

# TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, FEBRUARY 15, 2018

Regular Meeting - 7:30PM

Superintendent's Office  
30 Greenough Road , Plaistow, NH  
**Brian Boyle, Chairman**  
**Dr. Kim Farah, Vice Chairman**

**Dr. Earl Metzler, II, Superintendent**  
**Dr. Roxanne Wilson, Asst. Superintendent**

## AGENDA

1. **7:30 PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes
  - a. February 1<sup>st</sup> and 8<sup>th</sup> meetings
5. Student Representative
6. Delegates and Individuals
7. Current Business
  - a. **7:35PM** Curriculum (second read) – ACTION (10 minutes)
  - b. **7:45PM** Transportation Bid Update – ACTION (45 minutes)
  - c. **8:30PM** Internal Controls Audit – INFORMATIONAL/ACTION (15 minutes)
  - d. **8:45PM** Policies – ACTION (20 minutes)
8. **9:05PM** Administrator's Report
9. **9:10PM** Personnel Report
10. **9:15PM** Committee Reports
11. **9:20PM** Reports of the School Board
12. Correspondence Folder
13. Vendor and Payroll Registers
14. **9:25PM** Other Business
15. Non-public (if needed)
16. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
March 7	SAU Board Special Meeting	SAU	7:00PM
March 8	Regular Board Meeting	SAU	7:30PM
March 13	Voting	Polls	
March 22	Re-organizational Meeting	SAU	7:30PM
April 5	Regular Board Meeting	SAU	7:30PM
April 18	SAU Board Re-organizational Meeting	SAU	7:00PM
April 19	Regular Board Meeting	SAU	7:30PM
May 3	Regular Board Meeting	SAU	7:30PM
May 17	Regular Board Meeting	SAU	7:30PM
June 7	Regular Board Meeting	SAU	7:30PM
June 21	Regular Board Meeting	SAU	7:30PM

*The MISSION of the Timberlane Regional School District is to engage all students in challenging and relevant learning opportunities, emphasizing high aspirations and personal growth.*

## **ADMINISTRATOR'S REPORT**

*Administrator's Report for February 15, 2018 School Board Meeting*

**1-3. OPEN MEETING** *Self-explanatory.*

**4. APPROVAL OF MINUTES** *(February 1<sup>st</sup> and 8<sup>th</sup> meetings – 2 sets)*

**5-6. STUDENT REP AND DELEGATES AND INDIVIDUALS**

**7. CURRENT BUSINESS**

**a. Curriculum (second read) – ACTION**

*Sandra Allaire and Becca Carlson to present Latin 2 & 3 and Math Topics curriculum for second read.*

**b. Transportation Bid – ACTION**

*Tom Geary to present an update on securing a transportation contract.*

**c. Internal Controls Audit – INFORMATIONAL/ACTION**

*Board to discuss conducting an internal controls audit.*

**d. Policies – ACTION**

*Nine policies are up for second read and adoption: GCK, GCNA, AA, JICD, IHAK, IMDA, DJE, GCID and GCIC and four policies up for first read (DKA, KCD, JICFA, and JLF).*

**6. ADMINISTRATOR'S REPORT – Dr. Wilson to present**

*a. Update on School Activities*

**7. PERSONNEL REPORT – Dr. Wilson to present**

**8. COMMITTEE REPORTS – Committee Chairs to update board on current initiatives.**

**9. REPORTS OF THE SCHOOL BOARD – Individual members to report on district matters.**

**10. CORRESPONDENCE – please be sure to review the correspondence folder.**

**11. VENDOR AND PAYROLL REGISTERS – please be sure to review and sign vendor and payroll registers.**

**12. OTHER BUSINESS – Board members to provide agenda items for future meeting consideration. Preference is to provide these items directly to the School Board Chair in advance of the meeting.**

**13. NON-PUBLIC**

**14. FUTURE DATES**



<b>April 5, 2018</b>	
Renominations	
School Board Goals	
School Board Training Opportunities	
Policies	
Contract Review	<i>Food Service, Athletic Trainer</i>

<b>April 19, 2018</b>	
School Board Goals	
Policies	

<b>Back Burner List</b>	
Auditors to Bid	
TTA/TSSU Updates	
Assessment Reporting	<i>Feb-STAR (midyear); May-Tripod; Jun-Star (End of Year)</i>
Internal Controls Bids	<i>May 2018</i>

# TIMBERLANE POLICY COMMITTEE

## RECOMMENDATIONS TO THE SCHOOL BOARD

### SECOND READ

- 1 **GCIC PROFESSIONAL STAFF VISITATIONS AND CONFERENCES** (Last updated in 2005; No such policy on file with NHSBA, PC recommends repealing; PC approves)
- 2 **GCID PROFESSIONAL ACTIVITIES OF TEACHERS/ADMINISTRATORS** (Last updated in 2005; no language changes needed, PC recommends re-affirming; PC approves)
- 3 **DJE BIDDING REQUIREMENTS** (PC modified to include the posting of bid advertisements on the district website)
- 4 **GCK PROFESSIONAL STAFF – ASSIGNMENTS AND TRANSFERS** (Last updated in 2005, SLT changes recommended; PC approves)
- 5 **GCNA SUPERVISION OF PROFESSIONAL STAFF** (last updated in 2005; NHSBA language proposed with modifications by SLT; PC approves)
- 6 **AA SCHOOL DISTRICT LEGAL STATUS** (recommend deleting reference to policy BBG as this policy does not exist; SLT and PC approves)
- 7 **JICD STUDENT DISCIPLINE AND DUE PROCESS** (Modified to comply with new laws; SLT recommends changes; PC approves)
- 8 **IHAK CHARACTER AND CITIZEN DEVELOPMENT** (modified to include current list of principles cited in Ed Rules; SLT recommends changes; PC approves)
- 9 **IMDA PATRIOTIC EXERCISES** (Complete revision and retitled to align with NHSBA sample policy; SLT recommends changes; PC approves)

### FIRST READ

- 10 **DKA PAYROLL PROCEDURES** (updated to reflect legislative changes using NHSBA language; PC added bank institutions.)
- 11 **KCD PUBLIC GIFTS AND DONATIONS** (updated to clarify small gifts and to include donor websites using NHSBA language; PC added specificity of the designee)
- 12 **JICFA HAZING** (Updated to more closely track the language of RSA 631:7 as recommended by NHSBA)
- 13 **JLF REPORTING CHILD ABUSE OR NEGLECT** (updated to include requirement of signage as recommended by NHSBA and NH law)

<b>Timberlane Regional School District</b>	<b>Policy Code: GCIC</b>
<b>Adopted: 06-09-83</b> <b>Revised: 04-04-91</b> <b>Revised: 02-24-05</b>	<b>Page 1 of</b> <b><del>1</del> REPEALED</b>

**PROFESSIONAL STAFF VISITATIONS AND CONFERENCES**

~~Teachers and administrators attending out-of-state conferences will, upon return, be required to file brief written summaries of such conferences with the Superintendent's Office and to provide informational programs to other district staff members.~~  
~~Repealed by the School Board on \_\_\_\_\_.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: GCID</b>
<b>Adopted: 01-01-83</b> <b>Revised: 04-04-91</b> <b>Revised: 02-24-05</b> <b>Revised/Reaffirmed:</b>	<b>Page 1 of 1</b>

## **PROFESSIONAL ACTIVITIES OF TEACHERS / ADMINISTRATORS**

### IN-DISTRICT

It is assumed that lectures, demonstrations, or related activities performed by teachers or administrators within the District, are to be considered a service to the community, and are to be performed without fee. No teacher or administrator shall charge a fee for activities within the District, directly related to his/her professional position. No teacher or administrator may advertise or sell educational materials within the District not specifically authorized or approved by the School Board.

### OUT-OF-DISTRICT

The School Board encourages participation in professional and related activities. Arrangements for attendance and/or participation in such activities shall be cleared with the administration in advance.

When a staff member is invited to speak, serve on a panel, or similar assignment at such function, the staff member may, with the prior written approval of the Superintendent, be reimbursed for part or all of the costs.

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code:     DJE</b></p>
<p><b>Adopted:   01-03-91</b>  <b>Revised:   06-19-08</b>  <b>Revised:   05-08-14</b>  <b>Revised:</b></p>	<p><b>Page 1 of 1</b></p>

## **BIDDING REQUIREMENTS**

The Superintendent is required to get written competitive bids on purchases of supplies, materials, equipment, and contractual services in the amount of \$10,000 or more. As a general rule, purchases of \$1,000 or more per item will require at least three competitive documented quotes for the open market. All purchases made in the open market shall be consummated after careful evaluation.

When bidding procedures are used, bids shall be advertised appropriately, *including on the district website*. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Superintendent, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Superintendent reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. The Superintendent also reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified, shall not be considered. The Superintendent also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the district with appropriate bonding. Contractors shall be required to provide a certificate of insurance.

Specialized educational and related services are exempt from this policy when the interests of children so dictate (i.e. textbook purchases, psychological services, etc.).

Existing services that continue to meet the needs of the district shall be subject to an annual review and may not need to go out to bid.

**Legal References:**

*RSA 194-C:4 II (a), Superintendent Services*

*NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards*

<b>Timberlane Regional School District</b>	<b>Policy Code: GCK</b>
<b>Adopted: 01-01-83</b> <b>Revised: 04-04-91</b> <b>Revised: 02-24-05</b> <b>Revised:</b>	<b>Page 1 of 1</b>

## PROFESSIONAL STAFF – ASSIGNMENTS AND TRANSFERS

In general, all assignments and transfers shall be made ~~for the convenience of the school and the maximization of the teacher’s contribution to~~ *the best interest of* the District.

The assignment of professional employees and their transfer to positions within the school *and/or District* shall be made by the Superintendent based on the following criteria, ~~listed in order of priority~~:

- a. The needs of the school district
- b. Contribution which staff member could make to students in the new position
- c. Qualifications of the staff member ~~compared to those of outside candidates for the position to be vacated, as well as for the position to be filled~~
- d. Opportunity for professional growth
- e. Desire of staff member regarding assignment or transfer

The responsibilities and duties of all personnel will be established by the Superintendent of Schools in conjunction with the ~~administrative staff~~ *Principal*.

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: GCNA</b></p>
<p><b>Adopted: 06-09-83</b>  <b>Revised: 04-04-91</b>  <b>Revised: 02-24-05</b>  <b>Revised:</b></p>	<p><b>Page 1 of 1</b></p>

## SUPERVISION OF PROFESSIONAL STAFF

~~The overall goal of supervision and evaluation is the improvement of instruction effectiveness.~~

Classroom visits are for several purposes: to encourage the growth and exchange of new ideas in teaching techniques and use of materials, to discover ways and means of coordinating the curriculum, to observe pupil conduct and pupil progress, to keep the administration informed about what is going on in the school program, and to evaluate ~~teaching~~ effectiveness, particularly as a basis for recommendation *for the re-appointment of all staff*.~~for renomination in the case of teachers.~~

Conferences between the principal/supervisor and ~~teacher~~ *the professional* shall be held to promote the above purposes. Some conferences, ~~as specified in regulations~~, shall be formal and result in a written record. ~~It is expected that i~~Informal conferences ~~will~~ *may* occur frequently and may be summarized in the written record of the formal conference *in accordance with the teacher evaluation master plan*. ~~The written record will be signed by both teacher and principal/supervisor, each of whom will retain a copy.~~

~~The teacher conference, whether following a class visit or not, should serve as a means for exchanging ideas. It should result in the professional growth of both the teacher and the administrator and can do so only if the desire to find a common ground for such growth is present in both suggestions and comments relating to teaching methods and techniques and, within a broader perspective, should lay the foundation for curriculum planning.~~

~~Should any deviation from expected work performance develop, the principal shall be responsible for discussing it with the teacher at an early time. These discussions shall be constructive in approach, and designed to help correct weakness.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: AA</b>
<b>Adopted: 10-04-90</b> <b>Revised: 10-03-96</b> <b>Revised: 12-03-98</b> <b>Revised: 09-20-01</b> <b>Revised: 12-20-12</b>	<b>Page 1 of 1</b>

## SCHOOL DISTRICT LEGAL STATUS

The legal basis for education is vested in the will of the people as expressed in the Constitution of New Hampshire, the statutes\* pertaining to education, court interpretation of these laws and the powers implied in them, and the rules and regulations of the State Board of Education

In New Hampshire, school districts are political subdivisions of the state and as such are considered municipal corporations.

Board policies are established by the Board, which serves as an agent of the school district. Funds for school operating expenses are approved by a majority of qualified voters voting by official ballot. As an SB2 district, bond issues require a three-fifths vote (60%).

The administration of the schools is under the executive direction of the Superintendent of Schools, who works under the local School Board policies (~~see BBG~~) in addition to S.A.U. policies, state statutes, and State Board of Education policies, rules and regulations.

**Statutory/Case Law References:**

- New Hampshire Constitution, Pt. 2 Article 83*
- Claremont School District vs. Governor, 138 NH 183 (1993)*
- RSA Chapter 33, Municipal Finance Act*
- RSA 194:2, School Districts to be Corporations*
- RSA 195:6, Powers and Duties of Cooperative School Districts*
- RSA 197:1, Annual School District Meetings*
- RSA 40:13, Use of Official Ballot*
- Clough v. Osgood 37 NH 444 (1935)*
- \* The majority of state laws on education are in RSA Chapters 186 through 200H.*

<b>Timberlane Regional School District</b>	<b>Policy Code: JICD</b>
<b>Adopted: 02-24-05</b> <b>Revised: 01-03-08</b> <b>Revised: 09-02-10</b> <b>Revised: 12-15-11</b> <b>Revised: 04-03-14</b> <b>Revised:</b>	<b>Page 1 of 4</b>

## **STUDENT DISCIPLINE AND DUE PROCESS**

### Definitions

1. Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.
2. Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.
3. Detention means the student's presence is required during non-school hours for disciplinary purposes. The building principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school.) Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.
4. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.
5. An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to school rules or policies.
6. A restriction from school activities means a student will attend school and classes and practice but will not participate in school extra-curricular activities.
7. Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.
8. Expulsion means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

### Standards for Removal from Classroom and Detention

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: JICD</b></p>
<p><b>Adopted: 02-24-05</b>  <b>Revised: 01-03-08</b>  <b>Revised: 09-02-10</b>  <b>Revised: 12-15-11</b>  <b>Revised: 04-03-14</b>  <b>Revised:</b></p>	<p><b>Page 2 of 4</b></p>

Likewise, classroom teachers may assign students to detention for similar conduct.

The building principal or designee may assign students to detention under the same standard.

Standards for In-School Suspension, Restriction of Activities, and Probation

The building principal or designee is authorized to issue in-school suspensions, restrictions of activities, or place a student on behavior probation for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other board Policies or is otherwise inappropriate is prohibited.

Process for Out-of-School Suspension:

The power of suspension is authorized as follows:

1. The building principal or designee is authorized to suspend a student for 10 school days or less for gross misconduct or for neglect or refusal to conform to school district policies or rules. The principal or designee shall consult with the Superintendent prior to issuing any suspension.
  - A. Pursuant to Ed 317.04(a)(1), a suspension of 10 school days or less shall be considered a “short-term suspension” and may be issued for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school under RSA 193:13,I.
  - A.B. As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.*
2. The Superintendent is authorized to continue the suspension of a pupil for a period in excess of 10 school days. Prior to this extended suspension, the Superintendent will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the school board.
  - A. Pursuant to Ed 317.04(a)(2), a suspension in excess of 10 school days shall be considered a “long-term suspension.”
  - A.—A long-term suspension may be issued for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for violation of the rule and the rule has been*

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: JICD</b></p>
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*recorded in the official records of the School Board. ~~and may be issued for an act of theft, destruction, or violence as defined in RSA 193-D, or for possession of a pellet paint ball gun or BB gun or rifle under RSA 193:13,II.~~*

3. Any suspension in excess of 10 school days, as described in Paragraph 2 of this Section, is appealable to the school board, provided the Superintendent receives the appeal in writing within 10 days after the issuance of the Superintendent’s decision described in Paragraph 2. Any suspension in excess of 10 school days shall remain in effect while this appeal is pending.
4. Due process standards for short-term suspensions (10 days or less) will adhere to the requirements of Ed 317.04(d)(1).
5. Due process standards for long-term suspensions (more than 10 days) will adhere to the requirements of Ed 317.04(d)(2).

Process for Expulsion

1. *Any pupil may be expelled by the School Board for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for violation of the rule and the rule has been recorded in the official records of the School Board. ~~Any pupil may be expelled by the School Board for gross misconduct, or for neglect or refusal to conform to District rules or policies, or for an act of theft, destruction, or violence, as defined in RSA 193-D:1, or for the possession of a pellet or BB gun, rifle, or paint ball gun.~~*
2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than 12 months.
3. The District will ensure that the due process standards set forth in Ed 317.04(d)(3) are followed.
4. The Superintendent is authorized to modify the expulsion requirements of any student on a case-by-case basis.

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: JICD</b></p>
<p><b>Adopted: 02-24-05</b>  <b>Revised: 01-03-08</b>  <b>Revised: 09-02-10</b>  <b>Revised: 12-15-11</b>  <b>Revised: 04-03-14</b>  <b>Revised:</b></p>	<p><b>Page 4 of 4</b></p>

*NOTE: Students with disabilities, 504, and/or students receiving special education services will be disciplined in accordance with the student’s IEP and all applicable provisions of the Individual with Disabilities Education Act (IDEA). Discipline matters for students with disabilities will be addressed on a case by case basis by administration. As such, and depending on the disability, consequences set forth in the Code of Discipline may vary or be waived, in whole or in part.*

*This policy and school rules which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District's website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements. See: Ed. 317.04(d).*

See also policies JI, JIA, JIC, JICC, JICD, JICK

**Legal References:**

- RSA 193:13, Suspension & Expulsion of Pupils
- RSA 193-D, School Safe Zones
- NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline
- NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline
- NH Code of Administrative Rules, Section Ed 317.04, Standards and Procedures For Suspension and Expulsion of Pupils Assuring Due Process
- NH Rules for the Education of Children with Disabilities, Part ED 1124, Disciplinary Procedures for Children with Disabilities

**See Appendix: JICD-R**

**NHSBA NOTES**

- *This update includes the requirement that educational assignments shall be made available to the suspended student when suspended up to 10 days, enacted by House Bill 216, Laws of 2017, Chapter 12, effective June 16, 2017, and to conform to other changes to law and administrative rules. In light of the Supreme Court’s decision in In re Keelin B., language is added reflecting the School Board’s authority under that statute to adopt policies defining misconduct beyond that explicitly addressed in RSA Chapter 193-D and RSA 193:13.*
- *RSA 189:15 was last amended in 1969 and it uses the term “regulation.” More recent law and NHSBA practice uses the term “policy” for rules set by the School Board. “Regulation” is the term used for rules and procedure set by the Superintendent or Administrators using authority delegated by the School Board or established by statute. We recommend that School Boards continue to classify their rule making as statute. We recommend that School Boards continue to classify their rule making as policy, but it may be beneficial when setting a policy using the authority granted by RSA 189:15, to include in the text of the policy reference to that statute.*

<b>Timberlane Regional School District</b>	<b>Policy Code: IHAK</b>
<b>Adopted: 01-19-95</b> <b>Reaffirmed: 02-24-05</b> <b>Revised: 04-03-08</b> <b>Revised:</b>	<b>Page 1 of 2</b>

## CHARACTER AND CITIZENSHIP DEVELOPMENT

Those in charge of curriculum development will have the responsibility for integrating into the curriculum, as appropriate, the following principles:

1. *Pursuant to Part 2, Article 83 of the New Hampshire Constitution, humanity, benevolence, and truth and honesty with self and others.*
2. *Fairness, integrity, and justice.*
3. *Respect, courtesy, and human worth.*
4. *Community service.*
5. *Pursuant to RSA 186:13, the rights and responsibilities of citizenship.*
- ~~6.~~ Each individual has dignity and worth
- ~~7.~~ A free society requires respect for persons, property, and principles, and for self.
- ~~8.~~ Each individual has a right to learn and freedom to achieve.
- ~~9.~~ Each individual, regardless of *age, gender, gender identity and expression, including a transgender identity, race, creed, color, religion, marital status, sexual orientation, national ethnic origin, economic status, disability, veteran status, genetics, retaliation; and any other characteristic protected under applicable federal or state law*~~race, creed, color, sex, ethnic background, or economic status~~, has the right to equal opportunity.
- ~~5.~~~~10.~~ Each individual has the right to personal liberties.
- ~~6.~~~~11.~~ Each individual is responsible for his/her own actions, and should exercise self-discipline where and when appropriate.
- ~~7.~~~~12.~~ Each individual has a responsibility to the group as well as to the total society.
- ~~8.~~~~13.~~ A democratic government is established by majority vote.
- ~~9.~~~~14.~~ Democratic societies are based on law.
- ~~10.~~~~15.~~ Problems are solved through reason and orderly processes.
- ~~11.~~~~16.~~ An individual should be tolerant of another's beliefs and should have freedom to express his/her own.
- ~~12.~~~~17.~~ Each individual has the right to work, to pursue an occupation, and to gain satisfaction from personal efforts.

Teaching in the area of character and citizenship will take place throughout the K-12 program.

*NOTE: Updated to incorporate the current list of principles from ED 306:04(i)*

<b>Timberlane Regional School District</b>	<b>Policy Code: IHAK</b>
<b>Adopted: 01-19-95</b> <b>Reaffirmed: 02-24-05</b> <b>Revised: 04-03-08</b> <b>Revised:</b>	<b>Page 2 of 2</b>

**Legal Reference:**

*NH Code of Administrative Rules, Section Ed. 306:04(a)(5)*

*NH Code of Administrative Rules, Section Ed. 306:04(I)*

*[RSA 186:13 Appeals and Appropriations](#)*

<b>Timberlane Regional School District</b>	<b>Policy Code:     IMDA</b>
<b>Adopted:     06-16-83</b> <b>Reaffirmed:  05-02-91</b> <b>Revised:     02-24-05</b> <b>Revised:</b>	<b>Page 1 of 1</b>

### **FLAG DISPLAYS PATRIOTIC EXERCISES**

*In accordance with federal law, the District shall offer an education program(s) each year on Constitution Day and Citizenship Day to commemorate the September 17, 1787 signing of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens. The Superintendent or his/her designee shall establish administrative guidelines ensuring that the District observes Constitution Day and Citizenship Day properly and in a manner befitting the importance of the event.*

*During the weeks of Memorial Day and Veterans Day, the District will devote time for exercises of a patriotic nature, which may include a discussion of the words, meaning, and history of the Pledge of Allegiance and the Star Spangled Banner.*

*New Hampshire observes General John Stark day on the second Monday in April. Schools in the District shall commemorate the day with appropriate educational activities.*

***NHSBA note, September 2017:*** *House Bill 91, Laws of 2017, Chapter 8, changes the date of General John Stark Day to the second Monday in April. That statute encourages schools to commemorate the day with appropriate educational activities. The policy is further updated to reflect a change to federal law which added "Citizenship Day" to the September 17th observation of Constitution Day.*

***NHSBA note, September 2016:*** *Amendments to this Sample Policy are necessary due to the passage of HB 1300, which amends RSA 189:18. These legislative amendments require School Districts to engage in certain patriotic exercises. This Sample Policy remains categorized as "Recommended".*

**Legal References:**

- RSA 4:13-I, General John Stark Day*
- RSA 189:18, Patriotic Exercises*
- 36 U.S.C. § 106, Constitution Day and Citizenship Day*
- Section 111 of Division J of Public Law 108-447 (2004)*

~~The United States and New Hampshire state flags shall be flown during school hours each school day and on election days when the school may be closed to pupils. The flags shall be handled with proper respect at all times.~~

***Appendix IMDA-R***  
***See IMDA-R***

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: DKA</b></p>
<p><b>Adopted: 05-05-83</b>  <b>Reaffirmed: 01-03-91</b>  <b>Revised: 12-17-09</b>  <b>Revised: 01-09-14</b>  <b>Revised:</b></p>	<p><b>Page 1 of 1</b></p>

## PAYROLL PROCEDURES

All salaries and supplements paid regular staff members, substitute or part-time personnel, and student workers will be paid through the business office. **at regular intervals not to exceed 14 days, unless the Commissioner of the Department of Labor has authorized a different interval in accordance with RSA 275:43, IV-a (a).**

**Proper payroll procedures are dependent on staff attendance accounting and on the signing-in and signing-out of part-time and hourly workers. The necessary procedures for this will be established by the Superintendent and carried out by the administrative personnel.**

**Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits paid to each employee.**

### Pay Day Schedule

**The School District pays salaries on a regular schedule throughout the school year.**

### Salary Deductions

**There will be no advance salary for any staff member.**

**Salary deductions are allowed. They are subject to the limitation of the accounting equipment. Authorized payroll deductions include:**

- 1. Credit Union/Banking Institutions**
- 2. Tax-Sheltered Annuities**
- 3. Union Dues**
- 4. Insurance Premium Contributions**

**All salary deductions, other than those listed above or regulated by federal or state laws, will be deducted only upon written approval of the employee.**

### Legal Reference:

*RSA 194-C:4 (II) (a), Superintendent Services*

*RSA 275:43. Payment of Wages; Hourly School District Employees*

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: DKA</b></p>
<p><b>Adopted: 05-05-83</b>  <b>Reaffirmed: 01-03-91</b>  <b>Revised: 12-17-09</b>  <b>Revised: 01-09-14</b>  <b>Revised:</b></p>	<p><b>Page 1 of 1</b></p>

**NHSBA note, September 2017:** House Bill 194, Chapter 45 of Laws of 2017, amends RSA 275:43 to permit weekly or biweekly payment of wages. Previously, a School District had to obtain approval of the Commissioner of the Department of Labor to make wage payments on terms other than weekly.

**NHSBA note, September 2015:** No changes are made to the content of this policy. NHSBA brings this policy to its members' attention in response to HB 347, which amends RSA 275:43, effective August 25, 2015. This new law allows the commissioner of the Department of Labor to permit payment of wages less frequently than weekly where a school district collective bargaining agreement for hourly employees provides an option to be paid in any number of equal installments with one additional installment. The new law contains further components as well. NHSBA brings this policy to its members' attention because the new law and this policy may have collective bargaining implications.

~~It is the responsibility of all employees to document and submit promptly an accurate record of their time and attendance. Proper payroll procedures are dependent on staff attendance accounting and on the signing-in and signing-out of all workers. The necessary procedures for this will be established by the Superintendent and carried out by the administrative personnel.~~

~~Compensation records kept by the business office will reflect an accurate history of the compensation and related benefits accorded each employee.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: KCD</b>
<b>Adopted: 10-16-08</b> <b>Re-affirmed: 10-06-16</b> <b>Revised:</b>	<b>Page 1 of 2</b>

## PUBLIC GIFTS AND DONATIONS

Gifts from organizations, community groups and/or individuals, which will benefit the District, shall be encouraged. A gift shall be defined as money, real or personal property and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the district shall be encouraged to discuss in advance with the Building Principal or the Superintendent **or Superintendent's designee** what gifts are appropriate and needed.

The Board reserves the right to refuse any gift that does not contribute to the achievement of the district's goals, or in which the ownership of the gift would tend to deplete the resources of the district. In determining whether a gift will be accepted, consideration shall be given to district policies, school district goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

The Superintendent **or Superintendent's designee** may accept gifts in the amount of \$500 or less. Gifts in excess of \$500 may only be accepted by the Board. Additionally, pursuant to RSA 198:20-b, gifts in the amount of \$5000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of less than \$5000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

Any gift accepted shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the district. The Board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the district. The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

It is the responsibility of the Superintendent or **Superintendent's** designee to process the appropriate forms to update inventory and to notify the donor of acceptance or rejection of a gift.

**Voluntary contributions by District employees of supplies or other minor items of personal property to be used in classrooms or school programs with an aggregate value over the school year of less than \$250 are permitted without further approval**

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or documentation. Receipt of voluntary contributions being made by District employees with a value of \$250 or more must be approved as required in this policy for gifts from individuals not employed by the District.

Active solicitation of gifts to be received by the District, including by any school, classroom, or program in the District, including soliciting gifts through online crowd funding web sites must be approved in advance by the Superintendent or Superintendent's designee where the value of the gift sought is less than \$500 and by the Board where the value of the gift sought is \$500 or greater.

**NHSBA note, September 2017: This policy is updated to clarify the treatment of small "gifts" by staff and to provide that pre-approval is required for soliciting gifts that will be made to the District, including use of web sites like donorchoose.org.**

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: JICFA</b></p>
<p><b>Adopted: 07-99</b>  <b>Revised: 02-24-05</b>  <b>Revised: 11-03-16</b>  <b>Revised:</b></p>	<p><b>Page 1 of 2</b></p>

## HAZING

It is the policy of this School District that no student or employees of the District shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board shall engage or participate in hazing. *This District does not permit or condone student hazing.*

For the purposes of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:

- (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
- (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization.

*Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.*

*"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.*

*"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.*

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees

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<p><b>Adopted: 07-99</b>  <b>Revised: 02-24-05</b>  <b>Revised: 11-03-16</b>  <b>Revised:</b></p>	<p><b>Page 2 of 2</b></p>

who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

*The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District or which any District staff member has knowledge of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.*

*A copy of this policy will be furnished to each student and teacher in the School District, including being printed in the student handbook.*

**Legal Reference:**

*RSA 631:7, Student Hazing*

*New Hampshire Code of Administrative Rules, Section Ed 306.04(a)(7), Student Hazing*

**NHSBA note, September 2017:** This policy is updated to more closely track the language in RSA 631:7 and to incorporate the provision in that law which makes it a misdemeanor for the District to knowingly permit or condone student hazing, to fail to take measures to prevent hazing, or to fail to report hazing to law enforcement which has been reported to the District or of which the District otherwise has knowledge.

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: JLF</b></p>
<p><b>Adopted: 07-99</b>  <b>Revised: 02-24-05</b>  <b>Revised: 04-16-09</b>  <b>Revised:</b></p>	<p><b>Page 1 of 1</b></p>

## REPORTING CHILD ABUSE OR NEGLECT

Any school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her suspicions to the building principal or designee. The principal or designee shall then notify the appropriate state officials at the New Hampshire Department of Health and Human Services. The principal or designee will then notify the superintendent or designee that such a report to Health and Human Services has been made.

A written report shall be made by the principal or designee within 24 hours. The report should contain the name and address of the child suspected of being abused or neglected, the person responsible for the child’s welfare, the specific information indicating the neglect/abuse or the nature and extend of the child’s injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Department of Health and Human Services.

The Board requires all school district employees receive routine training or information on how to identify child abuse and neglect.

*The Principal or Administrator of each school shall post a sign in a public area within the school that is readily accessible to students, in the form provided by the New Hampshire Department of Health and Human Services, Division for Children, Youth, and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website.*

**Legal References:**

- NH Code of Administrative Rules, Section ED 306.04(1)(10), Reporting of Suspected Abuse or Neglect
- RSA 169-C:29, Persons Required to Report
- RSA 169-C:30, Nature and Content of Report
- RSA 169-C:31, Immunity from Liability
- RSA 169-C:34,III, Duties of the Department of Health and Human Services

**Appendix JLF-R**

***NHSBA note, September 2017: This policy is revised to incorporate the requirement that informational signs be posted in each school, established by House Bill 556, Laws of 2017, Chapter 245, adopted by the Legislature this year.***