal electronic device may result in the loss of use of the device in school and/or disciplinary action in accordance with Board policies. The school reserves the right to inspect a student's personal electronic device if there is reason to believe that the student has violated board policies, regulations, school rules or has engaged in other misconduct while using their personal electronic device. Any search will be conducted in compliance with Board policies.

Miscellaneous Provisions:

Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only.

The District shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to School.

The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

The Board expressly prohibits use of personally owned devices in locker rooms, restrooms, and nurses offices.

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.

New Sample Policy: **RESCINDED JULY 2025, See Special Summer Policy Update**, April 2015
NHSBA Note, April 2015: This new sample policy has been developed in response to NHSBA member inquiry and request.

***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.*

DISCLAIMER: This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

NH Statutes

RSA 194:3-d

Description

[School District Computer Networks](#)

Federal Statutes

47 USC 254 (h)(5)(b)(iii), Pub. L. No. 106-554,

Description

Children's Internet Protection Act

Cross References

EHAA

EHAB

JICL

JICL-R(1)

Description

[Computer Security, E-Mail and Internet Communications](#)

[Data Governance and Security](#)

[School District Internet Access for Students](#)

[School District Internet Access for Students - Acceptable Internet Use Procedures - Students](#)

New policy - July 2025: created in response to the passage of the New Hampshire Parental Bill of Rights (HB2, chaptered as 2025 N.H. Laws 141:455 and codified in new RSA 189-B).

A. New Hampshire Parental Bill of Rights

- I. All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school. These rights include, but are not limited to, the right:
 1. To direct the upbringing and the moral or religious training.
 2. To direct the education, including the right to choose to enroll the minor child in an assigned resident public school, a public charter school, a non-public school, including a religious school, a home education program, or any other state-based education program, as authorized by law, as an alternative to public education, as set forth in RSA 193:1 and RSA 194-F:1, et seq.
 3. To request that a minor child be enrolled in a public school other than the public school assigned to them by their residence to avoid a manifest educational hardship, as set forth in RSA 193:3.
 4. To enroll his or her minor child in gifted or special education programs if the child qualifies for such programs.
 5. To inquire of the school or school personnel and promptly receive accurate, truthful, and complete disclosure regarding any and all matters related to their minor child, unless an immediate answer cannot be provided when the initial request is made, in which case, the answer shall be provided no later than 10 business days after the request.
 6. To be informed of the school's policy regarding discipline policies and procedures, as set forth in RSA 193:13.
 7. To obtain access for a minor child to public curricular courses and co-curricular programs offered by the local school district where the student resides while choosing to enroll their child in a non-public, public chartered, home education, or any other state-based education program, as set forth in RSA 193:1-c and RSA 194-F:2, II(d).

8. To inspect any instructional material used as part of the educational curriculum within a reasonable period following a request, as set forth in 20 U.S.C. section 1232h(c)(1)(C).
9. To opt out of health or sex education and any other objectionable material, as set forth in RSA 186:11, IX-b and IX-c.
10. To be advised of and have the right to opt the minor child out of any nonacademic survey or questionnaire.
11. To opt out of any district-level data collection relating to his or her minor child not required by federal or state law.
12. To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.
13. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).
14. To receive a school report card and be informed of his or her minor child's attendance requirements and compliance with such requirements.
15. To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R. 99.5.
16. To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.

17. To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126-U:7.
18. To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.
19. To exempt their minor child from immunizations if, in the opinion of a physician, the immunization is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141-C:20-c.

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

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

B. Dissemination

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

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

District Policy History: Sample Policy Distributed 7.17.25

First reading:

Second reading/adopted:

District revision history:

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 126-U	Limiting the Use of Child Restraint Practices
RSA 141-C:20-a	Immunization
RSA 141-C:20-c	Exemptions
RSA 186:11, IX-b	Health and Sex Education
RSA 186:11, IX-c	Objectionable Course Material
RSA 186:11, IX-d	Duties of State Board of Education
RSA 186:11, IX-e	Notice to Parents/Guardian Required
RSA 189:66	Data Inventory and Policies Publication
RSA 189:67	Limits on Disclosure of Information
RSA 189:68	Student Privacy
RSA 193:1	Duty of Parent; Compulsory Attendance by Pupil
RSA 193:13	Suspension and Expulsion of Pupils
RSA 193:3	Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance
Federal Regulations	Description
34 CFR. Part 99	Family Educational Rights and Privacy Act Regulations
Federal Statutes	Description
20 U.S.C. § 1232h	Protection of Pupil Rights Amendment (PPRA)

Pittsfield School District

MINUTES

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

The Board will keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, both public and non-public, shall include:

1. The names of all members participating;
2. The names of persons appearing before the School Board (any persons other than Board members who address the Board or speak at the meeting);
3. A brief description of each subject matter discussed;
4. Identification of each member who made a first or second of any motion;
5. A record of all final decisions;
6. When a recorded roll call vote on a motion is required by law or called for by the chair (or other presiding officer), a record of how each Board member voted on the motion; and
7. In the event that a Board member objects to the subject matter discussed by the Board, if the Board continues the discussion above the member's objection, and upon request of the objecting member, then – and irrespective of whether the discussion and objection occurred in public or in non-public session – the public minutes shall also reflect (a) the objecting member's name, (b) a statement that the member objected, and (c) a "reference to the provision of RSA 91-A:3, II that was the basis for the discussion.

Copies of the draft minutes of a meeting will be sent to members of the Board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the Board has sealed such minutes by a recorded roll call vote taken in public session with two-thirds of the Board members present supporting the motion. Drafts of non-public minutes will be provided to the Board either at the conclusion of the non-public session and may be may be approved at that time – prior to any vote to seal, or provided to the Board in advance of the meeting at which they are to be approved.

BEDG

Draft minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five business days after each public session. Minutes of non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions will be made available for public inspection within seventy-two hours after the non-public session, unless sealed in accordance with the procedure described above.

Notes and other materials used in preparation of the minutes must be retained until the minutes are approved or finalized.

All minutes, including draft minutes, will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be held in the custody of the superintendent.

Approved minutes, except for those non-public minutes which are sealed, shall be consistently posted on the district's website in a reasonably accessible location. Draft minutes will be available for inspection at the district administrative offices.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board will remain sealed.

Adopted: July 11, 2019
Amended: November 16, 2023

Policy JICJ: Unauthorized Communication Devices

A. Purpose

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

For the purposes of this policy, a personal communication device is defined as any non-district provided internet/ cellular-capable device that can support voice or video calls, texts, emails, or instant messages. Personal communication devices include, but are not limited to: cellphones, tablets, laptops, and smartwatches. For ease of reference, devices provided by the district for instructional use shall be referred to as "district-owned" or district-provided" devices.

B. Restrictions

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

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

If digital devices are used to enhance learning in the classroom, the District is responsible for providing District-owned devices.

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

C. Exceptions

Students with medical needs, such as insulin pumps and glucose sensors, or disabilities that require a device to support their learning as identified by their individualized education program (IEP) or plan developed under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 794, or a multilingual student with appropriate language access programs and services pursuant to Title VI of the Civil Rights Act of 1964 shall be exempt from this policy. Additionally, the superintendent or their designee may approve additional exceptions on a case-by-case basis or through an administrative decision recorded in the student handbook, with respect to student medical, disability, or language proficiency needs.

D. Consequences and Violations

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in disciplinary action. The school reserves the right to monitor, inspect, copy, and review a

Policy JICJ: Unauthorized Communication Devices

student's personal electronic device subject to the limitations of RSA 189:70, if there is reasonable suspicion to believe that a student has violated board policies, regulations, school rules, or has engaged in other misconduct while using their personal electronic device.

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

First Offense: Warning and confiscation of the device for the remainder of the school day.

Second and Subsequent Offenses: The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office.

E. Review

The Superintendent shall annually review policy in collaboration with parent(s) and teachers with a report and recommendations for policy changes to be delivered to the Board of each school year.

F. Dissemination

The Superintendent shall ensure that information regarding the prohibition against using personal communication devices during the school day is included in all student handbooks, and included in "beginning of school year" materials provided to parents/guardians.

District Policy History: Sample Policy Distributed 7.17.25

First reading:

Second reading/adopted:

District revision history:

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	Student Privacy
RSA 189:68-a	Student Online Personal Information
RSA 189:70	Educational Institution Policies on Social Media
RSA 644:21	Searches of Portable Electronic Devices

Revised Policy to Replace JJIFA

The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are inter-related. It is, therefore, the goal of the Board that the learning environment positively influences a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. This policy applies to all students, staff and schools in the District.

I. DISTRICT WELLNESS COMMITTEE.

The Superintendent, in consultation with school administration, will facilitate development of updates to the District Wellness Policy, subject to School Board approval, and will oversee compliance with the policy. In addition, the Superintendent shall designate a Building Wellness Coordinator for each school to help ensure compliance with this policy at the building level. Additionally, the Wellness Committee is charged with making recommendations relative to the objectives and requirements of Board policy IMAH, Daily Physical Activity.

The Superintendent shall convene a representative "Wellness Committee", whose functions will include review and recommendations regarding implementation of and updates to this policy, and establishment of specific goals for nutrition promotion, education and physical activity.

The District Wellness Committee shall meet no less than three times per school year.

The District Wellness Committee should represent each school and the diversity of the community, and to the extent feasible include the Superintendent or her/his designee, the Food Service Director, school administrator(s) from each level, Wellness Coordinator or school nurse, parent(s), physical education teacher(s), health education teacher(s), school counselor(s), a school board member, individual school building representative(s), and member(s) of the public.

Staff appointments to the Wellness Committee will be made by the Superintendent. The School Board Chair shall appoint the School Board member. Remaining members, other than those who are ex officio, shall be appointed and approved by the Wellness Committee.

As a statutory committee, the Wellness Committee shall comply with the requirements of RSA 91-A regarding meetings.

II. WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT.**A. Annual Notification of Policy.**

The District will annually inform families and the public of basic information about this policy, including its content, any updates to the policy, and implementation status. The

District will make this information available via the district website. This information will include the contact information of the District official(s) chairing the Wellness Committee (i.e., the Superintendent or his/her designee) and any Building Wellness Coordinator(s), in addition to how the public can get involved with the District Wellness Committee.

B. Triennial Progress Assessments.

Every three years, the Superintendent and the building administrators assess:

- The extent to which each of the District's schools are in compliance with the wellness policy;
- The extent to which the District Wellness Policy compares to model wellness policies; and
- A description of the progress made in attaining the goals of the District's Wellness Policy.

The Wellness Committee will make recommendations to update the District Wellness Policy based on District priorities; community needs; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The Board will review and act upon such assessments as required or as the Board deems appropriate.

C. Recordkeeping.

The Superintendent will retain records related to this Policy, to include at least the following:

- The District Wellness Policy;
- Documentation on how the District Wellness Policy and Policy assessments are/were made available to the public; and
- Documentation of efforts to review and update the District Wellness Policy; including who is/was involved in each update and methods the District uses to make stakeholders aware of opportunities to participate on the District Wellness Committee.

D. Community Involvement, Outreach and Communications.

The District will communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents/guardians of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards.

III. NUTRITION.**A. School Meals.**

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP). District schools are committed to offering school meals that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Promote healthy food and beverage choices; and
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. The District offers reimbursable school meals that meet USDA nutrition standards, which may be found at:

<https://www.fns.usda.gov/schoolmeals/nutrition-standards> (link verified May 29, 2025)

B. Staff Qualifications and Professional Development.

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for school nutrition professionals, which may be found at:

www.fns.usda.gov/school-meals/professional-standards (link verified May 28, 2025)

C. Water.

To promote hydration, free, safe, unflavored drinking water will be available to all throughout the school day.

Students shall be permitted to bring water bottles to school that:

1. Are made of material that is not easily breakable;
2. Have lids to prevent spills; and
3. Are filled exclusively with water

D. Competitive Foods and Beverages and Marketing of Same in Schools.

“Competitive foods and beverages” (i.e., foods and beverages sold and served or marketed during the school day, but outside of the school meal programs) must meet the USDA Smart Snacks in School nutrition standards, which may be accessed at:

www.fns.usda.gov/tn/guide-smart-snacks-school (link verified May 28, 2025)

These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias and vending machines.

Except as may be provided elsewhere in this Policy, any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools, including, but is not limited to:

Corporate brand names, logos, and trademarks for companies that market products that comply with the USDA Smart Snacks in School nutrition standards will not be prohibited because they offer some non-compliant food or beverage items in their product line. Likewise, the marketing restrictions do not apply to clothing or other examples of

expression which include brand information for non-compliant food or beverage items.

As the District, school athletic department, and parent teacher associations review existing contracts and consider new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (**note:** immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy.).
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

B. Celebrations and Rewards.

All foods offered during the school day on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards. Foods and beverages will not be used as a reward or withheld as punishment for any reason. The District's School Nutrition Services will make available a list of healthy party ideas to parents and teachers, including non-food celebration ideas, and a list of foods and beverages which meet Smart Snack nutrition standards.

C. Food Sale Fundraising.

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Fundraising groups are encouraged to choose non-food fundraisers, and to consider healthy fundraising ideas. Notwithstanding this provision, each school may allow up to nine bake sales or other fundraising food sales of non-compliant foods (i.e., that do not meet Smart Snack standards), which are no more than one day in duration each.

D. Nutrition Promotion.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will include.

- Implementation of at least one or more evidence-based healthy food promotion techniques in the school meal programs using methods such as those included in the Smarter Lunchroom Movement's publication: [How to Build a Smarter](#)

[Lunchroom](#) (link verified May 30, 2025)

- Ensuring 100% of foods and beverages promoted to students during the school day meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available through the Smart Food Planner of the Alliance for a Healthier Generation, available at:

<https://foodplanner.healthiergeneration.org/> (link verified May 28, 2025)

E. Nutrition Education.

The District will teach, model, encourage and support healthy eating by all students.

- Nutrition education shall be included in the health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- Nutrition education posters will be displayed in each school cafeteria.
- Consistent nutrition messages shall be disseminated throughout the school.
- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- To the extent practicable is integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- May include enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

IV. PHYSICAL ACTIVITY.

The District will provide physical education consistent with national and state standards. In addition, the District will promote developmentally appropriate physical activity as provided in Board policy IMAH, Daily Physical Activity.

A. Classroom Physical Activity Breaks.

In addition to any recess periods provided in the ordinary daily schedule, students will be offered periodic opportunities to be active or to stretch throughout the day. The District recommends teachers provide short 3-5 minute physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition

B. Before and After School Activities.

The District offers opportunities for students to participate in physical activity after school through interscholastic and intramural sports and clubs.

V. OTHER ACTIVITIES TO PROMOTE STUDENT WELLNESS.

The District will endeavor to integrate wellness activities across the entire school setting, not just in the cafeteria or physical education and athletic facilities. In furtherance of this objective, each school in the District will hold at least one event that integrates wellness activities each school year.

VI. PROFESSIONAL LEARNING.

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.

District Policy History: Sample Policy Distributed 7.17.25

First reading: _____

Second reading/adopted: _____

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes/Rules**Description**

RSA 189:11-a	Food and Nutrition Programs
N.H. Code Admin. Rules Ed 306.04(b)(15)	Behavior Management and Intervention for Students
N.H. Code Admin. Rules Ed 306.10(d-g)	Food and Nutrition Services
N.H. Code Admin. Rules Ed 306.31	Health and Wellness Education Program
N.H. Code Admin. Rules Ed 310	Daily Physical Activity

Federal Regulations**Description**

7 C.F.R 210	National School Lunch Program
7 C.F.R 220	School Breakfast Program
7 CFR § 210.31	Local school wellness policy
42 U.S.C. 1751 et seq.	National School Lunch Act
42 U.S.C. 1771	Child Nutrition Act of 1966
Section 204 of Public Law 108-265	Child Nutrition and WIC Reauthorization Act of 2004
The Healthy Hunger-Free Kids Act of 2010	The Healthy Hunger-Free Kids Act of 2010

Resolution Authorizing the Issuance of a Revenue Anticipation Note (RAN)

WHEREAS, the Pittsfield School District anticipates receiving State of New Hampshire Adequate Education Aid and local tax revenue during the 2025–2026 fiscal year; and

WHEREAS, said funds are not expected to be received in time to meet current financial obligations and operating expenses of the District; and

WHEREAS, under the authority granted in RSA 198:20-d, the School Board is authorized to borrow in anticipation of state and local revenue to meet the District's cash flow needs;

NOW, THEREFORE, BE IT RESOLVED that the Pittsfield School Board hereby authorizes the issuance of a Revenue Anticipation Note (RAN) in the principal amount not to exceed \$1,800,000, for the purpose of providing short-term cash flow support for the 2025–2026 fiscal year.

The Note shall be issued on such terms and conditions as are acceptable to the Superintendent and the School District's financial counsel, and shall be repaid in full no later than June 30, 2026, from anticipated revenues.

The Superintendent is hereby authorized to execute all necessary agreements, documents, and certifications in connection with the issuance of this RAN.

Adopted this ____ day of _____, 2025, by the Pittsfield School Board.