

# TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, NOVEMBER 3, 2016

Regular Meeting - 7:30 PM

Superintendent's Office  
30 Greenough Road , Plaistow, NH  
**Peter Bealo, Chairman**  
**Kelly Ward, Vice Chairman**

**Dr. Earl Metzler, II, Superintendent**

**Dr. Roxanne Wilson, Asst. Superintendent**

## AGENDA

1. **7:30 PM** Call to Order – Chair (10 minutes)
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Delegations or Individuals
5. Current Business
  - a. **7:40PM** Public Hearing on Donation\* – ACTION (10 minutes)
  - b. **7:50PM** New Balance Donation – ACTION (5 minutes)
  - c. **7:55PM** Hawaii Student Exchange\* – ACTION (5 minutes)
  - d. **8:00PM** French Student Exchange\* – ACTION (5 minutes)
  - e. **8:05PM** Grounds RFQ Follow Up – ACTION (15 minutes)
  - f. **8:20PM** Policies (2<sup>nd</sup> read) – ACTION (10 minutes)
  - g. **8:30PM** Action Plans part III\* – INFORMATIONAL (30 minutes)
  - h. **9:00PM** Budget Update – INFORMATIONAL (10 minutes)
6. **9:10PM** Administrator's Report
  - a. Update on School Activities – INFORMATIONAL
7. **9:15PM** Personnel Report
8. **9:20PM** Committee Reports
9. **9:25PM** Reports of the School Board
10. **9:30PM** Approval of Minutes
  - a. September 15<sup>th</sup>, October 6<sup>th</sup>, and October 20<sup>th</sup> sessions
11. Correspondence Folder
12. Vendor and Payroll Registers
13. **9:40PM** Other Business (if time permits)
14. Non-public (if needed)
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
November 16	SAU Public Hearing on Budget	SAU	7:00 PM
November 17	Regular Board Meeting	SAU	7:30 PM
November 22	Joint School Board/Budcom Meeting	SAU	7:00 PM
December 1	Regular Board Meeting	SAU	7:30 PM
December 15	Regular Board Meeting	SAU	7:30 PM
January 5	Regular Board Meeting	SAU	7:30 PM
January 6	Bond Citizens Petitions Deadline	SAU	5:00 PM
January 10	All Other Citizens Petitions Deadline	SAU	5:00 PM
January 12	Finalize Costs for CBA's Public Hearing on Budget	PAC	7:00 PM

\*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 November 3, 2016 School Board Meeting*

**1-4. OPEN MEETING** *Self-explanatory.*

### **5. CURRENT BUSINESS**

#### **a. Public Hearing on Donation – 10 minutes**

*Per policy KCD and RSA 198:20-b, the board must hold a public hearing on any donation in excess of \$5,000. Kathie Dayotis along with members of the PTA Night Owls will present a donation of \$15,000 for the purpose of purchasing new playground equipment for Atkinson Academy as well as provide an overview of project phasing. ACTION*

#### **b. New Balance Donation – 5 minutes**

*Mark Pedersen or Mark Cerniglia to present \$4,000 donation from New Balance to be used to purchase items for the Robotics Club. ACTION*

#### **c. Hawaii Student Exchange – 5 minutes**

*Scott Strainge to present student exchange proposal for Timberlane students to travel to Hawaii in February 2017. Students will need to be excused from classes on February 24<sup>th</sup>. ACTION*

#### **d. French Student Exchange – 5 minutes**

*Beth Runnells to present student exchange program for Timberlane students to travel to France in April 2017 and French students to visit Timberlane in October 2017. Students will need to be excused from classes April 19-21 and May 1-2. ACTION*

#### **e. Grounds RFQ Follow Up – 15 minutes**

*The board tabled the vote on a motion made by Mr. Sapia (seconded by Mrs. Sherman) to generate an RFQ for the maintenance and care of the district grounds that included mowing, spring and fall athletic field prep, and a fertilization schedule. ACTION*

#### **f. Policies – 10 minutes**

*Chairman Bealo to present eight policies for second read: ACAA and ACAB (both relating to harassment and sexual harassment), GBEBB Staff Student Relations, GBEC Drug Free Workspace, JICFA Hazing, JIH and KNAJ relative to Student Interrogations and Searches, , and DID Fixed Assets. Board members were asked to submit comments and recommendations for changes to the chair in advance of the meeting. ACTION*

#### **g. Action Plans Part III – 30 minutes**

*Angelo Fantasia and Tony DiBartolomeo to present update of 2015-16 action plans and goals and new goals for 2016-17. INFORMATIONAL*

#### **h. Budget Update – 10 minutes**

*Mr. Stokinger to present update of budget process. INFORMATIONAL*

### **6-9. REPORTS**

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

*a. Update on happenings and activities with each of the district schools*

**7. PERSONNEL REPORT** – Dr. Metzler to present (if needed)

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

**9. REPORTS OF THE SCHOOL BOARD**

**10. APPROVAL OF MINUTES**

*Five sets: September 15, October 6, and October 20 public and nonpublic sessions.*

- 11. CORRESPONDENCE**
- 12. VENDOR AND PAYROLL REGISTERS**
- 13. OTHER BUSINESS**
- 14. NON-PUBLIC (if needed)**
- 15. 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.*

November 17, 2016	
Policies	<i>First read</i>
Communications Strategic Plan	<i>K. Henderson</i>
Essay Contest Winners	<i>American Education Week</i>
Warrant Articles	<i>If needed</i>
Budget Update	
Field Hockey Team Recognition	<i>Championship</i>

December 1, 2016	
Policies	<i>Second read</i>
Budget Update	
SAT/SBAC Results 15-16	
World Language Update (30)	
Program of Studies	<i>First Read</i>
Math Curriculum (1 <sup>st</sup> read)	<i>Finite Math, Acc Calculus, Math Fundamentals, Algebra 2 (part 2)</i>

December 15, 2016	
Policies	<i>First read</i>
Warrant Articles	<i>(if needed)</i>
Ratify TSSU Contract for Ballot	<i>(due by January 10<sup>th</sup>)</i>
Curriculum (1 <sup>st</sup> read)	<i>(Eng) Analysis of Literacy Movements, Gr 6 World Language, MS STEAM, (SS)Behavioral Psychology</i>
Program of Studies	<i>Second read</i>

<b>January 5, 2017</b>	
Budget Update	
Policies	<i>Second read</i>
Math Curriculum (2nd read)	Finite Math, Acc Calculus, Math Fundamentals, Algebra 2 (part 2)
Social Studies (1 <sup>st</sup> read)	<i>Social Science of Well-Being</i>

<b>January 12, 2017</b>	
Public Hearing on Budget	
Special Meeting	

<b>January 19, 2017</b>	
Curriculum (2nd read)	<i>(Eng) Analysis of Literacy Movements, Gr 6 World Language, MS STEAM, (SS)Behavioral Psychology</i>

<b>February 2, 2017</b>	
Social Studies (2nd read)	<i>Social Science of Well-Being</i>

<b>February 9, 2017</b>	
Deliberative Session	
Special Meeting	

#### **Back-Burner List**

Teacher Update	<i>Ryan Richman (schedule 2016-17 presentation dates)</i>
Updated Org Chart	<i>Reflecting Campus</i>
Kindergarten Committee Report	

# PLAYGROUND PROPOSAL ATKINSON ACADEMY

PUBLIC DONATION by  
ATKINSON ACADEMY PTA/NIGHT OWLS  
of \$15,000







play.site.sport.  
800.922.0070 / www.mrcrec.com

Atkinson Academy - Atkinson, NH  
View A



A PLAYCORE Company

The list price for the following equipment is:

• TriNet:	\$15,309	CIP 2017-2018	\$12,000
• Sway Bench:	\$1,301	CIP 2018-2019	\$12,000
• Curved Balance Beam:	\$626		
• Rocketship:	\$10,260		
• Walking the Plank:	\$1,423		
• Structure:	\$23,760		
• Shipping:	\$4,782.26		
• Installation:	\$15,750		
• <u>Discount:</u>	<u>(\$10,620)</u>		
<b>Total Cost</b>	<b>\$63,211.26</b>		

PTA/NIGHT OWLS to raise \$24,211.26 over two years.

**TITLE XV EDUCATION**

**CHAPTER 198  
SCHOOL MONEY**

**Miscellaneous Provisions**

**Section 198:20-b**

**198:20-b Appropriation for Unanticipated Funds Made Available During Year. -**

I. Notwithstanding any other provision of law to the contrary, any school district at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the school board to apply for, accept and expend, without further action by the school district, unanticipated money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year. The following shall apply:

(a) Such warrant article to be voted on shall read: "Shall the school district accept the provisions of RSA 198:20-b providing that any school district at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the school board to apply for, accept and expend, without further action by the school district, unanticipated money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year?"

(b) If a majority of voters voting on the question vote in the affirmative, the proposed warrant article shall be in effect in accordance with the terms of the article until such time as the school district votes to rescind its vote.

II. Such money shall be used only for legal purposes for which a school district may appropriate money. No funds disbursed from the education trust fund pursuant to RSA 198:42 shall, under any circumstances, emergency or otherwise, be deemed to be unanticipated money under the provisions of this section.

III. (a) For unanticipated funds in the amount of \$5,000 or more, the school board shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the meeting is held.

(b) A school board may establish the amount of unanticipated funds required for notice under this subparagraph, provided such amount is less than \$5,000. For unanticipated funds in an amount less than \$5,000, the school board shall post notice of the funds in the agenda and shall include notice in the minutes of the school board meeting in which such funds are discussed. The acceptance of unanticipated funds under this subparagraph shall

be made in public session of any regular school board meeting.

IV. Action to be taken under this section shall:

(a) Not require the expenditure of other school district funds except those funds lawfully appropriated for the same purpose; and

(b) Be exempt from all provisions of RSA 32 relative to limitation and expenditure of school district moneys.

**Source.** 1981, 167:1. 1991, 329:1. 1993, 176:12, 13. 2000, 201:1. 2005, 188:1, eff. Aug. 29, 2005.



# Timberlane Regional High School

36 Greenough Road • Plaistow, NH 03865 • Phone: 603-382-6541 • Fax: 603-382-8086 • [www.timberlanehs.com](http://www.timberlanehs.com)

TRHS Robotics Invoice #0163380

September 1, 2016

To:

Bina Seales  
New Balance Athletic Shoe  
190 Merrimack Street  
Lawrence, MA 01843

From/ remit

Mark Pedersen  
Timberlane Regional High School  
36 Greenough Road  
Plaistow, NH 03865

Item Description	Costs not to exceed
VEX equipment and hardware	\$1,000
Storage Equipment and cabinets	\$250
Power hand tools	\$250
Hand Tools	\$250
Vex Competition entry fees	\$750
Self Marketing funds	\$500
Competition hosting costs	\$750
Misc.	\$250
Total	\$4000

## Goal Statement

*By donating to the TRHS Robotics Club we hope to generate excitement and buzz around the engineering profession by helping show what engineers do at NB. We hope to encourage more students to join the robotics team, increase the number of competitions, and build and compete with a second fully functional robot. We are also looking at creating a dedicated space for students to store and work on robots, as well as have a space that the robotic students can "call their own".*

<b>Timberlane Regional School District</b>	<b>Policy Code: IJOA</b>
<b>Adopted: 10-15-86</b> <b>Revised: 05-02-91</b> <b>Reaffirmed: 02-24-05</b>	<b>Page 1 of 2</b>

## STUDENT TRIPS

Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. To the extent that they provide the most effective means for accomplishing general curriculum objectives of the school, the building Principal may authorize field trips.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips:

- (a) value of the activity to the particular class group or class groups;
- (b) relationship of the field trip activity to a particular aspect of classroom instruction;
- (c) suitability of the activity and distance traveled to the age level;
- (d) mode and availability of transportation; and
- (e) cost.

Chaperons for field trips will be assigned at the discretion of the Principal according to the type of trip involved.

### Sanctioning Student Trips

- A. School-sponsored trips are defined as student trips that have been organized, scheduled or otherwise promoted by the School Board, Superintendent of Schools, or building Principal. Examples would be athletic trips, band trips, class trips, etc. Only those trips that are deemed to have significant educational value and that are directly related to existing educational programs shall be sponsored. Any trip involving travel of over 300 miles, overnight travel, or a overnight trip requiring a student's absence from the school building during normal school hours shall require the prior approval of the School Board. Overnight trips and/or trips over 300 miles that are held annually shall require the approval of the Superintendent rather than the school board.
- B. School related trips are defined as student trips organized; scheduled, or sponsored by a school club or other organization connected with the school whose advisor is salaried by the District or whose advisor has been appointed by the school administration. Only those trips directly related to existing educational programs shall be sponsored. Any trip involving fund-raising and/or a student's absence from

<b>Timberlane Regional School District</b>	<b>Policy Code: IJOA</b>
<b>Adopted: 10-15-86</b> <b>Revised: 05-02-91</b> <b>Reaffirmed: 02-24-05</b>	<b>Page 2 of 2</b>

the school building during normal school hours shall require the prior approval of the School Board. The building Principal or Superintendent of Schools, who may consult the Board or request general Board approval for a series of field trips or general type of field trip, may approve other school-sponsored trips.

- C. Any other trips, including those that may involve participation of students from the Timberlane Regional School District or employees of the Timberlane Regional School District that are not explicitly approved by the School Board, the Superintendent of Schools, or the building Principal in accordance with the above procedures, are not school-sponsored or school-related trips and shall not be represented as such. Planning for, recruitment of participants for, or any other activity related to such trips shall not take place within the schools of the District or utilize District facilities unless approved by the Principal. It is the obligation of the planners of such trips to ensure that any literature about such trips, announcements of such trips, or recruiting materials for participants in such trips shall make it clear to parents and guardians, and students that the trip is being organized and sponsored by a private individual or group and not by the Timberlane Regional School District. Parents, guardians, and students must be told explicitly that the District accepts no responsibility, financial or otherwise, for the trip.

Financing Student Trips

- A. The cost of school-sponsored trips shall be the responsibility of the School District and will be provided for in the regular annual budgetary process. In cases where funds are limited, the school administration may assess a fee to participating students in order to recover costs or may permit fund-raising by the student organization involved.
- B. The cost of school-related trips shall be the responsibility of the sponsoring club and/or organization. The process by which funds are raised and expended must be approved in advance by the building Principal and/or Superintendent of Schools.
- C. Solicitation is prohibited within the Timberlane Regional School District facilities or during regular school hours by Timberlane employees or students for funds for any but school-sponsored or school-related trips for which fund-raising is explicitly approved in accordance with this policy.

# French Cultural Exchange

Timberlane Regional High School

and

Lycee Estic in Saint-Dizier, France

# Students from France at Timberlane

## October 20- November 4, 2017

- 15- 20 French sophomores, juniors, and seniors accompanied by two teachers from Estic (Laeticia Bee et Farida Sayouri)
- Oct. 20 – Bus from Logan Airport – Meet American host families
- Oct. 21 -22 – Select activities: apple picking, hayrides, cornfield mazes
- Oct. 23 – Excursion to Plimouth Plantation
- Oct. 24-26 – Visit to TRHS with American peer student
- Oct. 27 – Excursion to Boston, MA Freedom Trail
- Oct. 28-29 – Spend time with host family—Visit local sights. Canobie Lake Park, Strawberry Banke, The Flume Gorge, The Polar Caves, Odiorne State Park, Cannon Mt. Aerial Tramway, and /or Salem, MA
- Oct. 30 – 31 – Visit to American Company after school with peer student
- Nov. 1-Nov. 4 – Excursion to New York City: Ellis Island, the Statue of Liberty, the United Nations, the Empire State Building
- Visit of 10 - 14 days

# TRHS Students at Lycee Estic

## April 19 – May 2, 2018

- 15-25 American sophomores, juniors, and seniors accompanied 1 (CPR, First Aid, & AED certified) chaperone per 5 students
- April 20 – Train from Roissy Charles de Gaulle, Paris to Saint-Dizier, France – Meet French host family
- April 20-22 – Weekend activities with French host family.  
April 23 – April 29: Select activities in the region:
- Reception at the Mayor's office, visit to theater and Estic high school in St.-Dizier, cathedral in Reims, Charles de Gaulle Memorial in Colombey, visits to Nancy and Metz
- Students attend French lycee with their peer student
- April 30 – May 2 – Visit Paris:  
Le Louvre, la Tour Eiffel, l'Arche de Triomphe, Versailles, les Bateaux-Mouches, Notre Dame, Sacre Cœur, Musee d'Orsay

## French-Exchange in 2017 – Why April 30 – May 2?

- My plan is to avoid large weekend crowds at the Parisian monuments by going to Paris on Monday, Tuesday, and Wednesday, April 30 – May 2.
- I feel that it is important that the Parisian part of the trip is not overly crowded because the students look forward to this part of the trip immensely and I want them to enjoy it completely.
- During the 2012 trip I didn't even take out my camera because the crowd at Versailles was huge. During the 2014 and 2016 trip, although many people were visiting this monument at the same time we were, I didn't feel that our group was in danger of being separated due to the crowd.
- On a safety note, large crowds are where pick-pocketing is at its worst.

# Purpose:

- Use French language skills in a friendly setting
- Improve reading, writing, listening, and speaking skills
- Awaken a sense of exploration / travel
- Gain new perspectives about France and Europe
- Explore and learn about French culture from French natives
- Create cross-cultural understanding

# Trip Cost:

- Cost of trip for students: \$1,200 (approximately)  
(students cover the cost of the trip)
- Includes :
  - Roundtrip Air
  - 2 nights lodging and 3 days of eating in Paris
  - All transportation costs for excursions (vans, trains, buses, subway)
  - Museum Pass (entry to most monuments in Paris)
  - Travel Insurance

# Trip Procedures for Crisis Management

*2018 France*

*Runnells*

*Hazelton*

## **Introduction**

Safety for Timberlane Regional School District faculty, staff, and students is our number-one priority, and in order to keep people safe, adequate planning and preparation are required. Emergency/ crisis management begins at the point after which all that might have been done to prevent harm or injury to students has been done, and after students have been properly warned and thoroughly oriented to their new environment. In spite of all possible precautions, there are still those “unforeseen” risks that occur. While this plan is comprehensive, it also expected of travelers to be flexible and pragmatic. This plan offers step-by-step details on how to respond to a situation, but situations rarely go as planned. Trip leaders will need to use good judgment and communicate as much as possible with all parties involved. The conditions requiring crisis management include, but are not limited to, the following:

- being the victim of a crime or being accused of committing a crime
- a situation in-country that causes serious concern (political, economic, natural disaster)
- a travel interruption that interferes with students returning to the U.S. as scheduled
- a situation that requires medical attention or hospitalization
- or any other circumstance that leads the program leader to question students’ program participation

## **Table of Contents**

1. Designated Trip Safety Officer and Responsibilities
2. Modes of Effective Trip Communication
3. Participant Registration with State Department
4. Group Procedures for Travel
5. Procedures for Medical Situations
6. Travelers’ Checklist
7. Emergency Contact Form
8. Quick Reference Contact Card
9. Documentation of Events
10. Travel Documents
11. Stranger Danger
12. Student Conduct
13. Cultural Considerations

### **Designated Trip Safety Officer and Responsibilities**

1. School appointed official will check the state department website daily for new travel/ safety alerts that will affect the itinerary or compromise the safety of trip participants. This person is obligated to report directly to trip leaders to report back pertinent information and to advise the leaders of daily circumstances. In the event that the circumstances reported create changes to the trip itinerary, immediate correspondence will be made with trip participants, school officials, private travel companies (if applicable), and parents.

In the case of our particular trip to France, Jennifer Hazelton, as the co-leader of the trip will be the representative designated to check for such updates.

Cellular Phone                 Jennifer Hazelton's cell phone

Email addresses               [jennkhazelton@gmail.com](mailto:jennkhazelton@gmail.com)\* or : [bjrunnells@yahoo.fr](mailto:bjrunnells@yahoo.fr)

\*Preferred method of contact while abroad

<https://www.remind.com/join/franceexc>

### **Modes of Effective Communication**

2. All involved school personnel at the building and district level, and parents will be signed up for a common response system to ensure effective communication through-out school trips, and in the case of an emergency. The same system will be used consistently and all parents and school officials will be notified of this form of communication at least two weeks before the trip departure.

For the **2018 France** Trip, we will be using Remind 101. All parents have been notified of this form of communication for the output of daily trip updates, a change in travel itinerary, for emergency-type situations, and for all other trip related reasons. Parents are to contact either Jennifer Hazelton or Beth Runnells in the case of an emergency by email or telephone. Trip leaders will be sure to maintain contact and return contact as soon as possible.

### **Traveler Registration with State Department**

3. All participants will be registered through the U.S. State Department STEP Program to ensure that in the event of an emergency that the need to seek American students by US Embassy officials and to expedite the US citizen identification process can occur as quickly as possible. Group leaders must complete this action two weeks prior to trip departure.

### **Group Procedures for Travel**

4. Each Group must have a specific plan for travelers to maintain contact with their group in a physical nature. For the **2018 France Trip** the following procedures will apply:

a) All travelers must be assigned a companion for the duration of the trip to provide one-to-one accountability for all participants.

- b) Students must stay with-in the trip leader permitted perimeter at all times.
- c) Students must pay close attention to meet-up destinations and itinerary details to ensure they are aware of their own location at all times.
- d) Group members must carry group leader information with them at all times. Students must save leader email and phone contacts in their personal electronic devices while also carrying a physical copy in their passports.
- e) In the event of a separation from the group, students must follow the following procedures:

- Take a deep breath and regroup. Look for the group in your surroundings before taking any extra steps.
- Do not go looking for the group! This may cause you to be further off track.
- Report immediately back to the entrance of the place the group is touring and group leaders will also report there to return you to the group.
- If the group is in transit at the time of your separation, report to the next spot on the itinerary and wait at the entrance/exit. We will reunite with you there. This may include taking a subway to the next stop, walking to the next street corner, waiting at the next checkpoint, or pausing at the entrance of a building.
- Find a café or internet equipped building to send an email to your group leaders. If you are safe, stay at this location until you have received a response.
- If you do not feel comfortable with your surroundings, seek the nearest shelter or local authority until you can be reunited with your group leaders.
- In case of emergency seek US Embassy

### **Procedures for Medical Attention**

5. In the event of a medical emergency, students are asked to first seek attention from their group leaders. Group leaders should be equipped with basic first-aid materials. Group leaders are also certified in CPR and First Aid procedures. They will serve as the first-line of defense in an emergency. If group leaders are not immediately available, notify a hostel employee or the clerical staff of the site. Please reference the following vocabulary if necessary:

*J'ai besoin d'aller à l'hôpital.*

*Je suis malade.*

*C'est une urgence!*

*Au secours!*

*Appellez une ambulance s'il vous plait?*

*Pouvez-vous appeler mon professeur? Elle s'appelle Madame Runnells?*

*J'ai très mal au / a la \_\_\_\_\_.*

If you carry a prescription medication, group leaders must be notified prior to the departure of the trip. Students should provide to the group leader an extra prescription if necessary that can be filled in the

event of an emergency. Parents should speak with group leaders to create a specific medication plan for their child at least two weeks prior to the trip departure.

### **Travelers' Checklist**

6. Group leaders should provide their trip members with a checklist of necessary materials for the trip to ensure protection from the outside elements and to allow trip members to be comfortable and safe throughout the trip. For the **2018 France Trip**, students should prepare for the following conditions/situations:

- a) Temperatures of approximately 40-70 degrees F
- b) Most days students will be traveling from morning to afternoon with little/no time to change clothing. For this reason, students should plan to layer clothing to prepare for cooler mornings and evenings and warmer mid-day temperatures
- c) Students should bring two pairs of comfortable shoes that are conducive to long hours of walking and/or standing. A second pair is recommended in the event of inclement weather and the dampening of the first pair of shoes.
- d) To further prepare for inclement weather, students should bring a form of rain coat to protect themselves from the elements.
- e) Students should pack any toiletries that are necessary for the trip in regards to personal hygiene as they may not be available during our trip.
- f) Students are encouraged to bring an electrical converter with good review to enable them to charge their electronic devices throughout the trip. Students and parents should read the reviews of such a product prior to purchase to ensure its effectiveness on their personal products and in **France**.
- g) Students interested in carrying a special passport/money travel belt or lanyard can purchase one at their own expense. This product will serve as an extra line of defense against lost/stolen items, and may prove to be more comfortable as a personal item during long days on-the-go.

### **Emergency Contact Form**

7. All parents must fill out an emergency contact form prior to departure to be given to the group leader. This information will be shared with all parents and will be only used by group-related parties during the duration of the trip. This contact information will be utilized in the case of an emergency or for important trip related updates. This emergency contact information will be kept on-person of all group leaders throughout the duration of the trip from the time students are put under their care and until their release back to their families. This information will also be shared with school officials in the event another designation has been made for contact in the event of an emergency.

### **Quick Reference Contact Card**

8. All students will be asked to carry their group leaders' information in their passport/on body at all times during the trip. In the event that technology fails, the group is separated, or other emergency situations, students should have a physical copy of email addresses and phone numbers for group members to ensure their safety.

### **Event Documentation**

9. Group leaders are required to keep specific documentation of any and all issues or unusual circumstances throughout the trip. All documentations will be handed over to administration upon the trips return to the United States and administrators will be notified as soon as possible via email or telephone. These instances include but are not limited to:

*Alcohol and/or Drug Abuse*  
*Arrest*  
*Crisis Back in the United States*  
*Death of a Student*  
*Death or Serious Injury of the Program Leader*  
*Epidemic Outbreak*  
*Family Emergency Back Home*  
*Financial Crisis of the Host Country*  
*Hostage Situation*  
*Kidnapping/Disappearance*  
*Lost Participant*  
*Lost Travel Documents*  
*Medical Evacuation*  
*Natural Disaster*  
*Physical or Sexual Assault*  
*Political or Civil Unrest/ War/ Terrorism*  
*Road Accident*  
*Student Illness or Injury*  
*Theft*  
*Travel Interruptions*

### **Personal Identification**

10. Students are required to carry personal documentation in the form of a passport on them at all times while traveling abroad. Students should also carry backup documentation in a separate area of their luggage in case their passport has been lost or stolen. Group leaders will never be responsible for student identification and students should regard this responsibility as a serious one. In the event personal identification is lost or stolen, group leaders will bring students to the necessary officials to obtain replacement documents or special permissions to reenter the United States.

All students are required to provide their group leaders with a copy of their passport to each group leader at least two weeks prior to the trip departure. An additional copy should reside with the parents of each group member, state-side, in case of an emergency. Additional copies can be left with building administration to ensure identification of all students, if needed. Passport documentation will never be used for any reason other than student documentation and will be properly destroyed after the return of all students and trip leaders to the United States.

### **Stranger Danger**

11. For no reason at any time should students leave the group with another individual who is not associated with the high school or our sister school in France, appointed chaperones, or participating students of the group. Students are encouraged to use the target language to speak and interact in commerce related opportunities, ordering and picking-up food, and tourism related activities. Students should use their sense to maintain conversations in a cordial manner and limit them to the topic at hand. Students will not share personal information about themselves or any other trip members. Students will not share specific information regarding trip itinerary. In the event students are approached, they will politely decline conversation and products and quickly remove themselves from the situation. If the outside person is persistent in their advances, group leaders should be notified immediately. If necessary, the proper local authorities will be informed.

### **Student Conduct**

12. All students that are participating on this trip have signed and completed the Student Behavioral Contract at least two weeks prior to the departure of the trip. Students are expected to follow the rules of the school while traveling on the trip and their parents have been provided with a copy of the contract for their review at any times. Students have been made aware that through this policy, any student who does not conduct themselves in a safe and respectful manner may be sent back to the United States early at their own expense.

In the event that students become involved with the local authorities for any reason, the United States Embassy will be contacted immediately in the visited country along with their parents and school officials by group leaders. Students must respect the law of the land in which they are visiting and should be sure that they are aware of such laws before entering the country.

### **Cultural Considerations**

13. Trip leaders will disseminate information regarding specific guidelines specific to their administrative body. Students will be well aware of cultural practices, differences, and special observations before leaving the United States. Students will be asked to acknowledge and respect the culture they are visiting to assimilate when necessary. Students will be further made of aware of country specific threats and advisories along with pertinent information regarding specific strategies to avoid uncomfortable or potentially dangerous situations.

**Foreign Travel Student Behavioral Contract**  
**Timberlane World Language Department**

I, \_\_\_\_\_ (print name), agree to adhere to the following behavioral expectations while being a host family student and also while being accompanied in France:

1. All Timberlane Regional School District Policies and Rules will be in effect.
2. I will not consume alcohol or smoke any tobacco products.
3. I will not use illegal drugs or substances.
4. I will comply with teacher and chaperone requests immediately and without argument and be polite and courteous to everyone.
5. I will be on time for all required excursions, events, etc.
6. I will conduct myself in an appropriate, ethical manner at all times, representing the Timberlane community, my state and my country as a positive ambassador.
7. I will observe curfews and other safety rules in effect.
8. I understand that traveling means I must be flexible. Therefore, it is understood that I will maintain a positive attitude and be a contributing member of the group.
9. I will ensure that the teachers and chaperones are informed of, and supplied with, all critical medical information necessary for the maintenance of my good health. This will include any prescription medications, inhalers, and other items I require, if applicable, for the maintenance of my mental and physical well-being. I understand that there is NO RECOURSE in a foreign country for having unmarked drugs in my possession.
10. I understand that the laws of the country I am visiting apply to me and that any violation of those laws will result in my arrest and prosecution. I understand that in such a case the liability is my own and not the responsibility of the teachers, chaperones, and Timberlane Regional School District.
11. In the event of illness, accident, or emergency, the chaperones, shall determine the best course of action and shall be authorized to act *in loco parentis* if the parents cannot be reached. The chaperones as well as the Timberlane Regional School District, shall not, however, assume liability, either expressed or implied, for any action taken in the best interest of the student. The student's parents agree to assume any medical expenses not covered by their own family medical insurance policies.
12. Any breach of the above rules could result in the student being sent home immediately at the expense of his/her parents.

Student Signature: \_\_\_\_\_

I have read the conditions above and support and fully concur with them.

Parents/Guardian Signature: \_\_\_\_\_

Notary Public (witness) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

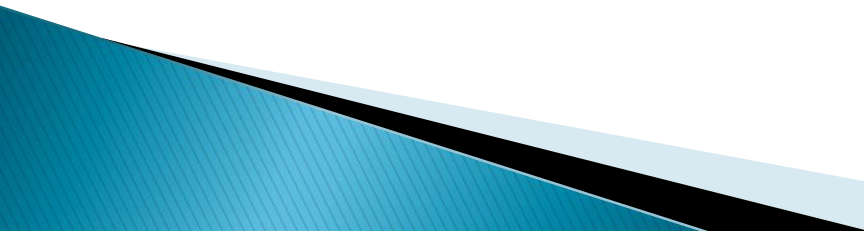
STAMP (raised)

# Kaulele Pueo: Hawaiian Cultural Exchange

Friday February 24 – Saturday March 4,  
2017



# Purpose

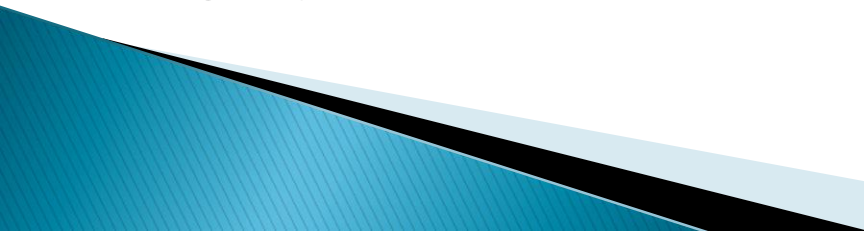
- ▶ Direct connection with US History/  
Studies course content:
    - United States enters WWII
    - Statehood, 1959
  - ▶ Awaken a sense of exploration/travel
  - ▶ New perspectives, diversity
  - ▶ Exploring new cultures, language and  
ancient history
- 

# Proposed Agenda

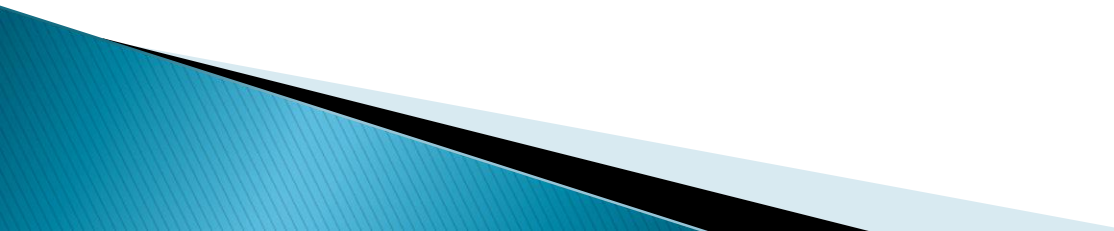
- ▶ **Community Service Projects!**
  - ← Waimea Valley – the valley of the Kings – sacred burial caves of the Hawai’ian kings
    - ← Clearing invasive species and replanting native trees
  - Restoring the 88 acre He`eia Fish Pond
    - ← Over 800 years old, partially destroyed by 100 year flood
  - Work in a lo’i (Taro patch)



# Proposed Agenda (cont'd)

- Pearl Harbor (Arizona Memorial tour and museum) Punchbowl National Cemetery
  - Bishop Museum Tour/Iolani Palace Tour
  - Dole Plantation tour
  - Kamehameha High School
    - Students will shadow hosts throughout the school day
  - Tour of North Shore – Haleiwa town, Waimea Bay, Sunset & Pipeline
  - Tour of East Shore/ East Side, Pali Lookout (final battle sight for unification of Hawaiian kingdom), Hamuana Bay, Diamond Head Crater
- 

# Safety/Organizational Measures:

- ▶ Group will consist of 1 administrator (CPR, First Aid and AED certified) and two adult staff member chaperones with 18 students
  - ▶ **How are we traveling on the ground?** We will be traveling in three 7 passenger mini vans driven **ONLY** by the chaperones.
  - ▶ **What about days where free time is scheduled?** No matter the situation, students will **NEVER TRAVEL ALONE** either by foot or by car. There are 3 chaperones and students will be with at least one at all times!
- 

# Safety/Organizational Measures:

- ▶ All Chaperones have extensive experience running large trips either as a lead or a support member
- ▶ Chaperones will be have at all times:
  - Student medical information
  - Student's parent/guardian contact info
  - Group contacts
  - Chaperone contacts
- **NOTE:** Honolulu is a major city, similar to Boston. Emergency services and Hospitals are easily accessible at all times throughout our trip. We will also be on the Kamehameha Campus which has 24 hour security and medical availability. While in the dorms there will be our staff as well as Kamehameha Dorm staff on duty at all times.

# Trip Cost

- ▶ **Cost of trip for students: \$1,700 (students cover the cost of the trip)**
- ▶ **Includes:**
  - **Roundtrip Air**
  - **8 Nights Lodging**
  - **Daily Ground Transportation to all events/tours**
  - **Admission to 2 museums and Cultural Learning Center**

**What is the estimated cost for meals and admissions? A safe estimate would be \$400. Although some meals will be covered by our hosts, we will be on our own for several meals. Meals will also be available at minimal cost at the school's dining hall which is within walking distance of the dormitories.**

# Where are we staying?

- ▶ **Kamehameha Schools, Kapalama Campus, Honolulu, Hawai`i**
- ▶ **What are the room arrangements?** Students and chaperones will be staying in the dormitories at the Kamehameha Schools, Kapalama Campus. There will be **ONLY** males or **ONLY** females in each room. All dormitory rules will be in effect including curfews and bed checks. Security staff is on duty 24 hours a day on campus.





# TIMBERLANE POLICY COMMITTEE

## SECOND READ

- 1 ACAA HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS**  
(Last updated in 2010; NHSBA language proposed; SLT removed procedure section and incorporated into ACAA-R.)
- 2 ACAB HARASSMENT AND SEXUAL HARASSMENT OF SCHOOL EMPLOYEES**  
(Last updated in 2010; NHSBA language proposed; SLT removed procedure section and incorporated into ACAA-R which was included in 10/6/16 board packet.)
- 3 GBEBB STAFF-STUDENT RELATIONS**  
(Re-reviewed by SLT as requested by SB)
- 4 GBEC- DRUG-FREE WORKPLACE**  
(amended by SLT; new procedure created to address protocol and discipline which was included in 10/6/16 board packet.)
- 5 JICFA HAZING**  
(last updated in 2005; modifications made at the recommendation of legal counsel relative to using specific language from the statute.)
- 6 JIH STUDENT INTERROGATIONS AND SEARCHES**  
(last updated in 2005; NHSBA language proposed along with a specific reference to reasonable suspicion to search; procedure separated into JIH-R which was included in 10/6/16 board packet)
- 7 KNAJ INTERROGATIONS AND SEARCHES**  
(repeal and reference JIH to reduce duplicity)
- 8 DID FIXED ASSETS (INVENTORIES)**  
(modification to policy as recommended by auditors)

<b>Timberlane Regional School District</b>	<b>Policy Code: ACAA</b>
<b>Adopted: 09-02-10</b> <b>Revised:</b>	<b>Page 1 of 3</b>

## **HARASSMENT AND SEXUAL HARASSMENT OF STUDENTS**

*Harassment of students because of age, gender, gender identity and expression, race, creed, color, marital status, familial status, disability, national ethnic origin, economic status, genetics, retaliation, sexual orientation or any other characteristic protected under applicable federal or state law is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.*

*Harassment includes, but is not limited to, verbal abuse based on age, gender, gender identity and expression, race, creed, color, marital status, familial status, disability, national ethnic origin, economic status, genetics, retaliation, sexual orientation or any other characteristic protected under applicable federal or state law. Complaints of pupil harassment and bullying (defined as insults, taunts or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response) may also be pursued under Board Policy JICK - Pupil Safety and Violence Prevention.*

### I. PURPOSE

*The purpose of this policy is to maintain a learning environment for students that is free from sexual harassment or other improper or inappropriate behavior that may constitute harassment as defined below.*

*Sexual harassment is against the law and is against school board policy. Any form of sexual harassment is strictly prohibited.*

*It is a violation of this policy for any student to harass another student through conduct or communication of a sexual nature as defined by this policy.*

*The District will investigate all complaints, formal or informal, verbal or written, of sexual harassment and will discipline any student who sexually harasses another student.*

### II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED

*Sexual harassment of students shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:*

- 1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;*
- 2. Submission to, or rejection of, the conduct or communication is used as the basis for educational decisions affecting a student;*
- 3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or opportunities; or creates an intimidating, offensive or hostile*

<b>Timberlane Regional School District</b>	<b>Policy Code: ACAA</b>
<b>Adopted: 09-02-10</b> <b>Revised:</b>	<b>Page 2 of 3</b>

*educational environment.*

*Relevant factors to be considered will include, but not be limited to: did the student view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students.*

*Examples of sexual harassment may include, but not be limited to: physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.*

### III. SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE

*Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with all pertinent laws.*

*Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.*

### IV. AGE-APPROPRIATE SEXUAL HARASSMENT POLICY

*Per the requirements of Ed 303.01(j), the School Board is required to establish a policy on sexual harassment, written in age appropriate language and published and available in written form to all students. This policy is intended to apply to middle-school and high-school aged students.*

*The Superintendent and building Principal(s) are charged with establishing policies, rules, protocols and other necessary age-appropriate information or materials for the District's elementary schools.*

### V. BY-PASS OF POLICY

*Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenelle Dr., Concord, NH 03301, phone 603-271-2767 or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.*

~~Harassment of students because of age, sex, race, creed, color, marital status, familial status, physical or mental disability, national origin or sexual orientation is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: ACAA</b>
<b>Adopted: 09-02-10</b> <b>Revised:</b>	<b>Page 3 of 3</b>

~~Harassment includes but is not limited to verbal abuse based on age, sex, race, creed, color, marital status, familial status, physical or mental disability, national origin or sexual orientation. Complaints of pupil harassment and bullying (defined as insults, taunts or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response) may also be pursued under Board Policy JICK – Pupil Safety and Violence Prevention.~~

**Sexual Harassment**

~~Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student’s education. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.~~

~~Harassment/sexual harassment of students by school employees is considered grounds for disciplinary action, up to and including discharge. Harassment/sexual harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent will determine appropriate sanctions for harassment of students by persons other than school employees and students.~~

~~The Superintendent or the employee designated as the Nondiscrimination Officer will investigate complaints of harassment in accordance with the Student Discrimination and Harassment Complaint Procedure. School employees, students, and parents shall be informed of this policy/procedure through handbooks and/or other means selected by the school administration.~~

**Cross Reference:**

ACAA-R Student Discrimination and Harassment Complaint Procedure  
AC Nondiscrimination/Equal Opportunity  
JICK Pupil Safety and Violence Prevention

**Legal Reference:**

*Title IX of the Education Amendments of 1972 (20 USC § 1681 et seq.)*  
*Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d))*  
NH RSA 193-F:3  
NH Code Admin. R. Ed. 303.01(i)

<b>Timberlane Regional School District</b>	<b>Policy Code: ACAB</b>
<b>Adopted: 09-02-10</b> <b>Revised:</b>	<b>Page 1 of 4</b>

## **HARASSMENT & SEXUAL HARASSMENT OF SCHOOL EMPLOYEES**

*Harassment of school employees because of age, gender, gender identity and expression, race, creed, color, marital status, familial status, disability, national ethnic origin, economic status, genetics, retaliation, sexual orientation or any other characteristic protected under applicable federal or state law is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.*

*Harassment includes, but is not limited to, verbal abuse based on age, gender, gender identity and expression, race, creed, color, marital status, familial status, disability, national ethnic origin, economic status, genetics, retaliation, sexual orientation or any other characteristic protected under applicable federal or state law.*

~~Harassment of school employees because of age, sex, race, creed, color, marital status, familial status, physical or mental disability, national origin or sexual orientation is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.~~

### **Harassment**

~~Harassment includes but is not limited to verbal abuse, threats, physical assault and/or battery based on age, sex, race, creed, color, marital status, familial status, physical or mental disability, national origin or sexual orientation.~~

### ***I. PURPOSE***

*The purpose of this policy is to maintain a working environment that is free from sexual harassment or other improper and inappropriate behavior that may constitute harassment as defined below.*

*Sexual harassment is against the law and is against school board policy. Any form of sexual harassment is strictly prohibited. It is a violation of this policy for any employee or third party to harass any person through conduct or communication of a sexual nature as defined by this policy.*

*"Employee" shall include, but not be limited to all school district staff, teachers, non-certified personnel, administrators, coaches and/or other such personnel whose employment or position is directed by the school district.*

*"Third parties" include, but are not limited to parents, school visitors, volunteers, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control.*

*The District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any employee who sexually harasses or is sexually violent toward another person.*

### ***II. SEXUAL HARASSMENT DEFINED***

<b>Timberlane Regional School District</b>	<b>Policy Code: ACAB</b>
<b>Adopted: 09-02-10</b> <b>Revised:</b>	<b>Page 2 of 4</b>

*Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexual physical conduct, and /or conduct of a sexual nature when:*

- (1) Submitting to the unwelcome conduct is made a term or condition of an individual's employment, either explicitly or implicitly.*
- (2) Submitting to or rejecting the unwelcome conduct is used as the basis for decisions affecting a person's employment; or*
- (3) The unwelcome conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment.*
- (4) Sexual violence.*

*Sexual harassment may include, but is not limited to:*

- 1. Verbal harassment and/or abuse of a sexual nature;*
- 2. Subtle pressure for sexual activity;*
- 3. Inappropriate patting, pinching or other touching;*
- 4. Intentional brushing against an employee's body;*
- 5. Demanding sexual favors accompanied by implied or overt threats;*
- 6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment;*
- 7. Any sexually motivated unwelcome touching; or*
- 8. Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.*

### **III. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

*These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.*

### **IV. SEXUAL HARASSMENT AS SEXUAL ABUSE**

*Under certain circumstances, sexual harassment may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with all applicable laws.*

*Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.*

### **V BY-PASS OF POLICY**

*Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2*

<b>Timberlane Regional School District</b>	<b>Policy Code: ACAB</b>
<b>Adopted: 09-02-10</b> <b>Revised:</b>	<b>Page 3 of 4</b>

*Chenelle Dr., Concord, NH 03301, phone 603-271-2767 or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.*

**Notice and Training**

*Annually, each employee shall receive a copy of this policy and the School Employee Discrimination and Harassment Complaint Procedure.*

**Cross Reference:**

*ACAB-R School Employee Discrimination and Harassment Complaint Procedure  
AC Nondiscrimination/Equal Opportunity*

**Legal References:**

*Ed 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy  
Ed 306.04(a)(9), Sexual Harassment  
RSA 354-A:7, Unlawful Discriminatory Practices  
Title IX of the Education Amendments of 1972 (20 USC § 1681 et seq.)  
Title VI of the Civil Rights Act of 1964 (42 USC § 2000d)  
Americans with Disabilities Act (42 USC § 12101 et seq.)  
Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.); 34 CFR § 104.7  
Title VII (42 USC § 2000c-2; 29 CFR § 1604.11)  
Age Discrimination in Employment Act (29 USC §623)  
NH RSA 354-A:7  
NH Code Admin. R. Ed. 303.01(i) and (j)*

**Sexual Harassment**

~~Unwelcome sexual advances, suggestive or lewd remarks, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when:~~

- ~~A. Submission to such conduct is made either explicitly or implicitly a term or condition of an employee's work environment or employee benefits;~~
- ~~B. Submission to or rejection of such conduct by an employee is used as the basis for decisions on employment benefits; and/or~~
- ~~C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.~~

~~Any employee who engages in harassment or sexual harassment will be subject to disciplinary action, up to and including discharge.~~

~~All complaints of harassment will be investigated in accordance with the School Employee Discrimination and Harassment Complaint Procedure.~~

**Notice and Training**

~~Annually, each employee shall receive a copy of this policy and the School Employee Discrimination and Harassment Complaint Procedure. This may be accomplished by including the policy/procedure with employee paychecks or by using other appropriate means to ensure that each employee receives a copy.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: ACAB</b>
<b>Adopted: 09-02-10</b> <b>Revised:</b>	<b>Page 4 of 4</b>

**Cross Reference:**

*ACAB-R School Employee Discrimination and Harassment Complaint Procedure*  
*AC Nondiscrimination/Equal Opportunity*

**Legal References:**

*Title IX of the Education Amendments of 1972 (20 USC § 1681 et seq.)*  
*Title VI of the Civil Rights Act of 1964 (42 USC § 2000d)*  
*Americans with Disabilities Act (42 USC § 12101 et seq.)*  
*Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.); 34 CFR § 104.7*  
*Title VII (42 USC § 2000e-2; 29 CFR § 1604.11)*  
*Age Discrimination in Employment Act (29 USC § 623)*  
*NH RSA 354-A:7*  
*NH Code Admin. R. Ed. 303.01(i) and (j)*

<b>Timberlane Regional School District</b>	<b>Policy Code: GBEBB</b>
<b>Adopted: 07-21-83</b> <b>Reaffirmed: 06-06-91</b> <b>Revised: 02-24-05</b> <b>Revised:</b>	<b>Page 1 of 2</b>

## **STAFF-STUDENT RELATIONS**

*Staff members are expected to maintain courteous and professional relationships with students, maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established professional boundaries.*

- 1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.*
- 2. The exchange of purchased gifts between staff members and students are discouraged.*
- 3. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.*
- 4. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.*
- 5. Dating between staff members and students is prohibited.*
- 6. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.*
- 7. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.*
- 8. Staff members shall not send students on personal errands.*
- 9. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.*
- 10. Staff members shall not attempt to counsel, assess, diagnose or treat a student who may have a personal problem related to sexual behavior, substance abuse, mental or physical health and/or family relationships, but, instead should refer the student to the appropriate individual or agency for assistance.*
- 11. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background unless necessary to serve an educational or health-related purpose.*
- 12. Staff members shall not be alone in a room with a student nor shall a staff member be alone in a room with a student with a door closed, a locked door, or*

<b>Timberlane Regional School District</b>	<b>Policy Code: GBEBB</b>
<b>Adopted: 07-21-83</b> <b>Reaffirmed: 06-06-91</b> <b>Revised: 02-24-05</b> <b>Revised:</b>	<b>Page 2 of 2</b>

*with the lights off unless necessary to serve an educational or health-related purpose.*

13. *Staff members are strongly discouraged from socializing with students outside of school on social networking websites, consistent with the provisions of Policy GBEBB.*

*Staff members who violate this policy may face disciplinary measures, up to and including termination, consistent with state law and applicable provisions of a collective bargaining agreement.*

*Any employee who witnesses or learns of any of the above behaviors shall report it to the building principal or Superintendent immediately.*

~~Staff members shall be expected to regard each student as an individual and to accord each the rights and respect due any individual. The role of staff shall be as resource persons, aides, and guides in the learning processes. Students shall be treated with courtesy and consideration. Neither insults nor sarcasm shall be used before a student's peers as a way of forcing compliance with a staff member's requirements or expectations.~~

~~Each student is urged to regard staff members as people with specific knowledge and capabilities which can be well utilized to advance the student's own knowledge and development.~~

~~Students shall be expected to regard staff members as individuals, employed to provide direct or indirect contributions to learning. While students are to have considerable latitude in making choices for themselves, they shall be required to respect the right of staff members (and other students, as well) and interference with those rights shall not be condoned. No student shall have the right to interfere with the efforts of instructional staff to coordinate or assist in learning, to disseminate information for purposes of learning, or to otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students.~~

~~See also policy JICDAA.~~

<p><b>Timberlane Regional School Board</b></p>	<p><b>Policy Code: GBEC</b></p>
<p> <b>Revised: 10-04-90</b>  <b>Revised: 09-07-95</b>  <b>Revised: 12-03-98</b>  <b>Revised: 09-20-01</b>  <b>Revised: 02-24-05</b>  <b>Revised: 05-20-10</b>  <b>Revised:</b> </p>	<p><b>Page 1 of 2</b></p>

## DRUG-FREE WORKPLACE

The School District will provide a drug-free workplace *with the Drug-Free Schools and Communities Act of 1988 and Amendments of 1989 and the Drug-free workplace requirements for Federal contractors, 41 U.S.C. §701.* ~~In compliance with statutory requirements, the School District will:~~

- ~~1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.~~
  - ~~2. Provide a drug free awareness program to inform employees about:
 
    - ~~a. The dangers of illicit drugs in the workplace;~~
    - ~~b. District's policy of maintaining a drug free workplace;~~
    - ~~c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs; and~~
    - ~~d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.~~~~
  - ~~3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.~~
- ~~Establish the following as grounds for disciplinary action:~~
- ~~a. Working under the influence of alcohol or illegal drugs, no matter where consumed.~~
  - ~~b. Having an unsealed container of alcohol, or consuming alcohol on school property. (Any employee who finds any type of container of alcohol on school property should report it to the administration as soon as possible.)~~
  - ~~c. Possessing and/or consuming controlled substances on school property except those specifically prescribed to the staff member.~~
  - ~~d. Distributing controlled substances on school property or at official school functions not on school property.~~

~~An official school function is defined as one which is authorized and conducted by the school with school officials present, in charge, and on duty, such as, but not limited to:~~

<b>Timberlane Regional School Board</b>	<b>Policy Code: GBEC</b>
<p><b>Revised: 10-04-90</b>  <b>Revised: 09-07-95</b>  <b>Revised: 12-03-98</b>  <b>Revised: 09-20-01</b>  <b>Revised: 02-24-05</b>  <b>Revised: 05-20-10</b>  <b>Revised:</b></p>	<b>Page 2 of 2</b>

- ~~a. Interscholastic athletic contests~~
- ~~b. Field trips~~
- ~~c. School dances~~
- ~~4. Alert the local law enforcement agency of suspected violations of the policy.~~
- ~~5. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:~~
  - ~~— Suspension~~
  - ~~a. Termination of employment~~
  - ~~b. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency.~~
- ~~6. Make a good faith effort to continue to maintain a drug free workplace through implementation of all the provisions of this policy. In so doing, the District will conduct a biennial review of its programs to determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed.~~

See also policies ADB and JICH *and appendix GBEC-R:*

**Legal Reference:**

*RSA 193-B, Drug Free Zones*  
*41 USC Section 701 Et. Seq., Drug Free Workplace Requirements for Federal ~~Contractors~~ Grant Recipients*  
*Public Law 101-226, ~~Drug~~ Drug Free Schools and Communities Act of Amendments of 1989*

<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:</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.

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

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

~~A copy of this policy shall be furnished to each student and teacher in the school district.~~

**Legal Reference:**

*RSA 631:7, Student Hazing*

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

<b>Timberlane Regional School District</b>	<b>Policy Code: JIH</b>
<b>Adopted: 01-01-83</b> <b>Reaffirmed: 08-08-91</b> <b>Revised: 10-05-95</b> <b>Revised: 02-24-05</b> <b>Revised:</b>	<b>Page 1 of 3</b>

## ***STUDENT INTERROGATIONS AND SEARCHES***

*The superintendent, principal, security personnel of the school or other authorized personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:*

- 1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; prohibited electronic devices; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.*
- 2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything prohibited at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.*
- 3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.*
- 4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.*
- 5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.*
- 6. Any searches of students as outlined herein will be conducted by authorized personnel of the same sex as the student being searched. Whenever possible, two authorized persons shall be present during any search of a student or student property.*

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: JIH</b></p>
<p><b>Adopted: 01-01-83</b>  <b>Reaffirmed: 08-08-91</b>  <b>Revised: 10-05-95</b>  <b>Revised: 02-24-05</b>  <b>Revised:</b></p>	<p><b>Page 2 of 3</b></p>

7. *The Superintendent is authorized to arrange for the use of trained canines to aid in the search process.*
8. *Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.*

*In conducting searches of students and property, school officials should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary.*

*Automobile Searches*

*Students recognize that parking their automobiles on school property is a privilege and not a right. As part of this privilege, the district may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules or policy has occurred. Students consent to having their automobiles searched by parking in school parking lots.*

*Legal References:*

- NH Constitution, Pt.1, Art.19*
- State v. Drake, 139 NH 662 (1995)*
- State v. Tinkham, 143 NH 73 (1998)*

~~It is the policy of the schools to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility, school officials should observe the following.~~

~~For the purpose of this policy, the term "Authority" is defined to include any member of law enforcement agencies of the local, state or federal government, as well as employees of local, state or federal agencies, such as DCYF investigations or federal drug, alcohol and tobacco investigations.~~

- ~~1. A student may not be interrogated on school premises by any authority without the knowledge of a school administrator.~~

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: JIH</b></p>
<p><b>Adopted: 01-01-83</b>  <b>Reaffirmed: 08-08-91</b>  <b>Revised: 10-05-95</b>  <b>Revised: 02-24-05</b>  <b>Revised:</b></p>	<p><b>Page 3 of 3</b></p>

- ~~2. Any interrogation must be done in private, if possible, with an official school representative present.~~
- ~~3. A student may not be released into the custody of persons other than parent or legal guardian, unless placed under arrest by legal authority.~~
- ~~4. If a student is removed from the school by legal authority, parents should be notified of this action by school officials as soon as possible.~~
- ~~5. School officials have the right to search a student's locker and a vehicle which is on school property and to confiscate any drug or material that may be illegal or harmful.~~

Students and parent s must be informed that:

- ~~1. A student shall not place, keep or maintain any article or material in a school owned locker or desk that may cause or tend to cause a disruptive activity.~~
- ~~2. Lockers and desks, as provided by the school district, are purchased, furnished and maintained by the school district and remain the property of the school district.~~
- ~~3. As to the search of school property assigned to a specific student and the seizure of items in his possession, there should be reasonable cause for school authorities to believe that the possession constitutes a crime or rule violation.~~
- ~~4. When a reasonable suspicion exists, general or individual searches may be conducted under the authorization of the principal or his/her designee.~~
- ~~5. Search of an area assigned to a student should be in the presence of a witness and when reasonable possible, in the presence of the student.~~

See also policy ~~KNAJ~~.

*Appendix JIH-R*

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: KNAJ</b></p>
<p><b>Adopted: 01-01-83</b>  <b>Reaffirmed: 08-08-91</b>  <b>Revised: 10-05-95</b>  <b>Revised: 02-24-05</b></p>	<p style="text-align: center;"><del>—Page 1 of</del>  <b>2REPEALED</b></p>

## INTERROGATIONS AND SEARCHES

*This policy was repealed by the Timberlane Regional School Board on \_\_\_\_\_. See policy JIH.*

~~It is the policy of the schools to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility, school officials should observe the following:~~

~~For the purpose of this policy, the term "Authority" is defined to include any member of law enforcement agencies of the local, state or federal government, as well as employees of local, state or federal agencies, such as DCYF investigations or federal drug, alcohol and tobacco investigations.~~

- ~~1. A student may not be interrogated on school premises by any authority without the knowledge of a school administrator.~~
- ~~2. Any interrogation must be done in private, if possible, with an official school representative present.~~
- ~~3. A student may not be released into the custody of persons other than parent or legal guardian, unless placed under arrest by legal authority.~~
- ~~4. If a student is removed from the school by legal authority, parents should be notified of this action by school officials as soon as possible.~~
- ~~5. School officials have the right to search a student's locker and vehicle which is on school property and to confiscate any drug or material that may be illegal or harmful.~~

~~Students and parents must be informed that:~~

- ~~1. A student shall not place, keep or maintain any article or material in a school owned locker or desk that may cause or tend to cause a disruptive activity.~~
- ~~2. Lockers and desks, as provided by the school district, are purchased, furnished and maintained by the school district and remain the property of the school district.~~
- ~~3. As to the search of school property assigned to a specific student and the seizure of items in his possession, there should be reasonable cause for school authorities to believe that the possession constitutes a crime or rule violation.~~
- ~~4. When a reasonable suspicion exists, general or individual searches may be conducted under the authorization of the principal or his/her designee.~~
- ~~5. Search of an area assigned to a student should be in the presence of a witness and when reasonable possible, in the presence of the student.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: KNAJ</b>
<b>Adopted: 01-01-83</b> <b>Reaffirmed: 08-08-91</b> <b>Revised: 10-05-95</b> <b>Revised: 02-24-05</b>	<b><del>Page 1 of</del></b> <b><del>2</del>REPEALED</b>

See also police JH.

*Appendix KNAJ-R*

<b>Timberlane Regional School District</b>	<b>Policy Code: DID</b>
<b>Adopted: 01-01-83</b> <b>Revised: 01-03-91</b> <b>Revised: 10-07-99</b> <b>Revised: 03-17-11</b> <b>Revised:</b>	<b>Page 1 of 2</b>

## **FIXED ASSETS (INVENTORIES)**

*The Timberlane Regional School District has invested in a broad range of capital assets that are used in the school system's operations. The Superintendent will designate the person responsible for managing the District's capital assets and maintaining the fixed assets inventory. In accounting for capital assets, the District will implement the standards required by Statement 34 of the Government Accounting Standards Board.*

*Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold of the particular classification of asset, and have an estimated useful life of greater than three years.*

*Capital assets include:*

- Land*
- Land Improvements (not depreciable)*
- Land Improvements (depreciable)*
- Infrastructure*
- Construction in Progress*
- Leasehold Improvements*
- Buildings and Building Improvements*
- Vehicles*
- Furniture, Equipment & Machinery*

*All assets, or at least a representative sampling, including those that are reported on a composite basis, must be evaluated once annually to reflect either an increase or decrease in total value.*

### **CAPITALIZATION THRESHOLD**

*For financial reporting purposes, capitalization thresholds are set at \$10,000 per item, or for like kind (aggregate) purchases, for all classes except Infrastructure assets, which are capitalized and depreciated if over \$100,000 per item.*

### **ESTIMATED USEFUL LIFE THRESHOLD**

*For financial reporting purposes, an asset must have an estimated useful life greater than five years to be considered for capitalization and depreciation.*

### **ACQUISITION OF ASSETS**

*Capital assets may be acquired through donation, purchase, or may be constructed. The asset*

<b>Timberlane Regional School District</b>	<b>Policy Code: DID</b>
<b>Adopted: 01-01-83</b> <b>Revised: 01-03-91</b> <b>Revised: 10-07-99</b> <b>Revised: 03-17-11</b> <b>Revised:</b>	<b>Page 2 of 2</b>

*value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The asset value of constructed assets will include all costs of construction.*

**DEPRECIATION OF ASSETS**

*For all assets that qualify as a depreciable asset, the straight-line, full-year depreciation method should be utilized to depreciate the capital asset, over the estimated useful life of the related asset.*

**DISPOSITION OF ASSETS**

*When capital assets are sold or otherwise disposed of, the inventory of capital assets should be relieved of the cost of the asset and the associated accumulated depreciation. Assets will be removed on an annual basis in conjunction with the annual update. The appropriate depreciation will be taken for the year of disposal.*

~~To serve the functions of conservation and control, a running inventory of fixed assets with appraised values will be maintained by the Superintendent's office on buildings and contents including (1) buildings and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary books.~~

~~The Superintendent will designate the person responsible for maintaining an inventory of equipment, materials and supplies in his/her shop, laboratory, or classroom.~~

~~Each teacher is responsible for maintaining an inventory of equipment, materials and supplies in his/her shop, laboratory, or classroom and will coordinate this inventory with the principal's building inventory.~~

~~These inventories will be brought up-to-date as needed, but no less than once per fiscal year. Two copies of the inventory will be filed with the building administrator.~~



# TRHS Athletic Department Action Plan Review

2015-2016

# Goal 1

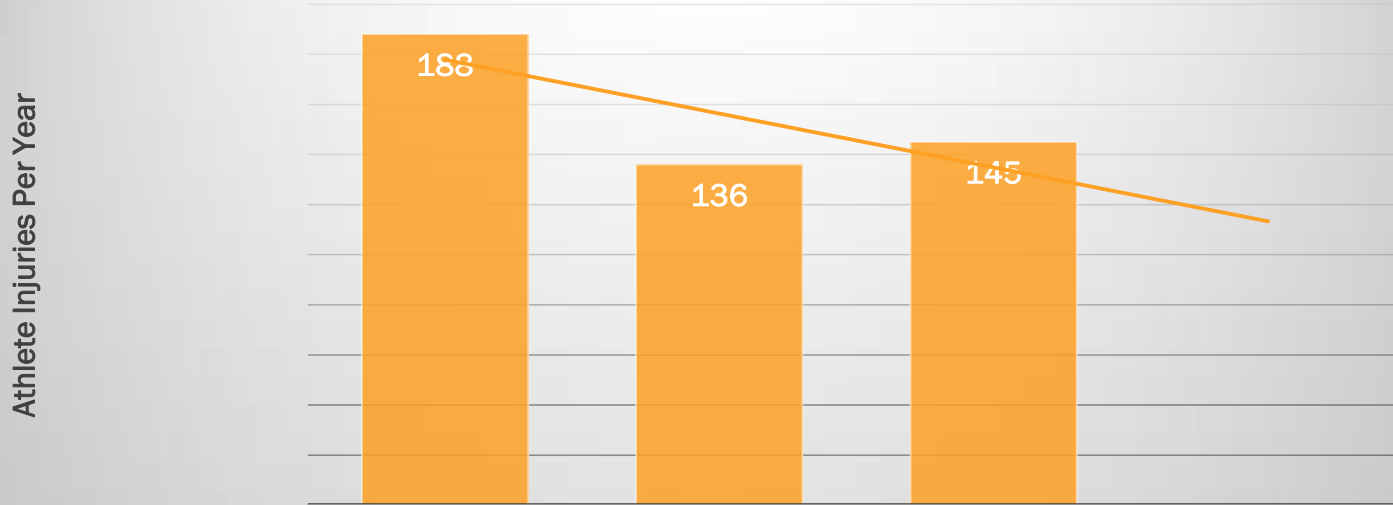
- o **Goal #1** – *During the 2015-2016 school year The TRHS Athletic Department will continue to educate students and coaches and reduce the number of injuries to student-athletes by 2%.*

# *Action Steps for Goal 1*

- o **Support** student-athletes with year round strength training and conditioning programs.
- o Collaborate with Access Sports Medical to analyze and track student-athlete injuries
- o Athletic Trainer will continue to educate student-athletes and coaches on preventative exercises pre and post workouts

# Results Chart

## Athlete Injury Trend Report



	13-14	14-15	15-16	
Number of Injuries	188	136	145	

Axis Title

Number of Injuries

Linear (Number of Injuries)

Linear (Column1)

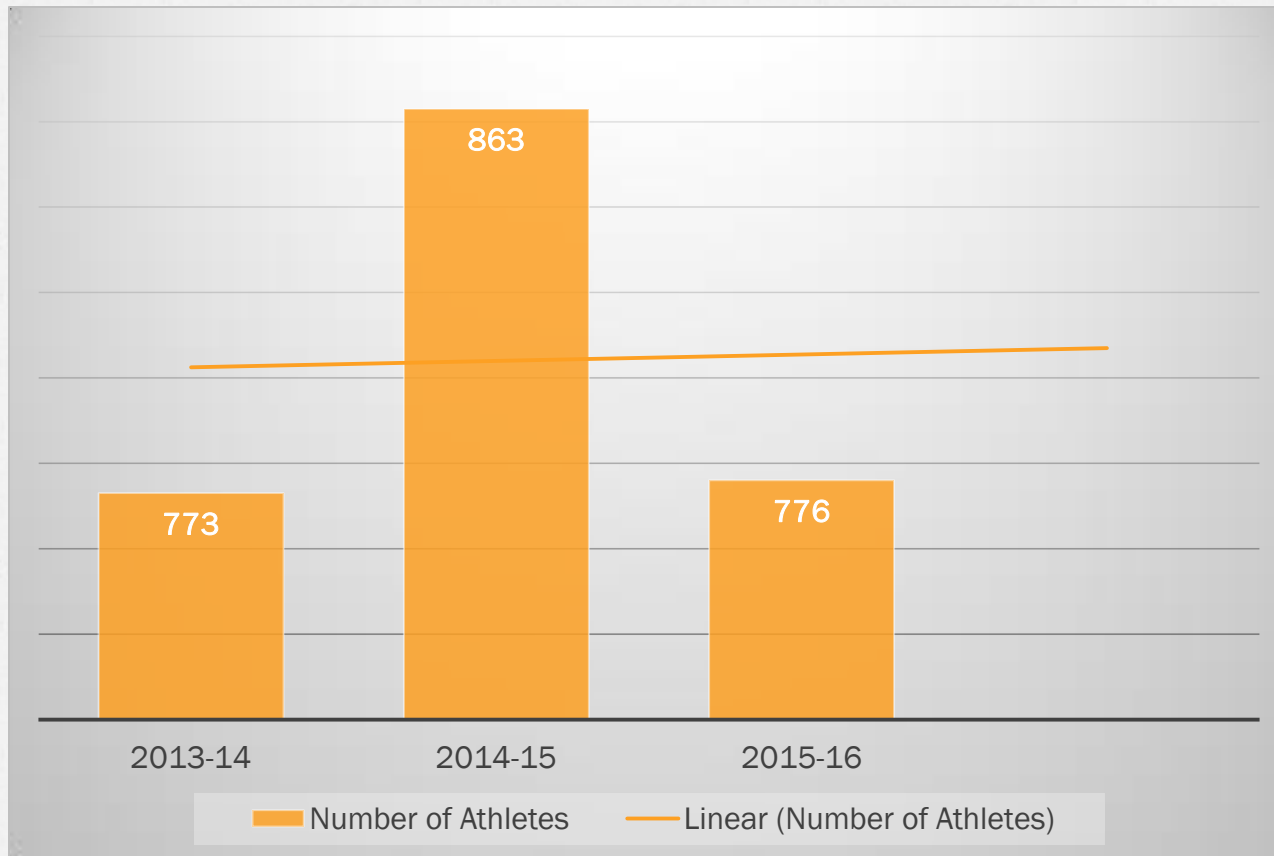
# *Goal 2*

- o During the 2015-2016 School Year, the TRHS Athletic Department will increase student participation in athletics by 2% by Spring 2016.*

# *Action Steps for Goal 2*

- o Incorporating current high school student-athletes into the middle school Advisory Program. (In Progress)
- o Communicate with Parents and Students through Infosnap
- o Increase Communication through Athletic Web Site
- o Study current rate of participation for students with disabilities

# Number of Athletes



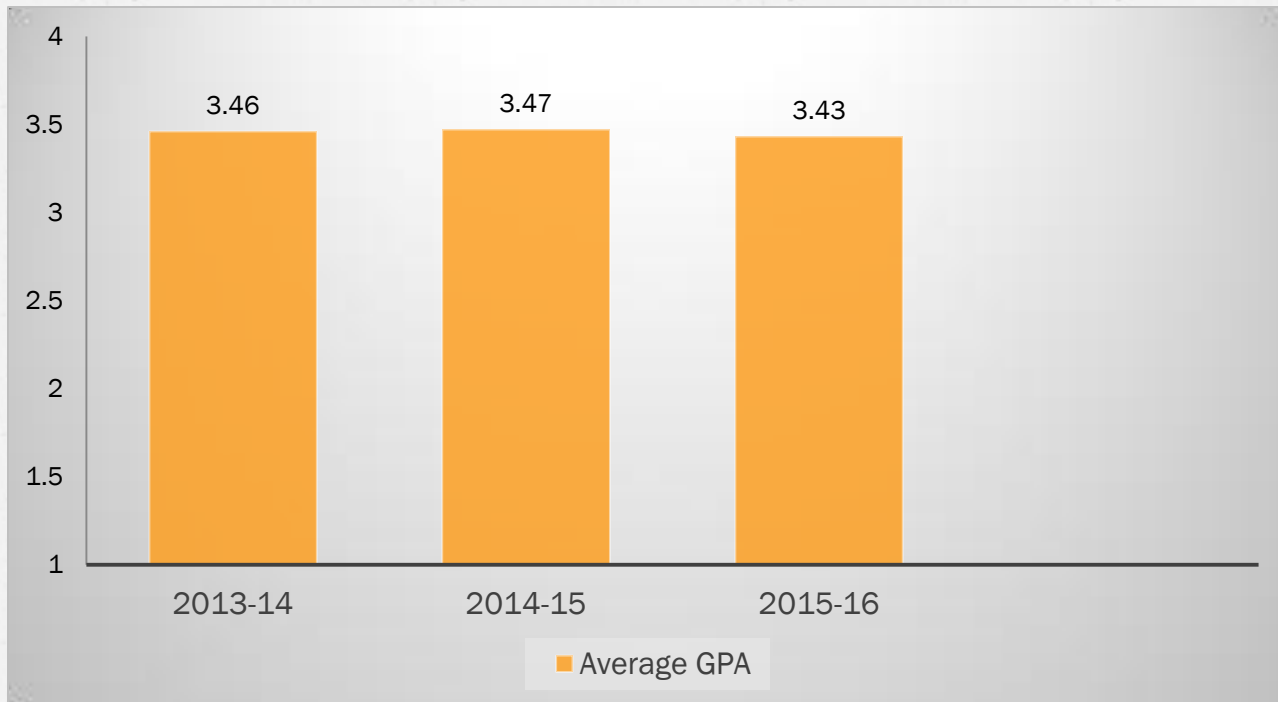
# Goal 3

- *During the 2015-2016 school year, the TRHS Athletic Department will ensure that the Athletic Department maintains a collective avg. GPA of 3.2 or better.*

# *Action Steps for Goal 3*

- o Incorporation of study halls for athletes.
- o Practice times will begin no earlier than 2:45pm to allow students to receive **Support** from Professional Staff
- o Ensure that coaches have access to and training of PowerSchool in order to monitor and **Support** the academic progress of their athletes

# Trending GPA





# TRHS Athletic Department Action Plan

2016-2017

# Goal 1

- o **Goal #1** – *During the 2016-2017 School Year, the Timberlane Athletic Department will re-establish a Hall of Fame Committee as measured by the successful completion of specific action steps.*

# *Action Steps for Goal 1*

- o A selection Committee will be formed in the Fall of 2016
- o By-Laws and timelines will be established
- o A date for the first ceremony will be determined

# Goal 2

- o In the 2016-2017 school year, Middle and High School coaches will increase their knowledge in various areas to better support student athletes as measured by the successful completion of specific steps and workshop attendance.

## *Action Steps for Goal 2*

- o Implement coaching workshops designed to educate coaches in a variety of areas, such as creating safe environments for student-athletes, positive decision making, etc.
- o Work with NHIAA on Coaches Education of Life of an Athlete Program

# Goal 3

- o In the 2016-2017 school year, the TRSD Athletic Department will develop a comprehensive plan to address the needs of the TRHS Fields and Gymnasiums as measured by an articulated and presented plan.*

# *Action Steps for Goal 3*

- o Develop and implement a year long schedule for inspections of fields and Gymnasiums
- o Establish a regular meeting schedule with Mr. George Stokinger, Mr. Jim Hughes and Mr. Rodney Mills

# Timberlane Music and Performing Arts

Program Action Plan

2016-2017



# TRSD Music Mission Statement

The Timberlane Regional School District Music Department will provide an environment that seeks to challenge each student as they grow in their musical skills, knowledge, appreciation and independence, both as an individual and in ensemble.

The mission of the TRSD Music Department is to encourage knowledge and appreciation of music, which engages the minds and enriches the lives of all students. Through active participation in a variety of musical experiences, students are encouraged to strive for musical excellence and to become life-long participants, intelligent consumers and active patrons and advocates for the arts.

# Goal #1

- During the 2016-2017 School Year, the TRHS Music department will explore potential changes in offerings and programs as measured by the completion of specific action steps.

Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	Elementary – Complete the implementation of advanced performing ensembles for band, chorus and orchestra for grades 4/5 for the purpose of challenging music student in a more advanced musical setting.	Spring 2017	Music Director Elem Principals Elem Music Faculty Elementary Curriculum Coordinator
2	Middle School – Explore and refine the changes and possible implications to the new proposed block scheduling format at the middle school.	January 2017	Middle School Principal, MS Guidance, MS Music Faculty, Director
3	High School – Explore and refine the changes and possible implications to the new proposed block scheduling format at the high school.	January 2017	High School Principal, HS Guidance, HS Music Faculty, Music Director
4	High School – Explore the development of and begin the process of new theatrical course offerings. These courses would involve sound, lighting and video production.	January 2017	High School Principal, HS Guidance, HS Drama Faculty,

## Goal # 2

- *In the 2016/2017 school year the music department staff will seek out professional development opportunities in the areas of SMARTMUSIC, current trends of effective music programs, general pedagogy and curriculum development along with other district initiatives as measured by the completion of specific action steps.*

<b>Step#</b>	<b>Strategies/Activities</b>	<b>Timeline</b>	<b>Team/Person Responsible</b>
<b>1</b>	Elementary – Explore the needs of the elementary program with emphasis on the delivery model and content in grades 1-5. Special emphasis will be in investigating the expanded use of Technology in the elementary program.	Spring 2017	Music Director Elem Principals Elem Music Faculty Elementary Curriculum Coordinator
<b>2</b>	Middle School – Explore needs of the middle school program with the focus being on the delivery model and content in grades 6-8. Special emphasis will be on the vocal program to asset the gender separation in grades 6-8 for the choral program.	January 2017	Middle School Principal, MS Guidance, MS Music Faculty, Director
<b>3</b>	High School - – Explore needs of the high school program with emphasis on the delivery model and content in grades 9-12. Special emphasis on the use of technology in grades 9-12 SmartMusic and Finale in the classroom.	January 2017	High School Principal, HS Guidance, HS Music Faculty, Music Director

# Goal # 3

- In the 2016/2017 school year the performing arts department will examine and define the role of the Performing Arts Council.

<b>Step#</b>	<b>Strategies/Activities</b>	<b>Timeline</b>	<b>Team/Person Responsible</b>
<b>1</b>	To create a positive and constructive organization within the TPAC.	January 2017	Music Director and Drama Director