

AGENDA
TUESDAY, SEPTEMBER 15, 2026
6:00PM
EXETER REGION COOPERATIVE SCHOOL BOARD MEETING
ROY MORRISETTE ALUMNI ROOM

EXETER REGION COOPERATIVE SCHOOL BOARD GOALS FOR 2026-26

1. The School Board will work with the administration to provide and encourage opportunities for high level academic and personal growth for all students in our District.
2. The School Board will engage all internal and external stakeholders in achieving District goals by building trust, transparency, and open communication.
3. The School Board will uphold and promote the district's vision and core values.
4. The School Board will negotiate a fair and equitable collective bargaining agreement with the paraprofessionals in a collaborative and respectful manner that values the contributions of all stakeholders.

1. Opening, Pledge of Allegiance, and Introductions- Chair Lyons

2. Non-Public - Non-Public Session may be called per RSA 91-A:3 II (a-l)

3. Public Input

4. Visitors

5. Approval of Minutes

5.1 June 16, 2026 Public Minutes

6. REPORT FROM THE OFFICE OF THE SUPERINTENDENT

6.1 Board Member Vacancy

6.2 Student Trip Proposal

6.3 One Year Teaching Authorization

6.4 Monthly Data Discussion Topics- Student Assessment Schedule

6.5 MOA Discussion on Paraprofessional Agreement

6.6 Manifests, Financials, Food Service and Grant Money Reports

6.7 Administrator Reports

6.8 Fall Coaching Nominations

7. Chair Report

8. Committee Reports

- 8.1 Superintendent Evaluation (Bill Gauthier/Cameron Kittle)
- 8.2 Policy Committee (Brian Duffy)
 - 8.2.1 IHBG -Home Education Instruction
 - 8.2.2 JICK - Bullying PRevention - Pupil Safety and Violence Prevention
- 8.3 SST Governing Board (Tami Gunst)
- 8.4 Safety and Security Task Force (Erin Garcia de Paredes/Eric Miller)
- 8.5 Curriculum, Instruction and Assessment (Erin Garcia de Paredes/Cameron Kittle)
- 8.6 Finance (Brian Duffy/Open)
- 8.7 Facilities (Eric Miller/Melissa Lyons)

9. New Business

10. Old Business

11. Adjournment and Next Meeting- Tuesday, October 20, 2026 at 6:00pm

RIGHT TO KNOW LAW NON-PUBLIC SESSIONS

PROPER ENTRY INTO A NON-PUBLIC SESSION

1. A motion must be made on the record in open session, which must state the specific statutory exemption which is relied upon as foundation for the non-public session;
2. The vote on any such motion must be by roll call;
3. The vote on any such motion shall require the affirmative vote of the majority of school board members present.

ALLOWABLE REASONS FOR A NON-PUBLIC SESSION [RSA 91-A:3 ii.(a)-(l)]

Only the following matters shall be considered or acted upon in nonpublic session:

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

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

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

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

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

(f) [Repealed.]

(g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.

(h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.

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

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

(k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.

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

MINUTES OF NON-PUBLIC SESSION WILL BE TAKEN.
SUCH MINUTES WILL IDENTIFY PERSONS ATTENDING NON-PUBLIC SESSIONS AND
A GENERAL DESCRIPTIONS OF ANY TOPICS DISCUSSED.
ANY DECISIONS MADE IN NON-PUBLIC SESSIONS WILL BE MADE PUBLIC IN
ACCORDANCE WITH THE STATUTES

**AGENDA
TUESDAY, JUNE 16, 2026
6:00PM
EXETER REGION COOPERATIVE SCHOOL BOARD MEETING
ROY MORRISETTE ALUMNI ROOM**

Board Members in attendance:

Melissa Lyons, Esq.-East Kingston (Chair)
Bill Gauthier-Exeter
Amy Ransom-Newfields
Neil Bleicken-Exeter
Cameron Kittle-Exeter
Erin Garcia de Paredes-Stratham
Brian Duffy-Brentwood
Tami Gunst-Stratham-via Zoom
Eric Miller-Kensington
Bobby Pace-EHS Student Board Representative

Board members not in attendance:

Noah Gelineau-CMS Representative
Lucy Blackburn-CMS Representative

Administration in attendance:

Dr Christopher Andriski-Superintendent
Tonja Neve-EHS Principal
Drew Bairstow-CMS Principal
Michelle Voto-Director of Adult Education
Mollie O'Keefe-Chief Financial Officer
Heather Murray-Chief Human Resource Officer

1. Opening, Pledge of Allegiance, and Introductions- Chair Lyons-(5:11)-Ms Lyons opened the meeting with the pledge and introductions at 6pm.

2. Public Input- (6:23) Public input was opened at 6:01pm for 30 minutes. (47:30) Public input was closed at 6:42pm.

3. Visitors-no visitors

4. Approval of Minutes-((6:44-7:37)

4.1 May 19, 2026 Public Minutes-Remove extra L in Gelineau.

Ms Ransom made a motion to approve the May 19, 2026 public minutes. Mr Kittle seconded the motion. Those in favor 8/0/1.

5. Superintendent / Administrator Reports-(7:40-1:37:43)

5.1 Report Card Presentation- Drew Bairstow-Mr Bairstow, along with Seth Macomber, Aram Zakian, Heather Woods and Jamie Sirois gave a presentation on the feedback and changes to the K-8 report card design. Discussion ensued.

Mr Kittle made a motion to approve the changes to the report card. Ms Ransom seconded the motion. All in favor 9/0.

5.2 Recommended Lunch Prices 2026-2027 and Food Service Report- Dahlia Daigle-Ms Daigle and Ms O'Keefe gave a recommendation to the lunch price increases for the 2026-2027 school year as well as the Food Service Report. Based on the PLE tool she recommends an increase of \$0.10 across the board. This increase will generate approximately \$10,000 to offset rising costs. Discussion ensued.

Ms Ransom made a motion to increase \$0.10 across the board. Mr. Gauthier seconded the motion. All in favor 9/0.

5.3 Facilities Report- Brian Sands-Mr Sands reports that we did sign a three year contract with a new vendor to provide roughly half of our full time equivalents and insulating us to any attrition that we experience with the loss of district employees. It will be a favorable cost savings to the district in regards to salaries and benefits. He also gave a detailed facilities update.

5.3.1 Capacity Report-Draft provided in board packet now, but final will be included in September.

5.4 Technology Report- Jason Hills-Mr Hills gave a technology update. Discussion ensued.

5.4.1 Technology Handbook- Jason Hills and Heather Murray-Mr Hills and Ms Murray provided a technology handbook for the board to review.

Ms Ransom made a motion to approve the technology handbook. Mr Kittle seconded the motion. All in favor 9/0.

5.5 Hiring Updates-Dr Andriski made known his hiring recommendations. Ms Murray also talked about current vacancies.

5.6 Wheelwright Scholarship Approval of Releasing Monies-Mr Gauthier made a motion to release the funds for the Wheelwright Scholarship. Ms Ransom seconded the motion. All in favor 9/0.

5.7 Advisory Committee Rationales-Dr Andriski asked for feedback on the rationales he provided. Discussion ensued. Mr Kittle and Ms Garcia de Paredes will be on Curriculum and Instruction, Ms Ransom and Mr Duffy will be on Finance and Ms Lyons and Mr Miller will be on Facilities.

5.8 2026-2027 Board Meeting Schedule-Ms Ransom made a motion to approve the calendar as presented. Mr Duffy seconded the motion. All in favor 9/0.

6. Chair Report-nothing to report

7. Finance Report-(1:37:59-1:38:33)

7.1 Financial Update- Mollie O'Keefe-Ms O'Keefe provided the latest update on the current year financials.

8. Committee Reports-(1:38:37-1:46:57)

8.1 Superintendent Evaluation (Bill Gauthier/Cameron Kittle)-nothing to report.

8.2 Policy Committee (Brian Duffy)-New to review.

8.2.1 EHAG - Use of Generative Artificial Intelligence (First Read)-

8.2.2 JF - Enrollment and Enrollment Capacities-

8.2.3 JLIF - Sex Offender Registry Information and School Access-

Mr Duffy made a motion to accept policies JF and JLIF. Mr Kittle seconded the motion. All in favor 9/0.

8.3 SST Governing Board (Tami Gunst)-no additional meetings. Ms Gunst talked about SST teachers' recent professional development.

8.4 Safety and Security Task Force (Erin Garcia de Paredes/Eric Miller)-Has not met.

9. New Business-(1:47:10) Ms Neve talked about adding artwork/murals to the school. She discussed a donation account that had approximately \$11,000 of unused monies. She has a proposal for \$8,000-10,000 with the students' ideas and designs. It would be put up in the cafeteria. It can be done over summer.

Mr Bleicken made a motion to approve. Ms. Ransom seconded the motion. All in favor 9/0.

10. Old Business-no old business

11. Non-Public - Non-Public Session may be called per RSA 91-A:3 II (a-l)-

12. Adjournment-Ms Ransom made a motion to adjourn for the summer. Mr Kittle seconded the motion. All in favor 9/0. (1:50:37)

*Respectfully submitted by Kat Richard
Board Recording Secretary*

EXETER REGION COOPERATIVE SCHOOL BOARD GOALS FOR 2025-26

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Costa Rica Adventure

Inclusions:

- All transportation - roundtrip airfare and motorcoach with full time professional driver
- 24/7 Grand Classroom specialty bilingual guide
- All meals on tour including lunches
- All lodging -1 student per bed adults in single rooms
- All activity fees on final itinerary
- Third party vendor, coach driver, and Grand Classroom guide gratuities
- Medical and dental insurance on tour
- 24-hour (U.S. based) emergency on-call support
- Expert tour planning
- Promotional material
- Personalized web page for registration and paperwork management
- Full accounting services with custom payment schedules available
- Designated single Grand Classroom Account Manager assigned to your school
- On-call, on-site, local Grand Classroom student travel specialist for consulting and parent meetings

School: Exeter High School

Destination: Costa Rica High Adventure

Dates: February 2027

All-Inclusive Price: \$4,840

Based on 18 students and 2 adults

10% deposit holds a seat on this adventure with custom payment plans available after registration

Online registration and trip financing: grandclassroom.com

This Costa Rica itinerary can be further customized to meet the interests and the needs of the group

Optional Travel Refund Protections available at registrations
TRP = 9% TRP+ = 19%

Please see Terms and Conditions for Program details at grandclassroom.com

Sample Itinerary

Day 1

- Arrive in San Jose (sights & meals to be determined by arrival of flight)
- Motor to Sarapiquí
- Check into your hotel
- Evening bat ecology program at Tirimbina Rainforest Reserve
- Dinner as a group
- Pool time at the hotel
- Overnight at hotel

Day 2

- Hotel breakfast
- Visit the Butterfly Farm & view many native animals as well as the beautiful butterfly collection
- Visit with local children at a school
- Dinner
- Night hike in the Tirimbina Rainforest Reserve
- Overnight at hotel

Day 3

- Hotel breakfast
- Whitewater Rafting Adventure
- Travel to Arenal Volcano National Park
- Visit a local organic farm and learn about sustainable farming practices while sampling many of the fresh grown products
- Local and authentic farm to table dinner
- Overnight at hotel

Day 4

- Hotel breakfast
- Hiking and waterfall rappelling adventure
- See the animals and learn about wildlife conservation at Asis Wildlife Rescue Center
- Soak in the volcanic hot springs
- Dinner and return to hotel

Day 5

- Hotel breakfast
- Depart for Munda Adventure - soar over the jungle canopy on this amazing zipline adventure
- Motor to Pacific Coast
- Relax in the sun on the Pacific coast beaches
- Dinner and return to hotel

Day 6

- Hotel breakfast
- Enjoy a morning cruise to Isla Torguá
- Gear up with your snorkel gear and fins and ferry out to the shallow reef
- Enjoy an afternoon snorkel adventure - see puffer fish, parrot fish, angel fish, sea urchins, and more
- Hike the island and enjoy the shore before returning to the mainland
- Dinner and return to hotel

Day 7

- Hotel breakfast
- Morning hike along the shoreline focusing on the local marine environment
- Outrigger Canoe Adventure
- Travel to the capital city of San Jose
- Dinner as a group
- Overnight in hotel

Day 8

- Hotel breakfast
- Sightings in San Jose as the morning as time allows
- Motor to airport for flight home
- Depart for home

Table of Contents

Company History and Information.....1

School References and Contacts2

Grand Classroom Online Registration Process – Finances..... 3

Grand Classroom Registration Process – Website, Account Management.....4 -5

Grand Classroom Terms and Conditions.....6 - 8

List of trip inclusions and exclusions – Summarized from Terms and Conditions.....8

Travel Refund Programs for 24-25.....9

Grand Classroom Certified Youth Travel Organization Certificate - SYTA.....10

Insurance and liability coverage policy details.....11

The Grand Classroom Story: Company Profile and Information

Grand Classroom’s founder, J.T. Maxwell, has worked in student travel for 30 years and with the first dozen years focusing on trips to Washington, D.C. In 2002 he started Grand Classroom with outdoor adventure trips to Grand Canyon National Park. Grand Classroom has grown exponentially in nearly 25 years. There are now more than 50 full-time staff members at its headquarters in Charlottesville, VA and in remote offices around the country, and the company employs over 100 professional tour guides throughout the year. We are proud of our status as a small business, family-owned and operated travel provider and limit our organization to retain the values of a company available to our school and teacher clients, traveling students, their families, and communities.

Grand Classroom runs environmental science and outdoor adventure trips to the Grand Canyon, Yellowstone, Grand Teton, Glacier, Zion, Bryce, Great Smoky Mountains, Florida Everglades and Keys, Puerto Rico Alaska, and Hawaii. We also build history-based trips to Washington, D.C., New York City, Philadelphia, Gettysburg and other historic U.S. cities along with civil rights and social justice programming the the deep south. In addition, our international destinations for history, language, arts, and culture trips include Quebec, Montreal, Costa Rica, Belize, Galapagos Islands, Iceland, Europe, China, France, Spain, Italy, India, South Africa and many more. Grand Classroom is also proud of our ability to build custom trips for any local, domestic, or international destinations upon request.

2025 has been our busiest year in company history! Travel is BACK! Grand Classroom provided trips for over 450 schools in 46 destinations totaling over 30,000 student trip participants in this year alone. Trips range from small group enrichment travel to 250+ traveler full class trips and can incorporate all elements of experiential travel education including service learning. In fact, Grand Classroom has received awards for our service learning programming from the National Park Service.

Grand Classroom specializes in curriculum-driven and standards aligned student travel experiences. Grand Classroom local consultants work together crafting itineraries for teachers and handling all of the logistics along the way. Grand Classroom has a growing client base in New England providing exceptional student travel experiences in both public and private schools in the region. Massachusetts communities include Dedham, Newton, Belmont, Lexington, Hingham, Cohasset, Braintree, Brookline, Wellesley, East Bridgewater, Concord, Deerfield, Boston, and many more. In New Hampshire we have provided travel in Seabrook, Exeter, Guilford, Rye, Wolfboro, and more. In addition, Grand Classroom has a significant client-base in CT in New Canaan, Greenwich, Fairfield, West Haven, West Hartford, Danbury, Westport, Farmington, Thompson, Ridgefield, Ellington, Old Lyme, and more.

These schools have their trips supported by local consultant and company representative, Gregg Wachtelhausen (formally of Hingham Schools, MA). Gregg is a long-time Grand Classroom client and student travel professional who directly supports local teachers in the launch of their own Grand Classroom adventures. Gregg values his partnerships with teachers in building custom-crafted, authentic, and meaningful travel experiences in the National Parks, historic cities and abroad.

Grand Classroom is an active member of SYTA – Student and Youth Travel Association and is a Certified Youth Travel Organization in addition to being registered as an S-Corporation.

School References and Contacts – Northeastern Private Schools

Greenwich Country Day– Greenwich, CT
Eliot Spencer – [e.spencer@gcds.net](mailto:spencer@gcds.net)

Fairfield Country Day – Fairfield, CT
Jonathan Lord - Jon.Lord@fairfieldcountryday.org

Ridgefield Academy – Ridgefield, CT
Diana Reid - dreid@ridgefieldacademy.org

The Foote School – New Haven, CT
John Turner - jturner@footeschool.org

Hopkins School – New Haven, CT
Becky Harper - bharper@hopkins.edu

New Canaan Country Day– New Canaan, CT
Scott Lilley –s.lilley@newcanaancountryschool.org

Frasier Woods Montessori – Newtown, CT
Zak Brown - zbrown@frasierwoods.org

Marianapolis Prep - Thompson, CT
Karen Tata - ktata@marianapolis.org

Greens Farms Academy - Westport, CT
Ronaldo John - rjohn@gfaacademy.org

Dana Hall School– Wellesley, MA
Lesley Doll- leslie.doll@danahall.org

Lincoln School – Providence, RI
Sue Farnum - sfarnum@lincolnschool.org

Belmont Hill School - Belmont, MA
Lauren Hamilton - hamilton@belmonthill.org

Newton Country Day School – Newton, MA
Debbie Tully- dtully@newtonsh.org

Lexington Christian Academy – Lexington, MA
Jenna Olsen – jenna.olson@lca.edu

Ursuline Academy – Dedham, MA
Emily Hewitt – ehewitt@ursulineacademy.net

Notre Dame Academy – Hingham, MA
Romina Magner - rmagner@ndahingham.com

Bishop Feehan High School -North Attleboro, MA
Kate Harris -kharris@bishopfehan.com

Fay School – Southborough, MA
Susanna Waters – swaters@fayschool.org

Belmont Day School - Belmont, MA
Liz Gray - lgray@belmontday.org

Lawrence Academy - Groton, MA
Tony Hawgood - thawgood@lacademy.org

Thayer Academy - Braintree, MA
John Reid - jreid@thayer.org

Concord Academy - Concord, MA
Sandy Nash - sandy_nash@concordacademy.org
Rob Munroe - Rob_Munroe@concrdacademy.org

Partner private schools currently planning/scheduling new travel in 2025 - 2026

Brunswick School - Greenwich, CT, **Hamden Hall** – Hamden, CT, **Rumsey Hall** - Washington, CT, **Westover School** - Middlebury, CT, **Williams School** - New London, CT **Hopkins School** - New Haven, CT, **BC High** - Boston, MA, **Lincoln School** - Providence, RI

School References and Contacts – Northeastern Public Schools

Hingham Middle School – Hingham, MA
Mark McCulloch – mmcculloch@hinghamschools.org

East Bridgewater Jr. High School – E.Bridgewater, MA
Sheri Cravens SCraven@ebps.net

Cohasset Middle/High School – Cohasset, MA
Jon Fortin – jfortin@cohassetk12.org

Duxbury Middle/High School – Duxbury, MA
Lew Alberti - lalberti@duxbury.k12.ma.us

Dedham Middle School – Dedham, MA
Dan King– Dking@dedham.k12.ma.us

East Middle School – Braintree, MA
Patrick Condon - patrick.condon@braintreeschools.org

Seabrook Middle School – Seabrook, NH -
Rebecca Scherbon -rscherbon@sau21.org

Ellington High School – Ellington, CT
Marc Richard – mrichard@ellingtonschools.net

Lyme-Old Lyme Middle School– Old Lyme, CT
Shannon Glorioso – gloriosos@region18.org

Exeter High School – Exeter, NH
Liz Morse–lmorse@sau16.org

Wellesley Middle School - Wellesley, MA
Kate Morton - mortonk@wellesleysps.org

Franklin Public Schools (MS) - Franklin, MA
Nicholas Goldman - goldmann@franklinps.net

Partner public schools currently planning/scheduling new travel for 2025 - 2026

East and South MS - Braintree, MA, **Ipswich MS** - Ipswich, MA, **Abington MS/HS** - Abington, MA, **Wayland HS** - Wayland, MA, **Belmont MS** - Belmont, MA, and many more.

Grand Classroom Online Registration – Finance Summary

A note from Grand Classroom Directors of Accounts, Nancy Austin and Caleb Hall:

On the next pages, you will see screenshots of our registration process. This is a basic snapshot of how our registration works and how payments, fees and cancellation terms. When an individual goes on our website to register, they will go to www.grandclassroom.com and click the register button. This will take them to our trips.grandclassroom.com website which processes all payments and registrations. At this point, they will search for their trip by typing in their school or program name and choose the state. This will then allow them to see the trip information and begin the registration process. As you will see from the screenshots, all the pertinent information is added about the student, and parents will use their email address, which will be their future account login. This gives parents access to the Grand Classroom account portal where they can make and schedule payments, update medical information, and digitally sign release forms and permission slips for travel. This website is customizable to meet the school's needs for the registration process.

Students registering for individual payment plans, will put down a minimum 10% non-refundable deposit and this deposit does go toward their balance. At the end of the registration process, they will be asked to sign up for a payment plan. They will have great flexibility in how to pay. They can break it up into multiple payments, and of course, the sooner they register, the more months they will be allowed to pay over, with the final payment due at 95 days before departure. There are processing fees for each month installment (\$5) and if they choose to use a credit card there is an additional 3% fee to offset credit processing. If they use a bank account to draft via ACH there is no additional fee. We will certainly go over all of this at a parent meeting as full transparency in the financing process is one of our company values. If they want to just pay the trip off in full there will be no fees at all. We hope you will allow us to attend an in person trip kick off meeting to answer all of the related financing question... so no need to worry about explaining financing as the teacher - that's our job!.

For cancellations and refunds, families will have a variety of options for their trip protections. First, if they opt into our **Travel Refund PLUS Program (TRP+)**, they will be allowed a full refund, minus the cost of the program and the deposit. They can cancel for any reason and get this refund as long as we have been notified at least 24 hours before travel. This enhanced level of trip protection can be added at a cost of roughly 19% of the trip itself. Alternately, families may choose the **standard TRP** program with option to cancel up to 7 days before departure for maximum available. This basic coverage program does have exclusions to the refund protection including "Acts of God, war, terrorist activities, incidents of politically motivated violence, outbreak of illness or quarantine, strikes or government restrictions." This standard level of travel protection is offered and can be added at a cost of roughly 9% of the trip. Finally, there is a check box for them to opt out of the program completely on the page with the Terms and Conditions agreement during the registration process. In this case, limited liability refund programs apply based on our Terms and Conditions which we strongly encourage all parents to read as part of their registration process.

If parents they opt in or out, they can change their mind within 30 days of registration, all they need to do is let us know. The TRP+ and TRP programs are not included in the trip pricing but can also be packaged at discounted rates if a school chooses to mandate coverage for all traveling students. This can be discussed with your travel partner and account manager. This new program for Grand Classroom began in the summer of 2020 as a direct result of client needs through the pandemic and continues today to offer flexibility to families and schools in protecting their travel investments.

If families do not opt for the TRP, then the closer we are to the date of travel, the lower the refund rate they are eligible to receive due to the booking process of non-refundable items as we approach the dates of travel. Those details are below in the section for Terms and Conditions under 'Cancellation Policy'.

For many private schools, Grand Classroom arranges our custom invoicing program to work in collaboration with the school budget cycle, scholarships, grants, endowments, fellowships, and proportionate financial aid. Many schools prefer this direct-to-school invoicing options and find it efficient and accommodating to each school's specific needs.

Grand Classroom has invested a lot of time and effort in creating a system that is easy for parents, and thus we hope to handle as much of the money headache that our educators can focus on teaching and let us handle the details with the parents.

Grand Classroom Online Registration Process – Website Tutorial

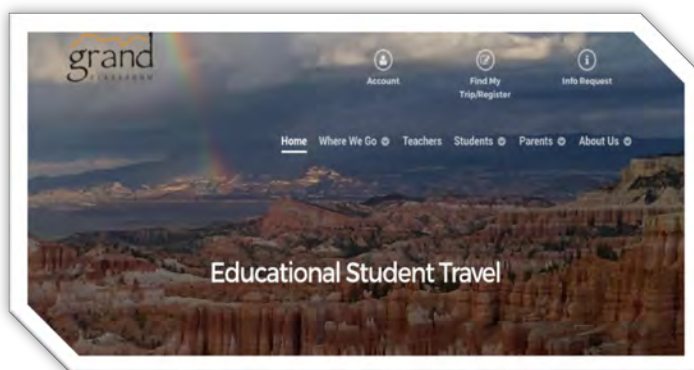
Screen #1: Grand Classroom homepage:

-The User uses this link to our website:
<http://grandclassroom.com> to enter our site.

-From the main page, users can get company and contact information, view our trip offerings, review company travel policies and terms and conditions of travel.

-Users interested in registering for a trip can select “find My Trip/Register”

-Returning users can select “Account” from the Grand Classroom homepage to log in to the account that is created in the registration process to manage payments, input student-traveler information, and access travel documents.

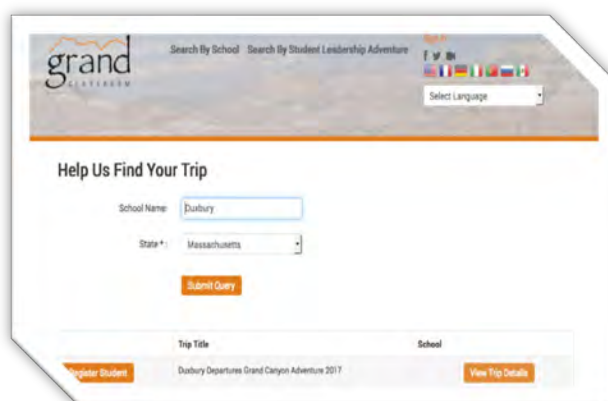


Screen #2: Help Us Find Your Trip

-User types in the school name or a portion of the school name. Ex. For instance, if the school name was **Middlesex School**, they can just type in "**Middlesex**" and the name would appear.

Then, the state the school is in should be entered using the drop-down menu.

-Once the trip is searched from the Grand Classroom database, a menu will appear at the bottom of the page allowing the user to “Register Student” or “View Trip Details” which links to the website that is maintained for the specific school trip.



Screen #4: Input Traveler Information

-This screen is where the Traveler Information/Parent Information is input. Registration Information includes:

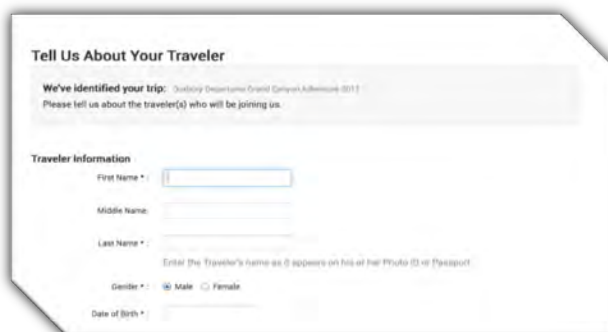
-Travel Name -Gender -Date of Birth

-Height (necessary for some outdoor activities)

-Parent/Guardian Information

-Passport Information

--For families with multiple children traveling, this page also includes an option to add another traveler to the registration.



Screen #5: Contact Information

-User enters the email address that will be the primary contact for all correspondence from Grand Classroom to the parent. It is the unique identifier for the account. The only other email address that is permitted is the student's contact information



Screen #5: Contact Information (continued)

-Note: teachers can use the website interface to send mass emails to all registered travelers and parents/guardians that are included in the registration. This email will be addressed from the teacher's school email and replies to these mass emails will go directly to the teacher's school inbox.

Screen #6: Deposit/Payment Method

-This is the screen where the User selects the payment method (check draft or credit card). Students will bypass this menu if the school is paying the cost of the trip and, at this point, registration will be completed.

-User will review the terms and conditions, and agrees to the terms (please see Terms and Conditions on the next page). User cannot move forward until this is complete.

-The TRP (Grand Classroom Travel Refund Program) insurance is added or opted out here. For details on the Grand Classroom TRP program, please see Terms and Conditions section of this document.



Screen #7: Payment Schedule Set Up

This is the screen where the User selects the payment schedule. There is a drop down under the “pay in full” which allows the User to choose a schedule based on the number of days out from travel. We require that the entire balance be paid in full 95 days prior to the trip departure date. Parents may schedule payments through our default equal payments program or follow up with a phone call to our offices to set up a custom plan.



-After the User chooses the schedule, they hit submit and finish, and they will get a confirmation. If they choose to pay in full, we have a pop-up window that asks them if they are sure they want to do this, and they have to provide an action before they are charged. They also have the option to change their payment method at this time. Once the payment schedule is selected, the User clicks “Submit and Finish” and the process is complete.

The Grand Classroom Account Manager

Each school is assigned a designated Account Manager. This individual serves many roles in the preparation for the trip. The Account Manager is always available by email or phone and can work with families on financing, payment, changes in budget plans, and other registration needs. Additionally, the Account Manager works directly with the teacher and school in the development of the specifics of the itinerary including activities, meals, scheduling, and transportation logistics. It is the job of the Account Manager to work with families in need of special accommodations while on trip and also in the bookings and reservations associated with the itinerary. Our Account Management team is available by phone during our business hours or by email if your school, teacher leaders, traveling students, or families are in need to support in the preparation process. At Grand Classroom you will always receive live support from a individual representative that knows your school, your trip, and how to gather the resources you need for immediate assistance. There is no call center, there is no automated service, and there are no assigned "school trip ID's" - your trip is not a number... it is a priority and we will take care of you.

Grand Classroom Terms and Conditions

The trip price includes: round trip transportation, hotel accommodations, motor coach or vans, three meals per day while on tour, sightseeing, trip leader, admissions, taxes, customer service and accounting, unless otherwise stated. All participants are covered with limited medical and dental insurance while on tour and claims over those limits are the responsibility of the individual family affected, including hospitalization and accommodation. We are an all-inclusive tour agency with a full-time staff dedicated to planning your trip and that service is included in the cost. We do not offer ground packages. All prices quoted are the student price. The adult price is higher and if not quoted in your letter, please call for the adult price of your trip. Not included: any fuel, security or baggage surcharges imposed by the airlines or bus companies, installment fees for accounting, Travel Refund Program premiums, small group increases or processing fees.

Registrations: Please register early, as all registrations are processed on a first come, first served basis. Register online with a non-refundable deposit by check draft, Visa, MasterCard, or American Express. If paying by paper check, please call our office at 434-975-2629. Payments should be made to Grand Classroom and sent to Grand Classroom, P.O. Box 7166, Charlottesville, VA 22906. Your bank or credit card statement is your receipt. Each registration is considered separately and is subject to the terms and conditions. Please call our customer service line at 434-975-2629 with any questions. There will be a fee of \$35 if your check is returned, your credit card is declined, or your check draft is declined. All late registrations will be accepted based on the availability of space on the hotel, bus and/or the airlines. Any increase in airfare will be passed on to late registrants. Participants with disabilities are welcomed on the tour, but must be accompanied by a fully paid companion capable of providing all assistance required, and not require special assistance from Grand Classroom or its suppliers. Registrants with disabilities must notify Grand Classroom in writing by the registration deadline of their status and of the identity of the traveling companion. The price listed on the brochure and on our website is based on 35 paying participants for the trip unless otherwise stated. Should your group have fewer than the price was based on, an increase in cost may be incurred to allow the company to recoup fixed costs. The company will attempt, when requested, to combine small groups to help lessen the cost but cannot be guaranteed. Flexibility is required as dates, format and itinerary may need to be changed and is at the sole discretion of Grand Classroom to make these changes.

Hotel accommodations: Students will be placed four to a room with students of the same gender, and in some cases five to a room with a roll-away or pullout. Adults will be placed two to a room also according to gender, except in the case of married adults. Double and single room charges are additional. If a parent wishes to room with their student, they should pay the adult price for both participants. Most hotels are located outside of the national parks or cities we visit and can require significant driving time for the participants.

Flights: We reserve flights on major carriers. We cannot guarantee non-stop flights, and in some cases, the group will have to be on split flights. We cannot guarantee a specific airport or airline. While we attempt to get groups out of their preferred airport, it can never be guaranteed so be prepared to depart from airports that may be a significant distance from your home. Seating assignments will be made by the airlines, and upgrades, stopovers, changes and use of frequent flyer mileage are not possible. Grand Classroom Inc. is not responsible for schedule changes and mechanical or weather delays that may occur. Please allow two days of flexibility on each side of your student's travel dates for contingencies. Any baggage fees charged by the airline are the responsibility of the individual traveler at the time of check in. For International travel, all travelers, regardless of age, must have a valid passport for travel. In some cases, countries might require a visa, which varies depending on the country that your passport is issued. You are responsible to check the rules for the country you are travelling to as it relates to the passport you hold. In many cases, a country will require you to have an expiration date on your passport that is later than your return date, sometimes as much as 12 months. For domestic flights, all individuals over the age of 18 must have a valid ID. Beginning October 1, 2021 the Transportation Security Administration will require passengers 18 and over to have either a valid passport or a Real ID issued by their state. If you do not have the proper identification, the TSA will not allow you past security. Grand Classroom will not be responsible for any travelers who do not have the proper identification, and no refunds will be given to any party not in compliance with current federal law.

Sponsorship: Unless otherwise noted, this tour is not sponsored by any school, school district or public entity, and is organized by a private company, Grand Classroom. Grand Classroom and the trip leader reserve the right to refuse or cancel a registration at their discretion.

Behavior: While traveling, your student will be expected to abide by local laws, including those concerning drugs or alcohol. They will also be responsible for any personal calls, incidental personal expenses, or any damage done to the buses or hotels while on tour. All students will be required to sign a behavior contract prior to traveling. Breaking these laws and rules may be grounds for being sent home early from the trip at the student's expense.

Payments: Payments are online through your Grand Classroom account. Checks should be made payable to Grand Classroom. The mailing address is P.O. Box 7166 Charlottesville VA 22906. UPS or FedEx letters should be sent to 1455 East Rio Road Suite 1, Charlottesville, VA 22901. The payment schedule is as follows: register online with a non-refundable deposit, and choose online between paying in full within 30 days of registration date or selecting a payment schedule. For customers paying on a payment schedule, the final installment will be due 95 days before departure. If you do not choose a payment schedule after 30 days, your account can be assessed a \$15 late fee. We reserve the right to cancel unpaid accounts and the account funds will be subject to the limited refund policy. If a credit card is declined a \$35 fee will be assessed to the account. Returned checks or declined check drafts will be assessed a \$35 fee. All payments made by credit or debit card will be assessed a 3% convenience fee. There will be a \$5 fee for each installment payment. If your account is unpaid at the final deadline you will be assessed a \$49 late fee. The unpaid spot will be subject to cancellation based on flight availability on this date. If your account is still unpaid 35 days before departure, your registration will be cancelled and the limited refund policy applies. Fees for returned checks, late fees, handling fees and credit card processing fees are not refundable, nor are fundraising monies or specialized plane tickets purchased for individuals. If your school is collecting the funds and sending directly to Grand Classroom many of the payment terms above will not apply to individual travelers. Please call our customer service department at 434-975-2629 for questions about your account. No refunds will be issued to families with active credit card or EFT disputes.

Travel Refund Program PLUS (TRP PLUS): For your convenience and protection we offer the Travel Refund Program PLUS. This program offers cancellation for any reason, including Acts of God such as pandemics. The additional fee for the program will be added to the trip price when you register. Participation in this program is optional and you have 30 days from the date of registration to opt in or opt out before your decision becomes binding. The program protects your payments and provides a refund minus the TRP PLUS fee and non-refundable deposit if you cancel up to 24 hours before departure. Returned check fees, late fees, handling fees, credit card processing fees, and fundraising monies are not refundable, nor the cost of the program itself. Airline tickets already purchased for a group are non-refundable. Late payment(s) may void the benefits provided by the program. Cancellations must be made in writing to help@grandclassroom.com outside of 24 hours of departure to be valid. Please include the date, student name and school name.

Travel Refund Program (TRP): For your convenience and protection we offer the Travel Refund Program. This program offers cancellation for any reason, except Acts of God, war, terrorist activities, incidents of politically motivated violence, outbreak of illness or quarantine, strikes or government restrictions. In these cases, the TRP program is void and the Limited Refund Policy will apply. The additional fee for the program will be added to the trip price when you register. Participation in this program is optional and you have 30 days from the date of registration to opt in or opt out before your decision becomes binding. The program protects your payments and provides a refund minus the TRP fee and non-refundable deposit if you cancel up to 7 days before departure. Returned check fees, late fees, handling fees, credit card processing fees, and fundraising monies are not refundable, nor are specialized plane tickets purchased for individuals or the cost of the program itself. Airline tickets already purchased for a group are non-refundable. Late payment(s) may void the benefits provided by the program. Cancellations must be made in writing to help@grandclassroom.com outside of 7 days of departure to be valid. Please include the date, student name and school name.

Limited Refund Policy: The company incurs booking and administrative costs as soon as a registration comes in. For those who do not participate in the Travel Refund Program PLUS or the Travel Refund Program, the limited refund policy is as follows. All cancellations must be made in writing to help@grandclassroom.com. Please include the date, student name and school name. Cancellations with no trip protection are determined solely by the date of cancellation with respect to the departure date, regardless of the reason. The policy applies to each individual registration as follows: 95 days or more prior to departure: Grand Classroom will retain 35% of the trip cost - 94-46 days prior to departure - Grand Classroom will retain 60% of the trip cost. 45 days or less: We regret that no refund will be issued. Cancellation due to rescheduling: In the event the departure date needs to be rescheduled for any reason, the limited refund policy is based on the original dates unless otherwise specified. Trip funds are not transferable to other participants.

Refunds: When getting a refund, cashing a check or accepting a credit to your bank or charge account is final and parties agree to pursue no further compensation.

While on tour: All photographic images and videos taken by Grand Classroom Inc. while on tour are property of Grand Classroom Inc. and may be used by Grand Classroom without compensation or notification of individuals therein. Grand Classroom Inc. cannot be held responsible for loss of personal property including money, and is not responsible for locating lost property.

International Travel Resources: For more information regarding possible dangers at international destinations, we recommend visiting the Travel Advisories section of the US State Department website (travel.state.gov). For medical information about the destination you are visiting including domestic locations, please contact the Centers for Disease Control (cdc.gov/travel) or 1-877-394-8747.

Additional provisions: Grand Classroom, Inc. cannot be held responsible for events beyond its control, such as Acts of God, war, terrorist activities, incidents of politically motivated violence, outbreak of illness and/or quarantine, strikes or government restrictions. We reserve the right to cancel any tour for any reason, in which case you will receive a refund based on the cancellation policy you chose. The suppliers providing travel services and accommodations are independent contractors and not agents. Grand Classroom Inc. cannot be held responsible for personal injury, property damage, or loss of earnings from any event whatsoever caused by hotels, railways, airlines and all sub-contracted services. The participants shall indemnify, defend and hold harmless Grand Classroom Inc. and its officers, directors, partners, agents, members and employees from and against all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees, except to the extent and percentage attributable to Grand Classroom negligence or wrongful action. All parties agree that in the event of legal action concerning this agreement, all litigation shall be brought only in Albemarle County, Virginia and that such litigation shall be decided pursuant to the laws of Virginia. You agree to all of the terms and conditions by your registration for the trip. Grand Classroom may amend the Terms from time to time without notice to you, other than posting the amended terms to the www.grandclassroom.com website.

List of inclusions and exclusions – Summarized from Terms and Conditions

Included in Price

- Round Trip transportation - airfare and motorcoach
- Specialized 24-7 tour guides who are hand-selected for your adventure and the needs of your group
- Specialized bilingual tour guides, tour managers, and professional drivers for international trips
- Hotel Accommodations - 3 Star or better business class
- Three quality meals per day while on tour
- All admissions, events, and relevant equipment rentals
- Third party vendor gratuities (guide tips optional)
- Medical and dental insurance for all travelers while on tour including telehealth services
- Chaperone trip costs included in price
- Small business quality customer service
- Custom itinerary developed in partnership with the school and with trip leaders
- Personalized account management services
- Local, on-site Grand Classroom representative for meetings and teacher support and consultation throughout all pre-trip preparation

Not Included

- Transportation to airport (can be added)
- Fees incurred by travelers in hotels, on flights, or restaurants
- Budget installment processing fees for individual student accounting
- Traveler Refund Program fee options (can be included in final package)
- Additional Merchandise
- Non-administrator or chaperone single room request fees unless requested in initial plan



TRAVEL REFUND PROGRAMS 2026 - 2027

In light of Covid 19, Grand Classroom has revamped our Travel Refund Programs to provide maximum protection for our travelers' investments. Travelers and/or schools will have the option to select the level of trip protection that best suits them.

Option 1 - Travelers pay for the refund program of their choosing:

During the registration process, the Travel Refund Program Screen will allow families to select which level of trip protection they prefer:

Travel Refund Program

Contact Info > [Travel Refund Program >](#) Deposit > Payment Schedule > Confirmation

Protect Your Investment!

Lets face it, stuff happens. If your student is unable to attend the trip, you can protect your investment by enrolling in one of our Travel Refund Programs. The Travel Refund Programs allow you to choose the level of protection you would like for your trip investment. Call us at 434-975-2629 if you have any questions.

☒ Travel Refund Program Plus

The Travel Refund Program Plus gives you maximum protection for your investment. Cancel up to 24 hours before departure for any and every reason, including Acts of God and pandemics. See [Terms and Conditions](#) for full details. Travel Refund Program Plus is approximately 19% of the trip cost.

☐ Travel Refund Program

Cancel up to 7 days before departure for any reason except for Acts of God and pandemics. To upgrade to full protection that includes pandemics like COVID-19, select the Travel Refund Program Plus plan above. See [Terms and Conditions](#) for full details. Travel Refund Program is approximately 9% of the trip cost.

☐ Decline all Travel Refund Program Options and Agree to Limited Refund Policy

If you do not enroll in either Travel Refund Program, you are agreeing to a Limited Refund Policy. The refund is dependent upon when you cancel your child's participation relative to the trip dates regardless of reason. This could mean that you do not receive a refund at all. See [Terms and Conditions](#) for full details.

You have 30 days from your date of registration to change your decision on enrolling in Travel Refund Program Plus, Travel Refund Program or declining either of the travel refund program options and agree to the Limited Refund Policy. After 30 days, your decision is final and cannot be changed.

[Back](#)

[Next](#)

Travelers have 30 days from registration to make changes to their trip protection plan – after that point, no further changes are permitted. Further Terms and Conditions of the programs can be found at: <https://grandclassroom.com/parents/terms-and-conditions>

Option 2 – The school pays Grand Classroom for the refund program of their choosing (same options as those listed above).

Travelers will be automatically enrolled in the refund program the school has chosen. Travelers will not see the Travel Refund Program screen during the registration process,

www.grandclassroom.com PO Box 7166 Charlottesville, VA 22906 800.839.6424

Certified Student Travel Organization

This is to certify

has been formally verified and approved in meeting safety and risk management standards
for student travel safety.

DATE

KSn

Katy Summers
Senior Manager, Education & Professional Development
CSTO

Carylann Assante

Carylann Assante
Chief Executive Officer
SYTA



ARCH INSURANCE COMPANY

(A Missouri Corporation)

Home Office Address:
2345 Grand Blvd, Suite 900
Kansas City, MO 64108

Administrative Address:
Aon Affinity Travel Practice
45 Executive Drive, Suite 100
Plainview, NY 11803
Telephone No.: (800) 803-1213

**TRAVEL AGENTS AND TOUR OPERATORS PROFESSIONAL LIABILITY
INSURANCE POLICY
DECLARATIONS**

Policy Number: TAP0196589-04

Renewal of Policy Number: TAP0196589-03

Item 1. NAMED INSURED: Grand Classroom, Inc.
ADDRESS: 1455 East Rio Road
Suite 1
Charlottesville, VA 22901

Item 2. POLICY PERIOD:
From: 11/01/2025 **To:** 11/01/2026
12:01 A.M. Standard Time at the address shown in Item 1.

Item 3. Coverages		Limits of Liability	Deductible
A. Bodily Injury and Property Damage (except Auto)	Each Occurrence	\$5,000,000	\$25,000
B. Non-owned and Hired Auto	Each Occurrence	\$5,000,000	\$25,000
C. Professional Errors and Omissions Liability	Each Negligent Act or Negligent Omission	\$5,000,000	\$25,000
D. Personal Injury	Each Offense	\$5,000,000	\$25,000
General Aggregate Limit		\$5,000,000	

Item 4. Fire Legal Liability (if applicable) **Any One Fire** \$50,000

Item 5. Premium: \$40,141.00
Applicable Taxes/Fees: \$0.00
Total Due: \$40,141.00

Item 6. Endorsements: See Attached Schedule of Endorsements and Notices.

Item 7. Reporting of Potential and Actual Claims:
See Attached Important Notice on Claims Reporting and Claims Services.



Seacoast School of Technology
Monthly Report Submitted To
Exeter Region Cooperative School District School Board
September 2026

1. The opening of the 26-27 school year has been very smooth. Bus schedules from all 6 sending schools are running smoothly, and our students have already settled into their new routines.
2. Our staff engaged in some great professional development before the start of the school year. Getting started with Universal Design for Learning training with the rest of the ERCSD staff members and continued our work developing assessment rubrics connected to competencies to assess student growth in all competency areas. We will also be working on building our capacity for collaboration through Professional Learning Communities.
3. As of the date of this report, September 8, 2026, we have **685 students** enrolled at SST. Last year at this time, we had 633 students enrolled. The last day to add or drop a class at SST is Thursday, September 17.
4. The new Electrical Technologies program is up and running and fully enrolled! Dave McKenzie, the new teacher, worked hard all summer ordering equipment and planning the curriculum. We are excited to see all the things they accomplish this year!
5. Katelyn Anglea, our new Health Science Technologies teacher, worked hard all summer setting up the classroom and lab spaces, planning curriculum, and making connections with industry partners to ensure a great year for our students. This year, our LNA students will be completing their clinical instruction at 2 locations: Rockingham County Nursing Home and Riverwoods!
6. Our students are already doing great things!
 - a. On Friday, October 2, all Animal & Plant Science students will attend the Deerfield Fair to learn about Dairy Cattle. Some of our students will show Dairy Cattle for the first time, and the others will be judging the cattle. Dr. Andrew Conroy, professor of applied animal science at the University of New Hampshire, does an amazing job working with the high school students to help them understand the important factors of the body makeup of dairy cattle. Then, on Saturday, the SST Chapter of FFA will be scooping ice cream at the NH Farm Bureau Ice Cream Parlor at the Fair.

On Thursday, October 8, at 6:00 pm, SST is hosting our annual All Advisory meeting. Industry partners for all 13 of our programs will join us for a light dinner at 6:00 with some school-wide discussions, and then break out into program-specific meetings.

Thank you,



***Report to the Board
Exeter Adult Education
Tuesday, September 15th, 2026***

Board Summary Report:

NATIONAL ADULT EDUCATION & FAMILY LITERACY WEEK (September 14 - 18th 2026)



Adult Education by the Numbers

- 43 million adults in the United States have low literacy skills and cannot read above approximately a third-grade level.
- 62.7 million adults have low numeracy skills and cannot perform fourth-grade-level math.
- 1.288 million adults are currently enrolled in adult education programs nationwide — a 15% increase from the previous year.
- Adult education students achieved 689,321 measurable skill gains, demonstrating meaningful progress in reading, math, English language skills, and other areas.
- 90% of adults who enter adult education with the goal of earning a high school diploma achieve that goal.
- 45% of adults who earn a high school equivalency go on to pursue higher education, and 90% of those students complete their higher education program.
- By 2030, an estimated 50% of the workforce will need to reskill, making adult education a critical part of preparing workers and employers for the future.

<https://www.coabe.org/educateandelevate>



GRADUATES & IET PROGRAMMING (PARA PROFESSIONAL)

Exeter Adult Education: By the Numbers

- 27 graduates celebrated, ranging in age from 17 to 31, representing students who reached an important educational milestone through Exeter Adult Education.
- 26 dually enrolled students supported through partnerships with local school districts, providing students with additional pathways to stay engaged in education and work toward graduation.
- 255 active participants served throughout the year across our Adult Diploma, Academic Skills, ESL, HiSET, and workforce programming.
- 23 Paraprofessionals served through our innovative Paraprofessional pathway, providing participants with the academic preparation, training, and support needed to enter the education workforce.
- 4 Paraprofessional graduates were hired by SAU 16 school districts, creating a direct pathway from adult education training into local employment.



MEET OUR 2026 GRADUATES





DATA & FUNDING UPDATES

Exeter Adult Ed Enrollment Data					
	FY26	FY 25	FY 24	FY 23	FY 22
Total Participants	255	272	340	276	224
ABE (Adult Basic Education)/HISET/ESL(English as a Second Language) /IET (Intergrated Educational Training) , over 18	205	219	260	152	106
Adult Diploma Title II Students	16	13	29	25	29
Title II ADP credits attempted	29.5	62.5	36	102.5	75.5
Title II ADP credits earned	27.5	47.5	27	91.25	68
Dual Enrolled Students (adp or hiset with ALP)	26	40	51	46	47
Dual Enrolled credits attempted	25	77.5	133.5	62	73.75
Dual Enrolled credits earned	19	67.5	122.5	49	60.75
TOTAL ALL STUDENTS ADP credits earned	46.5	115	149.5	140.25	128.75
TOTAL ALL STUDENTS ADP credits Attempted	54.5	140	169.5	164.5	149.25
HiSET Graduates	9	21	28	27	27
Adult HS Diploma Graduates	18	14	14	17	18
Total Completers with High School Credentials	27	35	42	44	45

Exeter Adult Ed Funding										
	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	Variance	Percentage Increase
ADP (Adult Diploma Program)	\$40,721.42	\$58,838.00	\$46,541.63	\$52,178.67	\$30,600.64	\$36,720.77	\$16,206.45	\$17,047.72	\$841.27	2.75%
WIOA Funding (Workforce Innovation and Opportunity Act) - ESL - HISET - ABE	\$293,681.54	\$277,176.94	\$298,729.93	\$262,473.49	\$163,382.37	\$207,759.15	\$176,226.13	\$236,962.77	\$35,310.67	21.61%
CTE After Dark	\$0.00	\$0.00	0	\$2,989.10	\$66,011.89	\$0.00	0	0	\$0.00	0.00%
IET Funding (Inegrated Education & Training)	\$0.00	\$0.00	0	\$0.00	\$29,892.07	\$29,892.07	\$25,425.97	FUNDING MERGED WITH WIOA	\$0.00	0.00%
Total Funding	\$334,402.96	\$336,014.94	\$345,271.56	\$314,652.16	\$289,886.97	\$274,371.99	\$217,858.55	\$254,010.49		



Caitlin D. Davis
Commissioner

Richard K. Sala
Deputy Commissioner

STATE OF NEW HAMPSHIRE
Department of Education
25 Hall Street
Concord, NH 03301
TEL. (603) 271-3495

**Adult Education & Literacy (AEL) Grant and
Integrated English Literacy & Civics Education
(IELCE) Grant
2026-2029 Award Period of Performance
Application Score Information 2026**

Application Scorers

- Beard, Jeffry – Department of Education, Office of Career and Technical Education
- Bitter-Shuey, Manuela – Department of Education, Bureau of Vocational Rehabilitation
- Doiron, Joseph – Department of Business and Economic Affairs
- Gray-Lemay, Stephanie – Department of Education, Office of Career and Technical Education
- Hagan, Chantel – Department of Education, Bureau of Vocational Rehabilitation
- King, Stefanie – Department of Education, Bureau of Instructional Support
- Levesque, Nicole – Department of Education, Office of Career and Technical Education
- Lewis, Diane – Department of Education, Office of Career and Technical Education
- Maffei, Kathryn – Department of Education, Office of Career and Technical Education
- Masi, Nicholas – Department of Business and Economic Affairs
- Milo, Nickole – Community College System of New Hampshire
- Salmon, Melissa – Department of Business and Economic Affairs
- Wallace, Anne – Department of Education, Bureau of Instructional Support
- Young, Shawna – Community College System of New Hampshire

TDD Access: Relay NH 711
EQUAL OPPORTUNITY EMPLOYER- EQUAL EDUCATIONAL OPPORTUNITIES



Exeter Adult Education
develop • grow • enrich

Average Application Scores by Program

Adult Education and Literacy (AEL) Program	District or Entity Type	NH Works Region Served	AEL Application Average Score (240 Possible Points)
Above the Notch Community School	Littleton	Berlin and Littleton	153
Carroll County Adult Education	Governor Wentworth	Conway	142
Dover Adult Learning Center	Dover	Somersworth	140
Exeter Adult Education	Exeter	Portsmouth	215
International Institute of New England	Non-Profit	Manchester	201
Keene Community Education	Keene	Keene	142
Laconia Adult Education	Laconia	Laconia	130
Lebanon Adult Education & Literacy Services	Lebanon	Claremont	162
Nashua Adult Learning Center	Non-Profit	Nashua	170
Pemi-Baker Literacy	Pemi-Baker	Laconia	104
Salem Continuing Education	Salem	Salem	88
Second Start	Non-Profit	Concord	207
Southern New Hampshire Services	Non-Profit	Manchester	170
The Upper Room: A Family Resource Center	Non-Profit	Salem	75

Integrated English Literacy and Civics Education (IELCE) Program	Entity Type	NH Works Region Served	IELCE Application Average Score (75 Possible Points)
International Institute of New England	Non-Profit	Manchester	68

TDD Access: Relay NH 711

EQUAL OPPORTUNITY EMPLOYER- EQUAL EDUCATIONAL OPPORTUNITIES

u16.org



Caitlin D. Davis
Commissioner

Richard K. Sala
Deputy Commissioner

STATE OF NEW HAMPSHIRE
Department of Education
25 Hall Street
Concord, NH 03301
TEL. (603) 271-3495

2026-2027 Preliminary Allocations Report for Title II of the Workforce Innovation and Opportunity Act (Adult Education and Family Literacy Act, AEFLA) Programs

CFDA (84.002)

**Adult Education and Literacy (AEL) Federal Preliminary Allocation:
\$1,281,458.80**

AEL State of New Hampshire Match Funds: \$1,828,011.03

Adult Education and Literacy (AEL) Program Name	District or Entity Type	NH Works Region Served	AEL Federal Preliminary Award (41%)	AEL State Preliminary Award (59%)	Total Preliminary Award
Above the Notch Community School	Littleton	Berlin and Littleton	\$103,532.49	\$147,689.91	\$251,222.40
Carroll County Adult Education	Governor Wentworth	Conway	\$52,663.41	\$75,124.77	\$127,788.18
Dover Adult Learning Center	Dover	Somersworth	\$122,633.52	\$174,937.67	\$297,571.19
Exeter Adult Education	Exeter	Portsmouth	\$97,655.88	\$139,306.89	\$236,962.77
International Institute of New England	Non-Profit	Manchester	\$238,441.15	\$340,138.17	\$578,579.33
Keene Community Education	Keene	Keene	\$75,537.53	\$107,754.88	\$183,292.41
Laconia Adult Education	Laconia	Laconia	\$41,741.47	\$59,544.53	\$101,286.00
Lebanon Adult Education and Literacy Services	Lebanon	Claremont	\$66,644.77	\$95,069.29	\$161,714.06
Nashua Adult Learning Center	Non-Profit	Nashua	\$230,220.87	\$328,411.87	\$558,632.74
Pemi-Baker Literacy	Pemi-Baker	Laconia	\$21,208.70	\$30,254.38	\$51,463.08
Salem Continuing Education	Salem	Salem	\$54,301.43	\$77,461.41	\$131,762.84
Second Start	Non-Profit	Concord	\$99,300.18	\$141,652.49	\$240,952.67
Southern New Hampshire Services	Non-Profit	Manchester	\$64,096.98	\$91,434.85	\$155,531.83
The Upper Room: A Family Resource Center	Non-Profit	Salem	\$13,480.42	\$19,229.92	\$32,710.34

TDD Access: Relay NH 711

EQUAL OPPORTUNITY EMPLOYER- EQUAL EDUCATIONAL OPPORTUNITIES



Exeter Adult Education

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Adult Education Program Fact Sheet

Reporting Period: July 1, 2024 to June 30, 2025

Change State or Territory: New Hampshire



New Hampshire

PURPOSE

Adult education programs in all 50 states, DC, and U.S. territories are authorized under Title II of the Workforce Innovation and Opportunity Act to assist adults in building skills and earning credentials that lead to postsecondary education, sustainable employment, and economic self-sufficiency.

ADULT ED WORKS

Adult education, an integral part of the nation's workforce development system, opens doors to improved literacy, career pathways, and sustainable employment for adults with foundational skill gaps and individuals learning English. The 2024-25 year saw increases in enrollment and outcomes for the over 1.295 million adults served in adult education, a quarter of whom are under age 25.

OUR ADULT EDUCATION POPULATION

WORKING AGE POPULATION (18 TO 64)

48,164

Without a High School Credential

21,912

Do Not Speak English Very Well or at All

4,835

Without a High School Credential & Do Not Speak English Very Well or At All

CHALLENGES

1,870

Adults 18 to 64 Without High School Diploma and Unemployed

20,176

Adults 18 to 64 Without High School Diploma and Not in Labor Force

11,568

Adults 18 to 64 Without High School Diploma and on Public Assistance

315

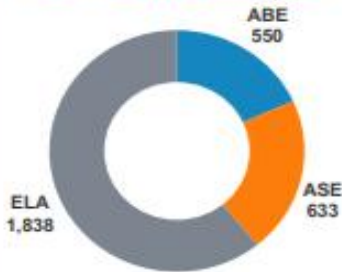
Youth 16 to 24 Without High School Diploma, Not Enrolled in School, and Unemployed

4%

Percentage of Children Living in Household Headed by Adult Without High School Diploma

OUR ENROLLMENT

Total: 3,021



Adult student populations, as defined by the National Reporting System (NRS):

Adult Basic Education (ABE):
Grade Levels 0 to 8.9

Adult Secondary Education (ASE):
Grade Levels 9 to 12

English Language Acquisition (ELA):
For those adults whose native language is not English

Number of enrolled students served in correctional educational programs:

55

OUR PERFORMANCE



High School Credentials awarded to those enrolled in our program:

265

Individuals enrolled in Integrated Education and Training programs:

95

Individuals improving one or more skill levels:

970

OUR FUNDING

\$1,843,912

FEDERAL

\$3,599,019

NON-FEDERAL

Data Sources: American Community Survey 2024 ACS 5-Year PUMS Files; National Reporting System: 2024-25 (Our Enrollment; Our Performance), PY 2023 (Our Funding: reported expenditures). For past Fact Sheets, please visit <https://nasdae.org/resources/>



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NASDAE Adult Education Fact Sheets 2024-25 by National Association of State Directors of Adult Education



Adult Education Program Fact Sheet

Reporting Period: July 1, 2024 to June 30, 2025

Change State or Territory:



United States

PURPOSE

Adult education programs in all 50 states, DC, and U.S. territories are authorized under Title II of the Workforce Innovation and Opportunity Act to assist adults in building skills and earning credentials that lead to postsecondary education, sustainable employment, and economic self-sufficiency.

ADULT ED WORK S

Adult education, an integral part of the nation's workforce development system, opens doors to improved literacy, career pathways, and sustainable employment for adults with foundational skill gaps and individuals learning English. The 2024-25 year saw increases in enrollment and outcomes for the over 1.295 million adults served in adult education, a

OUR ADULT EDUCATION POPULATION

WORKING AGE POPULATION (18 TO 64)

20,732,826

Without a High School Credential

20,719,900

Do Not Speak English Very Well or at All

7,109,850

Without a High School Credential & Do Not Speak English Very Well or At All

CHALLENGES

1,106,499

Adults 18 to 64 Without High School Diploma and Unemployed

8,308,296

Adults 18 to 64 Without High School Diploma and Not in Labor Force

5,039,472

Adults 18 to 64 Without High School Diploma and on Public Assistance

206,831

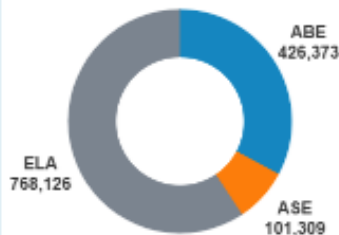
Youth 16 to 24 Without High School Diploma, Not Enrolled in School, and Unemployed

11%

Percentage of Children Living in Household Headed by Adult Without High School Diploma

OUR ENROLLMENT

Total: 1,295,808



Adult student populations, as defined by the National Reporting System (NRS):

Adult Basic Education (ABE):
Grade Levels 0 to 8.9

Adult Secondary Education (ASE):
Grade Levels 9 to 12

English Language Acquisition (ELA):
For those adults whose native language is not English

Number of enrolled students served in correctional educational programs: 117,152

OUR PERFORMANCE



High School Credentials awarded to those enrolled in our program:

101,686

Individuals enrolled in Integrated Education and Training programs:

69,138

Individuals improving one or more skill levels:

609,426

OUR FUNDING

\$714,496,347

FEDERAL

\$1,458,114,539

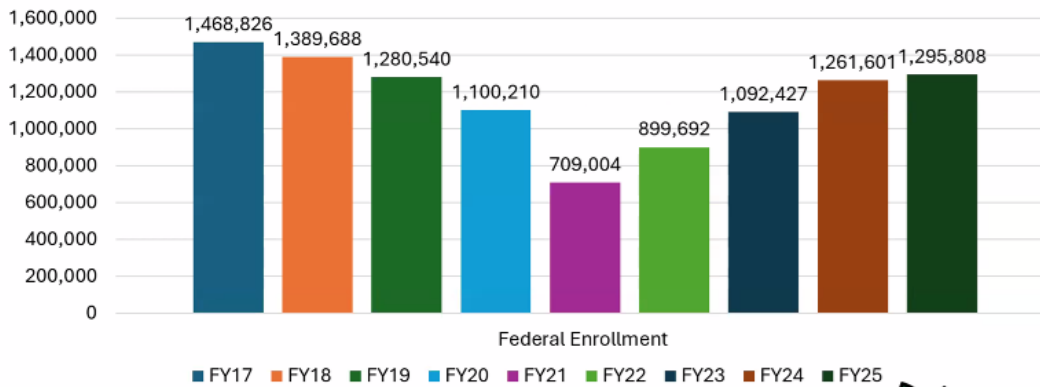
NON-FEDERAL

Data Sources: American Community Survey 2024 ACS 5-Year PUMS Files; National Reporting System: 2024-25 (Our Enrollment; Our Performance), PY 2023 (Our Funding: reported expenditures). For past Fact Sheets, please visit <https://nasdae.org/resources/>

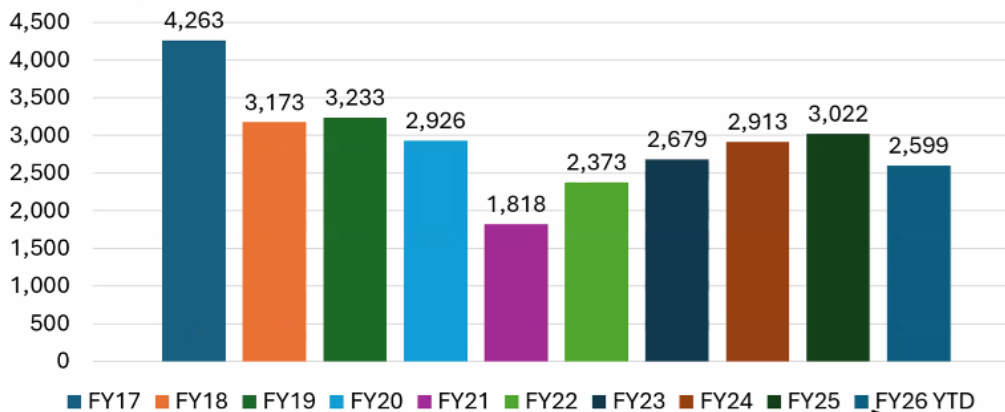
Visualization by: KYVA Analytics



National Adult Education Program Enrollment



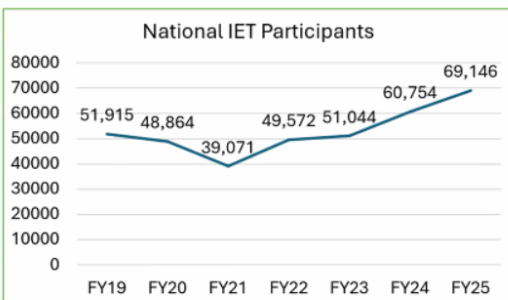
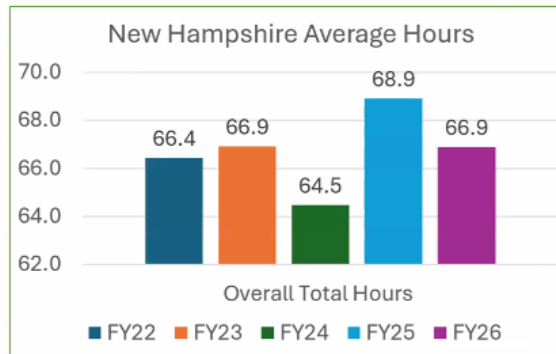
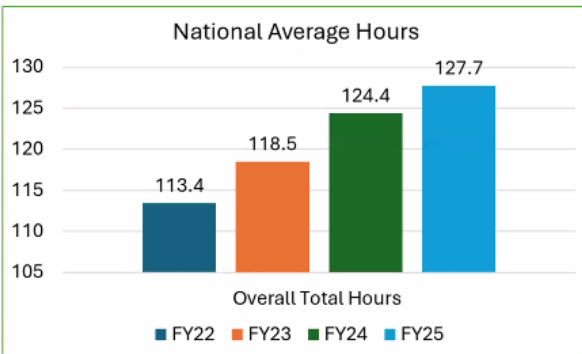
New Hampshire Program Enrollment



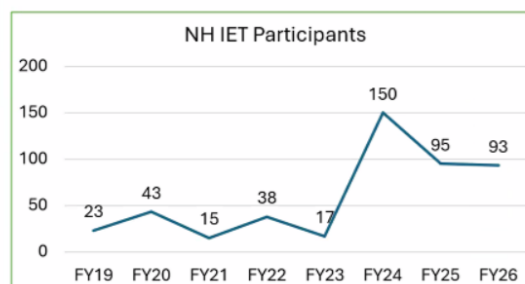


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Hours Per Participant Trends



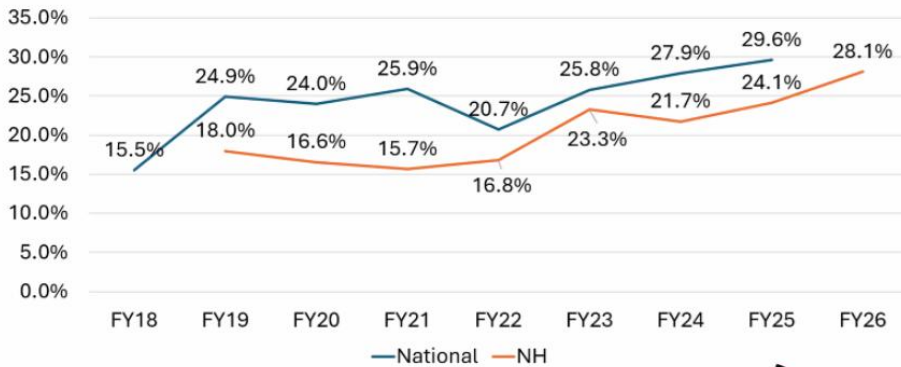
Integrated Education & Training (IET) Enrollment Trends





Credential Attainment (within one year of exit)

Percentage of participants in education or training who obtain recognized postsecondary credentials, industry-recognized credentials, or secondary school diplomas.



Fiscal Year 2025-2026 Year to Date Performance Chart

MEASURABLE SKILL GAIN %	
Statewide Total	31.52%
My Turn	57.42%
Holy Cross Family Learning Center	55.32%
Coos County ALS (North Country Ed Serv)	50.00%
Kearsarge Adult Diploma (SAU 65)	42.86%
Exeter Adult Education (SAU 16)	41.21%
Nashua Adult Diploma (SAU 42)	40.43%
Littleton Adult Diploma Above the Notch Community School	40.00%
Keene Community Education (SAU 29)	39.84%
International Institute of New England	34.89%
Second Start	33.73%
Dover Adult Learning Center (SAU 11)	32.66%
Plymouth - Pemi-Baker Literacy (SAU 48)	30.00%
Carroll County Adult Education (SAU 49)	29.82%
Nashua Adult Learning Center	28.39%
SNHS - English for New Americans	25.13%
Statewide Online-ESL	23.40%

Manchester Adult Diploma (SAU 37)	23.26%
Franklin Community Education (SAU 18)	20.00%
Laconia Adult Education (SAU 30)	20.00%
Salem Continuing Ed (SAU 57)	18.18%
Lebanon ALS (SAU 88)	18.06%
Concord Adult Diploma (SAU 8)	12.00%
Derry Adult Education (SAU 10)	3.13%
Merrimack Adult Diploma (SAU 26)	%
Londonderry Adult Diploma (SAU 12)	0.00%
Northumberland Adult Diploma (SAU 58)	0.00%
Pinkerton Academy (RA 587)	0.00%
Winnacunnet Evening HS (SAU 21)	0.00%
Goffstown Adult Diploma (SAU 19)	0.00%
Bedford Adult Diploma (SAU 25)	0.00%
NH State Prison – Adult Ed	0.00%





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Fiscal Year 2025-2026 Year to Date Performance Chart

STUDENT PERSISTENCE ¹	
Statewide Total	66.91
Franklin Community Education (SAU 18)	172.60
Kearsarge Adult Diploma (SAU 65)	161.89
Holy Cross Family Learning Center	137.93
Winnacunnet Evening HS (SAU 21)	126.94
Manchester Adult Diploma (SAU 37)	110.28
Second Start	93.49
Londonderry Adult Diploma (SAU 12)	90.63
International Institute of New England	86.47
SNHS - English for New Americans	74.48
Exeter Adult Education (SAU 16)	73.63
Concord Adult Diploma (SAU 8)	70.80
Statewide Online-ESL	68.72
Laconia Adult Education (SAU 30)	63.77
Derry Adult Education (SAU 10)	61.64
Dover Adult Learning Center (SAU 11)	61.62
Nashua Adult Learning Center	60.12

Keene Community Education (SAU 29)	54.42
Northumberland Adult Diploma (SAU 58)	54.36
NH State Prison – Adult Ed	53.19
Lebanon ALS (SAU 88)	50.65
Salem Continuing Ed (SAU 57)	48.45
My Turn	46.51
Nashua Adult Diploma (SAU 42)	44.00
Pinkerton Academy (RA 587)	38.71
Carroll County Adult Education (SAU 49)	33.71
Littleton Adult Diploma Above the Notch Community School	32.33
Goffstown Adult Diploma (SAU 19)	28.75
Plymouth - Pemi-Baker Literacy (SAU 48)	25.75
Bedford Adult Diploma (SAU 25)	24.00
Coos County ALS (North Country Ed Serv)	21.56
Merrimack Adult Diploma (SAU 26)	

Student Persistence: Average Hours of Instruction



NH Department of Education
Office of Adult Education

Fiscal Year 2025-2026 Year to Date Performance Chart

POST TEST RATE	
Statewide Total	46.32%
Holy Cross Family Learning Center	82.61%
SNHS - English for New Americans	63.27%
NH State Prison – Adult Ed	62.50%
International Institute of New England	57.51%
Nashua Adult Learning Center	52.47%
Statewide Online-ESL	52.17%
Exeter Adult Education (SAU 16)	48.99%
Second Start	41.25%
Salem Continuing Ed (SAU 57)	36.25%
Laconia Adult Education (SAU 30)	36.11%
Dover Adult Learning Center (SAU 11)	34.10%
My Turn	33.33%
Lebanon ALS (SAU 88)	28.36%
Keene Community Education (SAU 29)	20.73%

Carroll County Adult Education (SAU 49)	11.54%
Plymouth - Pemi-Baker Literacy (SAU 48)	11.11%
Merrimack Adult Diploma (SAU 26)	%
Franklin Community Education (SAU 18)	%
Winnacunnet Evening HS (SAU 21)	%
Goffstown Adult Diploma (SAU 19)	%
Bedford Adult Diploma (SAU 25)	%
Coos County ALS (North Country Ed Serv)	0.00%
Nashua Adult Diploma (SAU 42)	0.00%
Littleton Adult Diploma Above the Notch Community School	0.00%
Pinkerton Academy (RA 587)	0.00%
Kearsarge Adult Diploma (SAU 65)	0.00%
Manchester Adult Diploma (SAU 37)	0.00%
Concord Adult Diploma (SAU 8)	0.00%
Derry Adult Education (SAU 10)	0.00%
Londonderry Adult Diploma (SAU 12)	0.00%
Northumberland Adult Diploma (SAU 58)	0.00%



NH Department of Education
Office of Adult Education

Exeter High School September Principal's Report

It has been so great having our students back in the building and seeing EHS come back to life for the 2026–2027 school year. We had a very positive start, beginning with Freshman Orientation on August 28. Our incoming ninth graders had an opportunity to get comfortable in the building, connect with staff and classmates, and begin their transition to high school before all students returned on August 31.

Our staff began the year with professional learning focused on restorative practices and Universal Design for Learning (UDL). Our restorative work is centered on strengthening relationships and building a community where students feel a sense of belonging. Our initial UDL training focused on high-quality, inclusive instruction and welcoming students' interests and identities. This work also connects to our continued efforts to strengthen Tier 1 instruction and our Multi-Tiered System of Supports (MTSS).

We are excited to welcome several new staff members and administrators to EHS, including Assistant Principals Brittany Colby and Chris Mastrangelo, along with new teachers, counselors, case managers, support staff, and office personnel. September is already shaping up to be a busy month. School Picture Days are September 9 and 10, and we have a full calendar of student activities, performances, athletics, club meetings, and other opportunities for students to connect with the EHS community.

We are especially looking forward to Homecoming Week, September 21–25. The week will include spirit activities, athletic events, and opportunities for students to celebrate together, culminating with the Homecoming Dance on Saturday, September 26. It should be a fun week and a great opportunity to build community and Blue Hawk pride.

Fall athletics are off to a great start, with 449 students participating in fall sports this year. It has been exciting to see so many students representing EHS and connecting with their school community outside of the classroom.

We are also launching the EHS Student Collective, a new opportunity for students who want to help build a stronger, more connected school community. We are seeking a diverse group of students from across EHS who will receive training in community building, facilitation and restorative circles, and peer-to-peer conflict resolution. The goal is to elevate student voice while developing students' leadership skills and giving them a meaningful role in strengthening belonging and relationships throughout EHS.

Overall, we are off to a great start. There is a lot of positive energy in the building, and it has simply been wonderful to have our students and staff back together again.



J. Andrew Bairstow
Principal

Melanie Faulkner
Assistant Principal, 8th

Lauren McGrath
Assistant Principal, 7th

Clyde Perezcastaneda
Assistant Principal, 6th

Karen Berg
Curriculum Administrator

Sonya Roche
Special Education
Administrator

Liz Dimick
Assistant Special
Education Administrator

Cooperative Middle School

100 Academic Way, Stratham, NH, 03885

Cooperative Middle School – Principal's Report September 2026

Cooperative Middle School has launched the 2026–2027 school year fully aligned with district strategic priorities, welcoming students back into classrooms structured for dynamic academic and social-emotional growth. Our primary instructional focus centers on expanding the Multi-Tiered System of Supports (MTSS) across all grade levels. By deepening Tier 1 Universal Design for Learning (UDL) practices, teachers are removing learning barriers and offering flexible pathways for students to engage with content and demonstrate mastery. Simultaneously, our proactive behavioral framework (MTSS-B) embeds restorative practices to cultivate relational accountability, conflict resolution, and a deep sense of belonging across the CMS community.

To support these strategic initiatives and provide targeted oversight, CMS has restructured its administrative leadership team into specialized roles. Drew Bairstow drives the overall strategic vision, school culture, and community engagement. Supporting instructional and operational leadership are Kirsten Soroko (Curriculum Administrator), Kathy Newcomb (Counseling Administrator), Melanie Faulkner (AP for Systems, Data, and Transitions), and Sonya Roche (Director of Student Services). Direct student life, attendance, and Tier 1 and 2 behavioral supports are divided between Assistant Principals Clyde Perezcastaneda (Teams 6–11) and Lauren McGrath (Teams 1–5). This streamlined leadership framework is further complemented by an exceptional cohort of new hires and talented ongoing teachers and essential support staff.

This fall also marks significant operational and academic updates designed to enhance clarity for families and alignment across the district. SAU 16 has officially migrated from Alma to Infinite Campus as our central Student Information System, streamlining grading, schedules, attendance tracking, behavior logging, and report card distribution through the Campus Parent portal. Academically, CMS has adopted the district's updated K–8 grading framework, utilizing an 80/20 weighted grading structure (Summative evaluations to Formative practice). Student performance skills roll up into overall content scores using standardized descriptors: Beginning (1), Developing (2), Proficient (3), and Proficient with Distinction (4). Administration will host grade-level Open Houses throughout September and October, followed by an in-person informational night on December 2 to walk families through the new reporting layout prior to the first report card distribution.

Finally, CMS will continue to enforce New Hampshire's statewide "bell-to-bell" law, requiring student personal electronic devices to remain powered off and stored in lockers throughout the school day and during extracurricular activities. Daily operations continue smoothly through established tools such as Pickup Patrol for attendance changes, LINQCONNECT for nutrition management, and internal digital signage to inform students without interrupting valuable instructional time. Together, these structural and strategic enhancements position CMS for a highly focused, well-supported, and successful school year.

Respectfully Submitted,
Drew Bairstow

Statement of Non-discrimination

SAU 16 does not discriminate on the basis of race, color, national origin, gender, sex, sexual orientation, religion, nationality, ethnic origins, country of origin, economic status, status as a victim of domestic violence, harassment, sexual assault, stalking, disability, age or other protected classes under applicable law in its educational programs and activities. SAU 16 also provides equal access to buildings for youth groups. Questions about Title IX can be referred to the SAU 16 District Coordinator, Ellen Riiska, eriiska@sau16.org, (603) 775-8400 ext. 8426 or the assistant secretary for civil rights. On the SAU 16 District website, find the Statement of Non-discrimination notice.

Included in the statement are the following:

1. The link to the materials SAU 16 utilized to train school district personnel in the Title IV process.
2. The link to the form used by SAU 16 to report a concern.

For further information on notice of non-discrimination: Boston Office for Civil Rights, US Department of Education, 8th Floor, 5 Post Office Square, Boston, MA. 021-3921 or email OCR.Boston@ed.gov or telephone 617-289-0111

T: (603) 775-8700
F: (603) 775-0151
<https://cms.sau16.org>



CHRISTOPHER ANDRISKI, Ed.D.

Superintendent of Schools

RENEE BENNETT, Ed.D.

Assistant Superintendent/Chief Officer of Student Services

ALISON BRYANT, Ed.D.

Assistant Superintendent for Systems and Operations

POLICY REVISION BRIEF

SAU 16 POLICY COMMITTEE

September 2026

Policy Code: IHBG

Policy Name: Home Education Instruction

New Policy:

Review/ Revision of Current Policy:

Summary: With the recent passage of HB 1268 (The Home Education Freedom Act), notification of home education is only required if a student is being withdrawn from public school or when the family seeks access to public school courses, activities, or co-curricular programs under RSA 193:1-c. This policy has been revised to reflect this change, as well as revisions to remove any requirements for annual notification, portfolio submission, or end-of-year evaluations. Because the changes in law are already in effect, this policy is bypassing the SAU 16 Policy Committee and coming directly to School Boards to ensure that our policy aligns with state law.

Policy Code: JICK

Policy Name: Bullying Prevention - Pupil Safety and Violence Prevention

New Policy:

Review/ Revision of Current Policy:

Summary: While much of the content of the policy remains the same as the current version, this draft is new because of the required revisions, updated language, and recommended ordering of sections of the policy.

Changes to this policy are required by the passage of HB131: Relative to Bullying and Cyberbullying Prevention (amending RSA 193-F:4). That statute further requires that each school board *"to the greatest extent practicable, involve pupils, parents, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies in the process of developing the policy."* Because substantive provisions of the amendment take effect on August 1, this policy is bypassing the SAU 16 Policy Committee and coming directly to School Boards to ensure that our policy aligns with state law. Thereafter, SAU administration shall attempt to convene representatives of the groups indicated in the quoted language above with the intent of recommending changes to the policy while retaining those portions that are required by the statute. The objective would be to propose changes, if

You belong here.

30 Linden Street Exeter, New Hampshire 03833

603-775-8400 www.sau16.org



CHRISTOPHER ANDRISKI, Ed.D.
Superintendent of Schools

RENEE BENNETT, Ed.D.
Assistant Superintendent/Chief Officer of Student Services

ALISON BRYANT, Ed.D.
Assistant Superintendent for Systems and Operations

any, to the policy committee. This policy is scheduled to be on the agenda for the January Policy Committee Meeting and will return to School Boards thereafter.

Specific - note that HB131 added the following requirement: "**By January 1, 2027**, each public school district ... shall make available a report or link to a report on how their policy has been integrated into the school's curriculum, discipline policies, behavior programs, and other violence prevention efforts. The report or link shall be provided to the office of commissioner in the department, chair of the state board of education, the senate president, speaker of the house and members of the house and senate education committees." See 2026 N.H. Laws 205:3 (codified as RSA 193-F:4, V) (setting a sunset repeal of this paragraph of January 1, 2027). The requirement is embedded in this policy and may be deleted after January 2027.

You belong here.

30 Linden Street Exeter, New Hampshire 03833
603-775-8400 www.sau16.org

Home education is an alternative to compulsory attendance at a public or private school and is an individualized form of instruction in accordance with New Hampshire State law and New Hampshire Department of Education rules. Parents/Guardians may establish a home education program for any child, including one who is an "educationally disabled child" as defined under State law, whether or not such child is previously enrolled in a school of the District. ~~When and how parents/guardians determine to commence a home education program, and other choices the parents/guardians make, determine whether and the extent to which the District will have responsibilities relative to the home educated child(ren).—~~

~~This policy is intended to help District personnel and home education families within the District understand those responsibilities based upon the family's choices. Nothing in this policy, however, should be understood to infringe upon the parent's/guardian's rights under the applicable statutes or Department of Education rules.—~~

A. Parent/Guardian Selection of a Participating Agency.—

~~One of the most significant decisions the parents/guardians make relative to a home education program is the selection of a "Participating Agency" for home education program notification and support. This decision will also largely govern the District's obligations during the home education program.—~~

~~Parents/Guardians shall select any of the following as a Participating Agency:—~~

- ~~• The Commissioner of the Department of Education;—~~
- ~~• The resident District Superintendent ("District"); or—~~
- ~~• The head of a nonpublic school.—~~

~~The selected Participating Agency shall work with the parents/guardians upon request to meet the essential requirements of a home education program as set out in State law.—~~

~~**Changing Participating Agency.**—At any time, the parents/guardians may select a different, valid, Participating Agency. To do so, the parents/guardians must provide notice to the new Participating Agency in the same manner as outlined in Section B.2, below.—~~

~~**District Obligations Relative to Selection of Participating Agency.**—If the selected Participating Agency is the resident District Superintendent, the District shall provide evaluation services as discussed in Section C, below. If the resident District Superintendent is not selected as the Participating Agency, the District may, but is not obligated to, provide evaluation services.—However, the District shall, upon request, work with parents/guardians to meet the requirements of the State law.—~~

B. Notices for Commencement of Home Education Program.

Notice for Students Withdrawing from District. State school attendance laws, and District attendance policies, apply to each student unless and until a parent/guardian commences a home education program.

Accordingly, when a parent/guardian of a child who is enrolled in a school of the District wishes to begin a home education program for the child, ~~Department of Education rules state law-~~ requires that on or before the date home education program begins, the parent/guardian must advise the Superintendent of the child's withdrawal from the District. The notice of withdrawal may be made in person, via telephone, email or other writing, at the parent/guardian's election.

Notification made by the parents/guardian must include a list of names, addresses, and birth dates of all children who are participating in the home education program. The resident district Superintendent shall acknowledge receipt of notification within 14 days. The same notification requirements apply in order to use state or local assessments or participate in public school programs and/or co-curricular activities which are defined as school district sponsored and directed athletics, fine arts, and academics.

~~**Written Notice of Program Required.** In addition to the less formal notice required for a child being withdrawn from the District, State law and rules both require that the parent/guardian provide written notice of the commencement of a home education program to the selected Participating Agency. The District only receives this notice if the parents/guardians select the Superintendent as the Participating Agency.~~

~~The only information required in this written notice of commencement include: the names, addresses, and birth dates of all children who are participating in the home education program. The parents/guardians shall also provide contact information and update the notification information as necessary. If selected by the parents/guardians as the Participating Agency, the Superintendent of the resident District shall acknowledge receipt of the notification of commencement of home education within 14 days of receiving such notification, along with a request for any information required by State law that was not included in the original notice.~~

~~**No Annual Notice Required.** Once established, the home education program remains in effect unless terminated. The parent/guardian is not required to provide annual notification of continuation of a home education program.~~

~~**C. Evaluation & Assessment.**~~

~~Under State law, parents/guardians are required to provide for an annual educational evaluation for home educated children that documents "educational progress at a level commensurate with the child's age and ability." Both State law and administrative rules provide several options for parents/guardians to meet the statutory evaluation requirements, and the parents/guardians are free to select their preferred method.~~

~~**Evaluation with Assistance from the District.** If the District is selected as the Participating Agency, the District must provide evaluation services upon request of the parent/guardian. If the District is not selected as the Participating Agency, the District may aid in evaluation, but is not required to do so.~~

~~Parents/guardians seeking to utilize evaluation services through the District should contact the Superintendent's office as soon as practicable to ensure adequate time to prepare any necessary materials and accommodations.~~

While the parent/guardian may select any evaluation method outlined in State law, as well as any other method agreed to by the parent/guardian and the Participating Agency, two methods merit further note:-

- ***State or Local Assessment Provided by the District.*** If the evaluation method is a state or local assessment provided by the District, the parent/guardian must notify the Superintendent in writing as soon as practicable to provide the District adequate time to prepare and obtain the testing materials and prepare any necessary accommodations. Under this election, the District will not charge a fee for providing or administering the test. Reasonable academic proficiency is deemed demonstrated if the composite results place the child at or above the fortieth percentile.
- ***Portfolio Review.*** If the District is the selected Participating Agency, the parent/guardian may request the District to perform a portfolio review, for which the District may charge a fee.

Other "Valid Measurement Tool" When the Superintendent is the Participating Agency, the parent/guardian and Superintendent may mutually agree upon any other valid measurement tool(s). A non-exclusive list of examples may be found in the New Hampshire Department of Education rules.

Evaluation Independent of the District. As outlined in State law, the parent/guardian may collaborate with the Participating Agency to find a mutually agreed upon method of evaluation.

D. Reports and Records.

Parent/Guardian Requirements. State law requires the parent/guardian to maintain a portfolio of records and materials relative to the home education program. The portfolio shall consist of a log which designates by title the reading materials used, and also student work, including but not limited to: samples of writings, worksheets, workbooks, or creative materials. Such portfolio, which at all times remains the property of the parent/guardian, shall be preserved by the parent for two (2) years from the date of the ending of the instruction.

Parents/guardians need only provide the evaluation results/portfolio to the District to the extent necessary to demonstrate proficiency in order to participate in school programs and co/extracurricular activities as provided under State law and rules.

District Requirements.

- ***District as Participating Agency.*** On October 1 of each year, the Superintendent shall notify the Commissioner of the number of children for whom the Superintendent was selected as a Participating Agency since the previous year's report.

The District should maintain record of a student's enrollment and withdrawal from the school in the same manner as it would for a student transferring to another District. The District should maintain a record of its status as the Participating Agency for as long as it holds that status. While the parent/guardian keeps any portfolios and assessments conducted outside the District, the District should maintain record of any involvement it has in assessments as it would for any other student.

- ***District Not as Participating Agency.*** The District should maintain record of the student's enrollment and withdrawal from the school in the same manner as it would for a student transferring to another District.

E. Re-enrollment into School District & Notice of Termination of Home Education Program.

Parents deciding to re-enroll their children into the District following a period of home education will make arrangements with the Principal for an evaluation to determine appropriate placement in the District's program. Placements will be consistent with State law and Board policy governing home education and other non-enrolled District student program placements, and are subject to the same appeal process.

~~Parents should be attentive that when re-enrolling a student, there may be discrepancies between the home education level of achievement and the scope and sequence of the District's curriculum.~~

~~Also, in the event that a parent/guardian terminates a home education program, the parent/guardian is required under State law to provide written notice within 15 days of the termination to either the N.H. Commissioner of Education, the resident District superintendent, or the non-public school principal.~~

F. Graduation/Diplomas.

The School Board will not award certificates or diplomas to home educated students. Students must enter the regular school program and complete all necessary graduation requirements of the District and the state to be eligible for a certificate or diploma.

G. Participation in School Curricular and Co/Extra-curricular Activities.

Information regarding the participation of home education students (as well as students of nonpublic or of public charter schools) in District curricular and co/extra-curricular programs is found in Board policy III.

Legal Reference:

- RSA 193-A, Home Education
- RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil
- RSA 193:1-a Dual Enrollment
- RSA 193:1-c Access to Public School Programs by Nonpublic or Home Educated Pupils
- NH Dept. of Ed. Rules, Section Ed 315 Procedures for the Operation of Home Education Programs

Date Adopted: January 12, 1999

Review/Revision Date: March 19, 2024

1. **Purpose and Intent.** The Board is committed to providing a safe and secure learning environment for all students. Through education, prevention, and consistent enforcement, we aim to eliminate bullying and promote positive peer relationships for all of our students. This policy defines and prohibits bullying and related conduct, and establishes clear procedures for reporting, investigating, and responding to incidents.
 1. **Prohibition of Bullying or Cyberbullying of a Student** - RSA 193-F:4, II(a). This policy is intended to comply with and implement RSA 193-F. Bullying, in any form—whether physical, verbal, social, or cyber—is strictly prohibited and will not be tolerated. The prohibition against bullying and cyberbullying, also applies to conduct that occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property, or occurs off school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or any school-sponsored activity or event.
 2. **Protection of all School Aged Children** - RSA 193-F:4, II(c). This policy shall apply to all students and school-aged persons on school district grounds and participating in school district functions, whether or not such school-aged person is a student within the District and regardless of status under the law.
 3. **Prohibition of Retaliation and False Accusations** - RSA 193-F:4, II(b). This policy further prohibits retaliation or false threats against a victim, witness, or anyone else who, in good faith, provides information about an act of bullying or cyberbullying.
2. **Definitions** - (RSA 193-F:3).
 1. **"Bullying"** means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at any student which:
 1. Physically harms a student or damages the student's property;
 2. Causes emotional distress to a student;
 3. Interferes with a student's educational opportunities;
 4. Creates a hostile educational environment;

5. Substantially disrupts the orderly operation of the school; or
6. occurs on, is delivered to, school property or a school-sponsored activity or event on or off school property.

Examples of bullying conduct include, but are not limited to:

1. mocking a student's appearance, speech, or abilities.
2. Spreading rumors to damage a student's reputation.
3. Intentionally excluding a student from social or school activities.
4. Threatening a student with physical harm or intimidation.
5. Encouraging others to target or ridicule a specific student.
6. Taking, hiding, or damaging a student's personal belongings.
7. Using slurs or derogatory names to demean a student.
2. "Cyberbullying" means conduct defined above as bullying committed or undertaken through the use of electronic devices. Unless the context indicates otherwise, the term "bullying" as used in this policy will include acts of cyberbullying.

Additional examples of cyberbullying conduct include, but are not limited to:

1. "Doxxing" - sharing through digital means another student's private information, such as their address(es), telephone number, images with the intent to cause embarrassment or damage to personal reputation.
2. "Cyberstalking" — repeatedly contacting another student through electronic devices, repeatedly attempting or requesting a connection on social media or messaging apps when that other student has requested not to be contacted or in any other manner that causes fear or distress.
3. "Catfishing" - creating fake accounts or pretending to be another student.
4. Sharing of "deepfakes" - distributing or communicating through electronic devices digitally altered images, video, audio or other content that impersonates another student, misrepresents facts, harasses, embarrasses or otherwise causes or is intended to cause reputational harm. (See also Board policy {**}EHAG for definition and

prohibition on creating or sharing of deepfakes.)

3. "Electronic devices" includes, but is not limited to, telephones, cellular or smartphones, computers, pagers, or any other device which is used for or can transmit: voice calls or messages; electronic mail; text/instant or other verbal messaging; images or videos; and websites.
4. "Parent" means a person who has legal custody of a minor child as a natural or adoptive parent, as a legal guardian, or who is functioning in a parental role if the actual parent or guardian is absent from the child's daily life. Additionally, "parent" may include students who have been emancipated, either by age or legal process. The term "parent", shall not, however, include a parent as to whom the parent-child relationship has been terminated by judicial decree or voluntary relinquishment.
5. "Perpetrator" means a student who engages in bullying or cyberbullying.
6. "Principal" shall mean and include the building Principal or other senior building administrator of a school, as well as any "designee" (qualified person) designated by the Principal to carry out all or some Principal functions as described in this policy.
7. "Retaliation" means and includes such conduct as intimidation, threats, coercion, harassment, or discrimination in response to (or an effort to prevent) a victim, witness or other person, who in good faith provides information about an act or conduct that the person providing the information believes is bullying or cyberbullying.
8. "School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
9. "Staff" means and includes all district, school or SAU employees, bus drivers, coaches, designated volunteers (as defined in Board policy GBCD, other volunteers who are regularly on school property or who have significant contact with students, and any contracted consultants or employees of a company under contract to the District or SAU who provide services on school property.
10. "Student" shall have the same meaning as "pupil" as used in RSA 193-F and this or any other Board policy.
11. "Superintendent" means the Superintendent (Senior Education Official) or other person designated by the Superintendent to carry out all or some Superintendent functions as

described in this policy.

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

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

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

4. **Procedures for Reporting Bullying, Cyberbullying, Retaliation or False Accusations** - RSA 193-F:4, II(f) - (h). At each school, the Principal is responsible for receiving reports or complaints of bullying or cyberbullying.
 1. **Student Reporting**. Any student who believes he or she has been the victim of bullying/cyberbullying, retaliation, or false accusations should report the alleged acts immediately to the Principal, or to a school district employee or volunteer that the student feels more comfortable making the report.
 2. **Staff Reporting**. Any school employee or volunteer who receives a report of, witnesses, or has knowledge or belief that bullying/cyberbullying or retaliation may have occurred, shall inform the Principal as soon as possible, but no later than the end of that school day.
 3. **Parent Reporting**. Parents and other adults are also encouraged to report any concerns about possible bullying/cyberbullying or retaliation of students to the Principal.
 4. **Anonymous Reports**. The Principal may develop a system or method for receiving anonymous reports of bullying within the building. Although students, parents, volunteers and visitors may report anonymously, an investigation based upon such

reports may by necessity be incomplete. More significantly, formal disciplinary action may not be based solely on an anonymous report, and, likewise, other remedial or supportive measures may require some form of evidentiary verification.

5. Reports Involving Students from Different Districts. Reports of bullying which relate to students from different districts should, when possible, be made to the Principal of the school in which the victim(s) is enrolled/attending, otherwise to the Principal of the school in which the perpetrator is enrolled/attending.
6. Report Forms. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.

5. Actions Upon Receipt of Report of Bullying or Cyberbullying.

1. Notice when Allegations Involve Students from Other Districts/Schools/States - RSA 193-F:4, II(k). When a report of bullying involves conduct across multiple districts or students from multiple school districts, the Principal/designee will immediately inform the Principal(s) of each of the other schools/districts. Additionally, if the report concerns bullying across state lines, the Principal/designee will inform the New Hampshire Attorney General's office.
2. Information to Alleged Victim - Upon a receipt of a report of bullying, the Principal/designee shall provide the alleged victim with a written copy of their rights, protections, and support services available. RSA 193-F:4, II(i).
3. Parental Notice of Bullying Report — RSA 193-F:4, II(i). Within 48 hours of receiving a report of bullying, the Principal will notify the parents of any student reported as a victim of bullying, as well as the parents of any student who has been reported as a perpetrator of bullying. The notification to parent(s)/guardian(s) will include the measures being taken to ensure the safety of the victim (alleged) and to prevent further acts of bullying. Such notification may be made by telephone, writing or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be included in the investigative report. Notifications shall be consistent with the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) relative to the student privacy rights of each student indicated in the report.

The Principal may request of the Superintendent designee a waiver of the parental

notification requirement, which may be granted only if the Superintendent deems such a waiver to be in the best interest of either the alleged victim or alleged perpetrator.

Details of any request for a waiver and any grant of such request will be included in the investigative report. However, notification to parents/guardians may not be waived for longer than 5 school days except for reports of bullying across multiple school districts (see Section E.1). RSA 193-F:4, II(j).

4. Receipt of Report. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section F of this policy, and shall assess:
 1. the need for a plan to protect students against retaliation,
 2. whether the conduct may be construed as illegal discrimination or harassment related to a protected class as set forth in Board policy {**} AC. If so, the Principal shall confer with the District staff member(s) charged with handling such discrimination or harassment to determine how to proceed (e.g., parallel or combined investigations); and
 3. whether such conduct constitutes a safe schools violation requiring a report pursuant to RSA 193-D:4 and Ed 317.05.

6. Investigative Procedures - RSA 193-F:4, II(k).

1. Upon receipt of a report of bullying, the Principal shall, within 5 school days, initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party to the complaint, then the Superintendent shall direct another district employee to conduct the investigation.
2. Under state law, when bullying is alleged to occur across multiple New Hampshire school districts, the Principals/designees for each New Hampshire school involved are expected to collaborate and cooperate in the investigation. The Principal who first learns of the incident(s) is required to initiate the investigation.
3. The investigation should include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, and shall be confidential to the extent permitted by law. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.

4. The investigation should include review of any available surveillance recordings subject to the provisions of Board policy. As required under RSA 507-A:2, II(k), parents/guardians and students are notified that surveillance recordings with audio may occur on school buses if authorized under Board policy ECAF.
5. If the alleged bullying was cyberbullying in whole or in part, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications, consistent with Board policy JIH and RSA 189:68. The Principal may not, however, require or request a student to disclose or to provide access to a personal social media account through the student's user credentials.
6. The Principal or other investigator may consider all relevant facts and circumstances during the course of the investigation, including but not limited to:
 1. Description of incident, including the nature of the behavior;
 2. How often the conduct occurred;
 3. Whether there were past incidents or past continuing patterns of behavior;
 4. The characteristics of parties involved, (name, grade, age, etc.);
 5. The identity and number of individuals who participated in bullying behavior;
 6. Where the alleged incident(s) occurred;
 7. Whether the conduct adversely affected any student's education or educational environment;
 8. Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and/or
 9. Whether the conduct violated any other District or school policies or rules.
1. In most instances, the Principal shall complete the investigation within 10 school days of receiving the initial report. See RSA 193-F:4, II(o). If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the

Superintendent/designee shall notify in writing all parties involved of the granting of the extension and the reason for the extension. To the extent not previously communicated, the Superintendent shall ensure that the victim's parent(s) or guardian(s) are notified of the investigation, the extension, and the reason for the extension.

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

2. In cases involving reports of bullying across multiple districts or states, the Principal(s) of any and all districts in New Hampshire involved SHALL collaborate with any other principals or districts involved.

7. **Completion of Investigation and Report.**

1. **Investigative Determination and Report.** Whether a particular action or incident constitutes bullying/cyberbullying, retaliation or other violation of this policy – requires review and consideration of available evidence of all facts and surrounding circumstances. The investigative determination along with a summary of the investigation, shall be included in a comprehensive report. If the determination is that the bullying allegation is substantiated, the report shall include provisions describing any disciplinary consequences, interventions, supportive measures or other assistance for the victim or perpetrator, and, when indicated, any steps appropriate to protect all students from retaliation of any kind. The report may also include policy, training or other recommendations for preventing future bullying conduct within the school.
2. **Communication with Students and Parents Upon Completion of Investigation** - RSA 193-F:4, II(m) and (o).
 1. Within 10 school days, the Principal will notify the parents of the alleged victim and of the alleged perpetrator regarding the school's remedies and assistance, within the boundaries of applicable state and federal law. The initial communication may be in writing, in person or by telephone, but if verbally, the Principal will also send a letter confirming earlier determination to the parents

within 2 school days confirming the earlier notification.

2. The Principal/Designee shall conduct a conference with each perpetrator, and the perpetrator's parents/guardians and applicable school personnel for age-appropriate discussion that includes at a minimum the impacts of bullying. The conference shall occur even if the parent or parents or guardian or guardians decline to participate or fail to attend. Information concerning the date, time, place and attendees of the conference, and any other information from the conference deemed pertinent by the Principal/designee shall be appended to the investigative report provided to the Superintendent.
 3. If the victim's parents request, the Principal shall schedule a meeting with them to further explain the investigative determination.
 4. In accordance with the Family Educational Rights and Privacy Act (FERPA) and other laws concerning student privacy, the District will not disclose educational records of other students, including the disciplinary consequences assigned to the perpetrator(s).
3. Appeals. A parent aggrieved by the investigative determination of the Principal may appeal the determination in accordance with the standards and procedures set forth for Level II and Level III appeals in Board policy ACA.
4. Additional Reporting Requirements.
1. Reporting Substantiated Incidents - RSA 193-F:4, II(n). The Principal shall forward all substantiated reports of bullying or retaliation to the Superintendent upon completion of the Principal's investigation.
 2. Department of Education Reports - RSA 193-F:6. The Principal shall be responsible for completing such reports/forms as required by the New Hampshire Department of Education (NHED) for all substantiated incidents of bullying. Irrespective of the time/date a form/report is due to be filed with NHED, the report/form or the information required for the report/form shall be completed/compiled within 10 school days following an investigative finding of a substantiated bullying/cyberbullying report. The Principal or designee shall retain a copy and shall forward one copy to the Superintendent. Hard copies are not necessary if the digital form/data is retained and accessible to both the

building administration and SAU.

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

8. Substantiated Instances of Bullying or Retaliation: Interventions, Remedial Measures and Disciplinary Consequences —

While students who have been found to have committed an act of bullying/cyberbullying (i.e. perpetrators) shall face disciplinary consequences as provided in Paragraph H.2.a below, the Board encourages the administration and school district staff to explore additional measures, remedies and interventions to address the substantiated instances of bullying/cyberbullying, and prevent their reoccurrence. See also Paragraph H.3, below.

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

1. Restitution,
2. Parent conferences,
3. Student counseling,
4. Behavior assessment,
5. Corrective instruction or other relevant learning experience,
6. Peer support group, and
7. Mediation (but only after the investigation has been completed).

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

2. Disciplinary Consequences - RSA 193-F:4, II(d), VI & VIII.

1. Students found to have committed one or more acts of bullying or retaliation shall receive disciplinary consequences. Such consequences for students shall be consistent

with the Student Code of Conduct for the conduct that constituted bullying/cyberbullying. Disciplinary consequences should be varied according to specific circumstances such as: the nature of the behavior, the developmental age of the student, the student's prior disciplinary history, or performance. Students will be afforded any due process applicable to the level of consequences as provided in Board policy JICD, RSA 193:13 and Ed 317.

2. Staff (see definition above) who fail to report bullying or retaliation as required by this policy, fail to adhere to the timelines described above, submit inaccurate or false information with respect to reports or investigations under this policy, or commit an act of retaliation against a reporter of bullying or any parent will be disciplined up to and including dismissal. Additionally, under RSA 193-F:4, VI, any such violation by an "educator" as defined by state law or regulation will constitute a violation of the Code of Conduct for New Hampshire Educators.
3. Additional Requirement of Principal(s)/Designee(s) - RSA 193-F:4, II(l). Upon a determination that a bullying report is substantiated, the Principal or designee will, in addition to the specific interventions and disciplinary responses described above, will, in appropriate circumstances, make recommendations to the Superintendent strategies for "protecting all pupils from retaliation of any kind."
9. Dissemination of Policy and Bullying Prevention Education - RSA 193-F:4, II(e) and 193-F:5.
 1. Staff. All staff (see definition section above) will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, website, workshops, etc.). The Superintendent will ensure that all school employees and volunteers receive **annual** training on bullying and related Board policies, consistent with RSA 193-F:5.
 2. Student/parent handbooks will include a summary of the prohibitions and other provisions of Sections A.1-3, the definitions of bullying, cyberbullying and retaliation in Sections B.1, 2 and 3, and the verbatim language relating to the procedures found in Section D.1 for students and parents to report bullying/cyberbullying or retaliation. Additionally, that provision of the student handbook(s) will include information as to where the entirety of this policy may be found on the District's website.
 3. Curriculum. Each year, all students will participate in programming that includes anti-bullying/cyberbullying materials presented in age-appropriate language. The materials and information should, among other things, describe expectations for student behavior, emphasize an understanding of what bullying/cyberbullying, harassment and

intimidation is and looks like, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and how and when the conduct can lead to disciplinary consequences.

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

The following two sentences may be deleted from this policy any time after January 15, 2027 without further action of the School Board. No later than January 1, 2027, the Superintendent shall cause a report or a link to a report on how the District's policy has been integrated into the school's curriculum, discipline policies, behavior programs, and other violence prevention efforts. Such report or link shall be provided to the office of the Commissioner of Education, the Chair of the State Board of Education, the President of the New Hampshire Senate, the Speaker of the New Hampshire House of Representatives, and to members of the New Hampshire House and Senate education committees.

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

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

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

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

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

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

Law References:

RSA 193-F Pupil Safety and Violence Prevention Act

RSA 189:68 Student Privacy

Date Adopted: March 27, 2001**Revision/Review Dates:** April 16, 2019