

# TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, JANUARY 18, 2018

Regular Meeting - **7:00PM**

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. **7:00 PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes
  - a. December 21<sup>st</sup> and January 11<sup>th</sup> meetings
5. Student Representative
6. Delegates and Individuals
7. Current Business
  - a. **7:05PM** Warrant Articles – ACTION (20 minutes)
  - b. **7:25PM** RECESS

**The Budget Committee will meet in the SAU board room from 7:30-8pm to take recommendation action on warrant articles as provided under RSA 40:13, II-a (c)**

- c. **8:15PM** SCHOOL BOARD MEETING RESUMES
- d. **8:15PM** Eagle Scout Project\* – ACTION (5 minutes)
- e. **8:20PM** Curriculum (first read) – ACTION (10 minutes)
- f. **8:30PM** NESDEC Reports (motion to rescind by P. Bealo) – ACTION (10)
- g. **8:40PM** Annual Report – INFORMATIONAL/ACTION (10 minutes)
- h. **8:50PM** Policies – ACTION (15 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
January 24	First Day to file for Candidacy	SAU	
January 25	Last Day for Budcom to provide WA recommendations		
January 29	Last Day to Post Warrant		
February 1	Regular Board Meeting	SAU	7:30PM
February 2	Last Day to File for Candidacy	SAU	5:00PM
February 8	Deliberative Session	TRHS	7:00PM
February 15	Regular Board Meeting	SAU	7:30PM
March 8	Regular Board Meeting	SAU	7:30PM
March 13	Voting		

\*PowerPoint Presentation

estimated times

*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 January 18, 2018 School Board Meeting*

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

**4. APPROVAL OF MINUTES** *(December 21<sup>st</sup> and January 11<sup>th</sup> meetings)*

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

**7. CURRENT BUSINESS**

**a. Warrant Articles –ACTION**

*The board to determine dollar amount to be inserted in CRF withdrawal article, take recommendation action on each of the articles and then finalize the warrant for Deliberative Session.*

*Each of these items will require motions.*

**b. RECESS**

*The board will recess to allow for the budget committee to hold a meeting in the board room for recommendation action on warrant articles. The budcom may also take this opportunity to pose for a photo for the annual report.*

**c. SCHOOL BOARD MEETING RESUMES**

*The school board will take their seats and will resume the meeting.*

**d. Eagle Scout Project – ACTION**

*Ben Comeau will present a short powerpoint on his proposed Eagle Scout project to replace benches at Atkinson Academy. Board approval is required.*

**e. Curriculum (first read) – ACTION**

*Team to present first read of Latin and Math curriculum.*

**f. NESDEC Reports – ACTION**

*Upon the filing of an intent to motion to rescind, the board will need to take action on the original motion made at the January 11<sup>th</sup> board meeting directing the Superintendent to procure a NESDEC special ed trend report and an October 1<sup>st</sup> enrollment projections report.*

**g. Annual Report – INFORMATIONAL/ACTION**

*The board to provide input on the development of the annual report and also designate a board member to write the school board's article.*

**h. Policies – ACTION**

*Six policies forwarded for first read by the Policy Committee: GCK, GCNA, AA, JICD, IHAK, and IMDA; and four policies up for second read/adoption: DJE, BCB, GCID and GCIC.*

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

*a. Update on School Activities*

**7. PERSONNEL REPORT – Dr. Metzler 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**

## UPCOMING REGULAR MEETING AGENDAS

*This information is provided for informational purposes only. Agenda items are subject to change.  
The official agenda will be distributed one week prior to its scheduled meeting.*

<b>February 1, 2018</b>	
Assessment Reporting	
Policies	
Extended Learning Schedule Midyear Review	<i>January/February</i>
School Calendar	
School Board Self Evaluation	<i>Process overview</i>
Curriculum	<i>2<sup>nd</sup> read (Latin, Math)</i>
Achieve3000 and Tripod Survey	<i>Overview of these instructional tools</i>

<b>February 8, 2018</b>	
Deliberative Session	<i>TRHS</i>
Special Meeting for Warrant Article Recommendations	<i>To finalize the warrant for ballot</i>

<b>February 15, 2018</b>	
Policies	
TTA Survey Presentation	<i>February 2018</i>
Transportation Bid Recommendation	



# 2018 Timberlane Regional School District Warrant

## State of New Hampshire

To the inhabitants of the School District of the Towns of Atkinson, Danville, Plaistow, and Sandown, New Hampshire, qualified to vote in District affairs:

### First Session of Annual Meeting (Deliberative)

You are hereby notified to meet at the Timberlane High School, 36 Greenough Road, Plaistow, New Hampshire, on Thursday, the 8<sup>th</sup> day of February 2018, at 7:00 p.m. This session shall consist of explanation, discussion, and debate of warrant articles number 2 through number 6. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

### Second Session of Annual Meeting (Voting)

Voting on warrant articles number 1 through number 6 will be conducted by official ballot to be held in conjunction with town meeting voting to be held on Tuesday, the 13<sup>th</sup> day of March, 2018, at the Town election polls in Atkinson, Danville, Plaistow, and Sandown, New Hampshire.

Atkinson	Voting will be conducted at the Atkinson Community Center from 7am-8pm
Danville	Voting will be conducted at the Danville Community Center from 8am-7pm
Plaistow	Voting will be conducted at Pollard School from 7am-8pm
Sandown	Voting will be conducted at the Sandown Town Hall from 8am-8pm

### Article 1 - Election of Officers

To choose the following school district officers:

Atkinson Voters	School Board Member	3-Year Term
Plaistow Voters	School Board Member	3-year Term
Sandown Voters	School Board Member	3-year Term
Atkinson Voters	Budget Committee Member	3-Year Term
Danville Voters	Budget Committee Member	2-Year Term
Plaistow Voters	Budget Committee Member	3-Year Term
Sandown Voters	Budget Committee Member	3-Year Term

### Article 2 - Operating Budget

Shall the voters of the Timberlane Regional School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$71,759,415**? Should this article be defeated, the operating budget shall be **\$71,370,606** which is the same as last year, with certain adjustments required by previous action of the Timberlane Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Note: Warrant Article 2 (the operating budget) does not include appropriations proposed under any other warrant articles. (MAJORITY VOTE REQUIRED)

2018 TIMBERLANE REGIONAL SCHOOL DISTRICT WARRANT

**Article 3 - Capital Reserve Fund**

Shall the voters of the Timberlane Regional School District raise and appropriate up to **\$250,000** to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1996, with such amount to be transferred from those funds in the June 30, 2018 unassigned fund balance available for transfer on July 1 of this year which were apportioned as Capital Expenses in 2017-2018 in accordance with Article 6 of the Timberlane Regional School District Articles of Agreement? No amount to be raised by taxation. (MAJORITY VOTE REQUIRED)

**Article 4 - Capital Improvements to District Heating Systems**

Shall the voters of the Timberlane Regional School District vote to raise and appropriate the sum of up to \$\_\_(TBD)\_\_\_ to replace and install heating system apparatuses including boilers, pumps, controls and associated components at \_\_(schools)\_\_\_ for the purpose addressing outdated and ineffective heating systems and to authorize the District to withdraw up to the sum of \$\_\_(same amount)\_\_\_ from the existing School Building Construction, Reconstruction, Capital Improvements and Land Purchase Capital Reserve Fund created for such purpose? (MAJORITY VOTE REQUIRED)

**Article 5 - General Acceptance of Reports**

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2017 Annual Report? (MAJORITY VOTE REQUIRED)

**Article 6 - Artificial Turf by Petition of John Sapia et al**

Shall the district vote to raise and appropriate the sum of **\$800,000** for the purpose of increasing athletic player safety and decreasing district operating costs by professionally installing an artificial turf surface to an existing sports playing field with a projected savings that will pay back this investment within 5 years? This will be a multi-purpose field supporting a host of district sports. It shall be made available for a fee to outside parties when not in use by the district, for the purpose of generating additional revenue to further offset costs and shorten the time to maximize return on investment. Payments will be spread out over a term of eight years at a maximum interest rate not to exceed 4.75 percent and shall be installed during the budget year. (MAJORITY VOTE REQUIRED)

<b>Atkinson</b>	116,580.00
Remove Boiler - Replace w/ (3) smaller boilers Buderus G515/8	86,580.00
Pumps	15,000.00
Controls	7,500.00
Electrical	7,500.00
<b>Danville</b>	80,656.00
Replace (2) HB Smith boilers w/ (2)Budew/ Buderus G616/9	65,656.00
Controls	10,000.00
Electrical	5,000.00
<b>Middle School</b>	176,375.00
Replace (4) Weil/McLain boilers w/ (3) Buderus G515/9 boilers	87,976.00
Electrical	7,500.00
Control	65,000.00
pumps	15,899.00
<b>Pollard</b>	151,500.00
RTU replacement Gym & Cafe	80,000.00
Controls	12,000.00
Electrical	4,500.00
Roofing	5,000.00
Boiler Replacement	50,000.00
<b>Sandown Central</b>	33,463.00
Replace HB Smith 19A series with 2 Buderus G215/6 boilers	22,463.00
Controls	7,500.00
Electrical	3,500.00
<b>Sandown North</b>	71,217.00
HVAC Balancing	15,000.00
Remove HB Smith Boiler - Replace 1 Buderus G515/8 boiler	32,717.00
Controls	8,500.00
Electrical	15,000.00

Estimates	629,791.00
-----------	------------

Contingency	15%	94,468.65
<b>Total</b>		<b>724,259.65</b>

TIMBERLANE REGIONAL SCHOOL DISTRICT BUDGET COMMITTEE  
Atkinson, Danville, Plaistow, Sandown  
New Hampshire

**Special Meeting**  
**Thursday, January 18, 2018 7:30PM**

**SAU Offices**  
**Plaistow, NH**

**AGENDA**

1. Call to Order – Chair (5 minutes)
2. Roll Call – Clerk
3. Unfinished Business (30 minutes)
  - a. Budget Warrant Discussion & Recommendation (20 minutes)
  - b. Citizens Petition Discussion & Recommendation (10 minutes)
4. Other Business
  - a. Cancel January 25, 2018 Meeting Date if Not Needed
5. Adjournment

Future Agenda and Dates

BudCom Meeting: Thursday, January 25, 2018 – 7:00 PM, SAU Office

Deliberative Session: Thursday, February 8, 2018 – 6:00 PM, High School Gymnasium

BudCom Meeting: Thursday, February 8, 2018 – Following Deliberative Session, High School Rm TBD

***NOTE: Members please notify the Business Administrator if you are NOT attending the meeting.***

# My Eagle Scout Project “Ben’s Benches”

Benjamin Comeau

A dark blue diagonal graphic that starts from the bottom left corner and extends towards the top right corner, covering the lower right portion of the slide.

# About Me

- Benjamin Lawrence Comeau
- Boy Scout for Troop 9 in Atkinson NH
- Currently the rank of Life Scout
- Atkinson Academy graduate of 2008
- Junior at TRHS

# What is An Eagle Scout Project?

- Requirement 5: While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project should benefit an organization other than Boy Scouting.)
- Must be completed by me and my scouts only
- Contains no monetary or time minimums or limits

# My plan



- 10 benches at the Atkinson academy playground
- Cedar boards that sit on top of steel and cement bases are splintering and losing their cosmetic touch
- Three pronged plan:
  - Removing old planks and screws from their respective bases
  - Acquire new properly treated cedar board and cut it to required length
  - Placing and securing the new boards to the old bases

# Budget (pricing estimates found via Home Depot)

Materials:	\$288.00
Supplies:	\$55.50
Tools:	\$64.25
Other:	\$12.36
Total:	\$420.11

Funds will be acquired by various local communities including the ATK Night Owls, Women's Civic Club, Lion's Club, and the Garden Club

# Potential Benefits and Outcomes of the Project

- Myself, my troop, and my fellow community will be able to partake in community service
- I will demonstrate my leadership and growth as a scout and as a person
- I get to give back to the school and town I grew up with
- The new benches will attract students and members of the community
- Will potentially inspire others to do good

# 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 BCB BOARD MEMBER CONFLICT OF INTEREST** (PC modified to include statement that no board member shall have any direct personal or pecuniary interest in a contract with the school district)

## FIRST READ

- 5 GCK PROFESSIONAL STAFF – ASSIGNMENTS AND TRANSFERS** (Last updated in 2005, SLT changes recommended; PC approves)
- 6 GCNA SUPERVISION OF PROFESSIONAL STAFF** (last updated in 2005; NHSBA language proposed with modifications by SLT; PC approves)
- 7 AA SCHOOL DISTRICT LEGAL STATUS** (recommend deleting reference to policy BBG as this policy does not exist; SLT and PC approves)
- 8 JICD STUDENT DISCIPLINE AND DUE PROCESS** (Modified to comply with new laws; SLT recommends changes; PC approves)
- 9 IHAK CHARACTER AND CITIZEN DEVELOPMENT** (modified to include current list of principles cited in Ed Rules; SLT recommends changes; PC approves)
- 10 IMDA PATRIOTIC EXERCISES** (Complete revision and retitled to align with NHSBA sample policy; SLT recommends changes; PC approves)

<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>	<p style="text-align: center;"><b><del>Page 1 of</del></b>  <b><del>1</del>REPEALED</b></p>

**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.

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

## **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*

<p><b>Timberlane Regional School Board</b></p>	<p><b>Policy Code:     BCB</b></p>
<p><b>Adopted:     04-21-83</b>  <b>Reaffirmed: 11-01-90</b>  <b>Revised:     08-22-91</b>  <b>Revised:     12-03-98</b>  <b>Revised:     12-16-10</b>  <b>Revised:</b></p>	<p><b>Page 1 of 1</b></p>

**BOARD MEMBER CONFLICT OF INTEREST**

As elected officials, school board members owe a duty of loyalty to the general public in protecting the school district’s interest. Therefore, the board declares that a conflict of interest is a personal and pecuniary interest that is immediate, definite, and demonstrable and which is or may be in conflict with the public interest. .

~~A board member who has a personal or private interest in a matter proposed or pending before the Board will disclose such interest to the Board, will not deliberate on the matter, will not vote on the matter, and will not attempt to influence other members of the Board regarding the matter. Additionally, Board members should refrain from engaging in conduct or actions that give the appearance of a conflict of interest, embarrass the Board, or personally embarrass another Board member.~~

~~A board member shall not have any direct personal and pecuniary interest in a contract with the school district, nor shall he or she furnish directly any labor, equipment, or supplies to the district.~~

It is not the intent of this policy to prevent the district from contracting with corporations or businesses of which a board member is an employee. The policy is designed to prevent placing a Board member in a position where his/her interest in the public schools and his/her interest in his/her place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist.

Nepotism

The Board may employ a teacher or other employee if such teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board. Such a relationship will not automatically disqualify a job applicant from employment with the school district. However, the Board member shall declare his/her relationship with the job applicant and will refrain from debating, discussing, or voting on a nomination or other issue. The job applicant is expected to declare his/her relationship with the Board member as well.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member’s election.

Legal Reference:

Marsh v. Hanover, 113 NH 667 (1973) and Atherton v. Concord, 109 NH 164 (1968).  
RSA 671:18

<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>
<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 3 of 4</b></p>

*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.*
- ~~1.6.~~ Each individual has dignity and worth
- ~~2.7.~~ A free society requires respect for persons, property, and principles, and for self.
- ~~3.8.~~ Each individual has a right to learn and freedom to achieve.
- ~~4.9.~~ 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](#)*

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

**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***