

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, JUNE 1, 2017

Regular Meeting - 7:30 PM

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

Dr. Earl Metzler, II, Superintendent

Dr. Roxanne Wilson, Asst. Superintendent

AGENDA

1. **7:30 PM** Call to Order – Chair (10 minutes)
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Student Representative Report/Delegates and Individuals
5. Current Business
 - a. **7:40PM** Donations – Sandown PTA* and Football Boosters – ACTION (15)
 - b. **7:55PM** Curriculum – First Read – ACTION (5 minutes)
 - c. **8:00PM** Sandown North Action Plan Part II* – ACTION (60 minutes)
 - d. **9:00PM** 1:1 Chromebooks *- INFORMATIONAL (15 minutes)
 - e. **9:15PM** Tuition Rates for 2017-18 – ACTION (15 minutes)
 - f. **9:30PM** Projected Surplus – INFORMATION/ACTION (30 minutes)
 - g. **10:00PM** Summer Hiring Process – ACTION (5 minutes)
 - h. **10:05PM** Policies – Second Read – ACTION (5 minutes)
 - i. **10:10PM** School Board Goals – INFORMATIONAL (5 minutes)
6. **10:15PM** Administrator's Report
 - a. Update on School Activities – INFORMATIONAL
 - b. Field Trip Requests – ACTION
7. **10:10PM** Personnel Report
8. **10:15PM** Committee Reports
9. **10:20PM** Reports of the School Board
10. **10:25PM** Approval of Minutes
 - a. May 4th public and nonpublic sessions and May 18th public session
11. Correspondence Folder
12. Vendor and Payroll Registers
13. **10:30PM** Other Business
14. Non-public (if needed)
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
June 15	Regular Board Meeting	SAU	7:30 PM
July TBD	Summer Work Session		
July TBD	Summer Work Session		

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 June 1, 2017 School Board Meeting

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

5. CURRENT BUSINESS

a. Donations – Sandown PTA and Football Boosters – 15 minutes

Sandown PTA wants to purchase and donate 3 tables at a cost of \$900 each (total value \$2,700) to put under the shade area at Sandown North. They are guaranteed for 50 years. No maintenance required.

Football Boosters want to purchase and donate 4 tackling rings (\$1,680) and wireless instant replay equipment (\$2,446) with a total value of (\$4,126). See policy KCD. ACTION

b. Curriculum – First Read – 5 minutes

Curriculum team to provide quick overview of the curriculum slated for first read (Industrial Technologies). Second read scheduled for June 15th. ACTION

c. Sandown North Enrollment/Action Plan Part II – 60 minutes

Jo-Ann Georgian and team to present more information regarding action plan options related to the Sandown housing boom. ACTION

d. 1:1 Chromebooks – 15 minutes

Ken Henderson to update the board on the purchase of Chromebooks for 6th and 9th graders as part of the approved Technology Plan. INFORMATIONAL

e. Tuition Rates for 2017-18 – 15 minutes

Each year the board reviews and approves the rate for tuitioned students. Policy JFAB outlines the specifics related to tuitioning non-resident students into the district. ACTION

f. Projected Surplus – 30 minutes

Projected (estimated) surplus to be reported to the board for consideration of fund retention. Each year the school board shall act to withhold unassigned general funds for surplus as approved by the voters in March 2013. The retention of year-end unassigned general funds may not exceed, in any fiscal year, 2.5 percent of the current fiscal year's net assessment, for the purpose of having funds on hand to use as a revenue source for emergency expenditures and over-expenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate, all in accordance with RSA 198:4-b, II. The board may revisit this in the fall once year-end numbers are finalized. – ACTION

g. Summer Hiring Process – 5 minutes

Policy GCF provides the board the option, by majority vote, of assigning one board member to act on personnel matters during the summer months. ACTION

h. Policies – 5 minutes

Donna Green to present one policy for second read. ACTION

i. School Board Goals – 15 minutes

Chairman Boyle to call for a work session to finalize the school board goals for 2017-18. INFORMATIONAL

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

a. Update on School Activities – INFORMATIONAL

b. Field Trip Requests (Spain/Germany) – ACTION (trip materials in board packet for pre-review)

7. PERSONNEL REPORT – Dr. Metzler to present

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

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

10. APPROVAL OF MINUTES

Three sets: May 4th public and nonpublic and May 18th public meetings.

- 11. CORRESPONDENCE** – *please be sure to review the correspondence folder.*
- 12. VENDOR AND PAYROLL REGISTERS** – *please be sure to review and sign vendor and payroll registers.*
- 13. OTHER BUSINESS**
- 14. NON-PUBLIC**
- 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.*

June 15, 2017	
Policies (10) Action	<i>First Read</i>
Pickup Patrol Update (10) Action	<i>Ken Henderson</i>
TTA Climate Update (30) Info	<i>Ryan Richman</i>
Summer Facilities Projects Overview	<i>Jim Hughes</i>
Suspension Authorization (5) Action	<i>Procedural</i>
Federal Funding Authorization (5) Action	<i>Procedural</i>
Sound Study Bid Updates (15) Action	
Government Club Update (15) Info	<i>Ryan Richman and Students</i>
Curriculum – Second Read (5) Action	<i>ICT, FACS, Music, Art, Business, Industrial Technologies</i>
Schedule July Meetings (10) Action	
Legal Update (5) Info	
Middle/High School Buses	<i>Tentative</i>
Strategic Plan Update (15) Action	

Back-Burner List

Updated Org Chart	<i>Reflecting Campus</i>
Kindergarten Committee Report	
School Board Correspondence Process	
Achieve300 Usage	
Block Scheduling Assessment Plan	
Auditors to Bid	
Internal Controls Audit	
TSSU Update	<i>September 2017</i>
End of Year Review of Curriculum Work	<i>Under Committee Reports</i>

Timberlane Regional School District	Policy Code: KCD
Adopted: 10-16-08 Re-affirmed: 10-06-16	Page 1 of 1

PUBLIC GIFTS AND DONATIONS

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

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

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

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

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

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

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

Sandown PTA Donation



Timberlane Football

2017 Off-Season Purchase

Items	Cost
Tackling Rings	\$1,680
iPads and Accessories	\$1,546
Hudl Sideline Subscription	\$900
Total	\$4,126

RAE CROWTHER CO.

ATHLETIC TRAINING EQUIPMENT

SINCE 1932
DOMINATE WITH FUNDAMENTALS
800.841.5050

VARSITY TACKLING RING



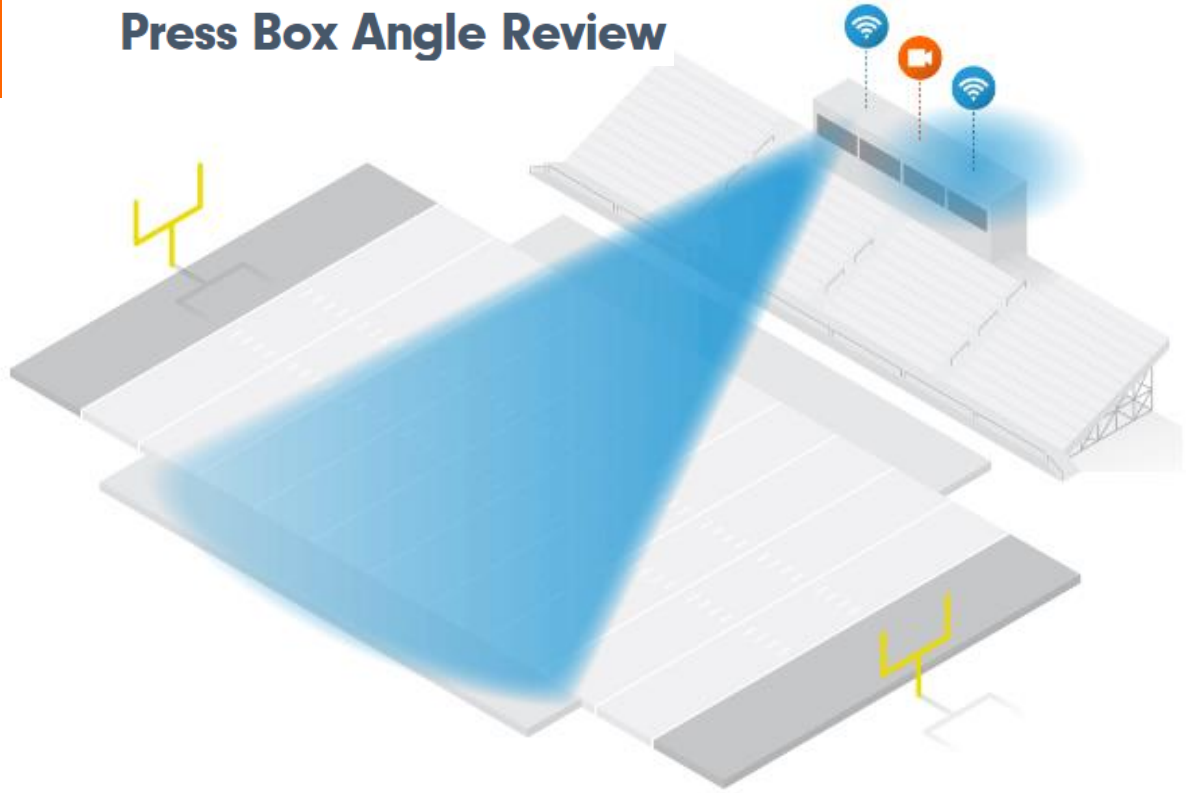
XL TACKLING RING



Item	Unit Price	Qty	Ext'd Price
Varsity	\$395/ea	3	\$1,185
XL	\$495/ea	1	\$495
Total			\$1,680



Press Box Angle Review

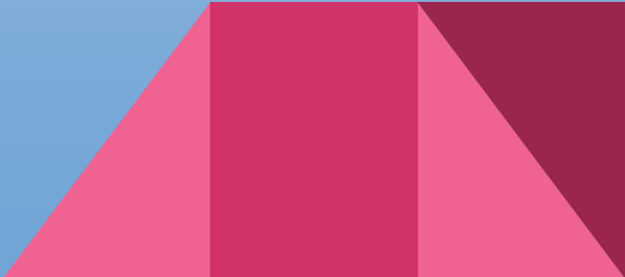


Item	Unit Price	Qty	Ext'd Price
Hudl Sideline Subscription	\$900/year	1	\$900
iPad Pro 9.7-inch / 32GB / WiFi only	\$599/ea	2	\$1,198
Apple Care	\$99/ea	2	\$198
iPad Cases		2	\$150
Total			\$2,446



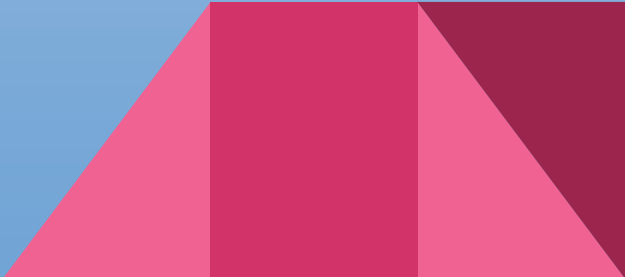


Continue in Existing Space Benefits

- Lowest fiscal impact
 - Time provided to research best solution
 - Cross-grade collaboration possible
 - First graders stay part of Monday Morning Meeting
 - Elementary experience more like other towns
 - Morale stays high; colleagues stay together
 - Thoughtful planning can occur
- 

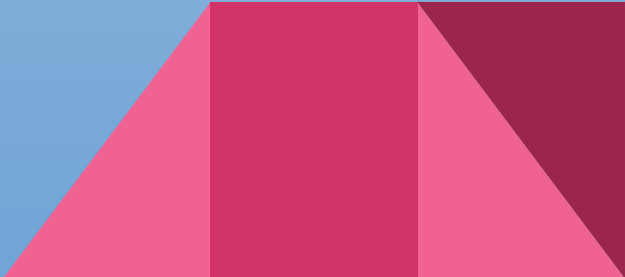
Continue in Existing Space

Concerns

- Loss of technology lab or art classroom
 - No STEAM classroom available
 - Continued sharing of office spaces
 - Continued sharing of instructional spaces
 - Continued overcrowding
- 

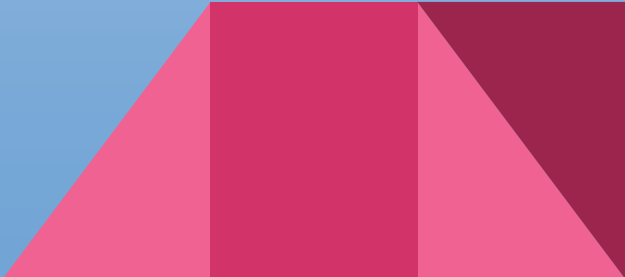
House Grade 1 at Sandown Central

BENEFITS

- Early learning center created for grades pre-k through grade one
 - Best use of both facilities for town's students
 - More staff members for team building at Central
 - Stress of over-crowding alleviated
 - Fiscally responsible
- 

House Grade 1 at Sandown Central

CHALLENGES

- Lack of older role models and student mentors
 - Increased responsibilities for specialists
 - Additional staff needed
 - Library needs to be established
 - Renovation of kitchen needed
 - Unified Arts/STEAM room should be created
 - Start and end of school day needs to be considered
- 

Modular Installation

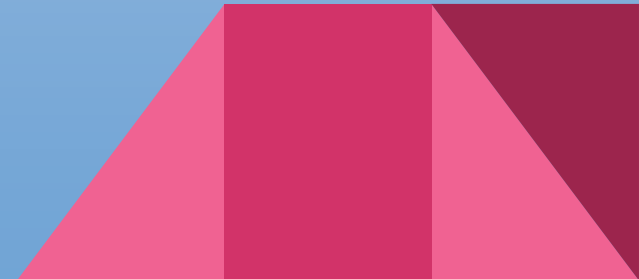
BENEFITS

- Could house staff room and some Unified Arts

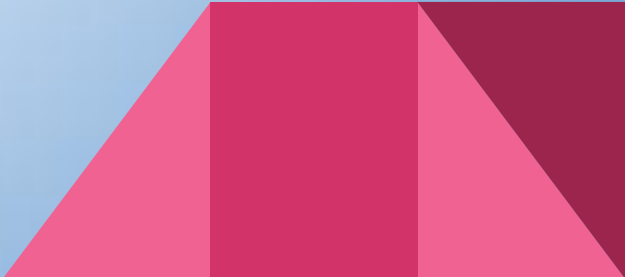
Modular Installation CHALLENGES

- Possibly one grade of children going back and forth to main building
- Become permanent on campus

Safety concerns: Remove it from consideration



Other Options and/or Considerations

- Move TLC to another school, creating room for Central to become a K-2 building
 - Recognize we have a short term and a long term problem
 - Conduct space use study
 - Do **NOT** waive class size policy
 - Make the decision as soon as possible
- 

Families
Staff
Together



TRSD

Dedicated Device Initiative

2017-18

Grades 6 and 9



An Informational Overview

Overview

What is the TRSD dedicated device Initiative?

Overview of student responsibilities

Student benefits

How does having dedicated devices transform teaching and learning?

Questions and Answers

Dedicated Device Initiative

- District approved technology plan from last year already has goals for providing a device to every student K-12.
- This initiative allows for a device to be assigned to a student which they will keep with them during school day and be allowed to bring home.
- The district will purchase the devices out of regular budget funds which are already in the CIP.
- District Technology Committee developed guidelines of the initiative bringing in administrators and teachers from the middle and high schools and investigating other districts.
- Chromebooks are the devices that were chosen based on educational benefits, features and costs.
- District will have have the ability to administer the Chromebooks centrally.

What does the dedicated device Initiative look like?

Grade 6

- Students and Parents/Guardians will receive information during a Chromebook information and distribution night (Aug 24th)
- Students and Parents/Guardians will sign appropriate paperwork which will be emailed to them beforehand
- Students will receive the Chromebook after paperwork is turned in
- Chromebook will belong to student for three years
- Parent/Guardian will receive Chromebook at end of the three years

What does the dedicated device Initiative look like?

Grade 9

- Students and Parents/Guardians will receive information during information night/open house (Aug 29th)
- Students and Parents/Guardians will sign appropriate paperwork which will be emailed to them beforehand
- Students will receive the Chromebook after paperwork is turned in
- Chromebook will belong to student for four years
- Parent/Guardian will receive Chromebook at end of the four years

FAQ's

- Insurance option - \$30/MS \$40/HS - covers all breakage but does not cover abuse or lost Chromebook
- District will provide loaner for broken Chromebooks until fixed
- Decline to take home - Those who decline will still be provided a Chromebook to use during school day
- District will recommend optional cases/bags for Chromebooks that parents can purchase
- Cloud based web filter in use 24/7 with parental reporting options
- Teacher can elect to borrow a chromebook for a student if a Chromebook is forgotten at home and is needed for an assessment

Overview Of Student Responsibilities

General Care	Acceptable Use Procedures
<ul style="list-style-type: none">• Bring to school everyday• Battery fully charged at home• Keep school labels on device• Store safely• Transport device respectfully• Keep clean	<ul style="list-style-type: none">• Only school appropriate content is acceptable on the device• Teacher directed use of music, games, and sound in the classroom• Programs run on the chromebook will be controlled by the district

How does this enhance teaching and learning?

- All the time easy access to technology “learning everywhere”
- Increases instructional time
- Direct interaction with curricula through subject specific sites and apps
- Alternative forms of assessment
- Increased opportunities to differentiate instruction



Student Benefits

Increased....

- Engagement, motivation with content, curricula, and standards
- Organization and productivity skills
- 21st century skills: Communication, collaboration, creativity, critical thinking
- Ownership of more digital work
- Presentation skills
- Ownership and responsibility of an assigned device
- Sharing of products with larger audiences
- Online Learning and Blizzard Bags

Teacher Responses

- “There will be ample time to appropriately supplement technology use with other important learning tasks. Helps with differentiated instruction.”
- “It will give us constant access to technology, and make it easier to work on chromebooks for a time, then transition to another learning activity, then transfer back.”
- “Can do “quick and easy” tech reliant mini lessons (10-15 time blocks rather than booking a cart or lab for a whole period)”
- “Opportunity to assist students with organization.”


Teacher Responses

- “With dedicated devices, this would essentially allow students to forget having to lug around 4 binders worth of papers from class to class. All their classroom materials would be on their chromebook. I have found that many students who traditionally struggle with organization have found more success having their assignments on google drive.”
- “As a beginner flipped classroom teacher, I would find it easier to implement a flipped classroom with dedicated devices. I have few students who don’t have devices at home available to watch videos at home, and giving them the device would help settle that issue. So I would be able to take this opportunity to cover more students.”

Questions and Answers



Memo

To: Dr. Metzler
From: George Stokinger 
CC:
Date: May 18, 2017
Re: Timberlane Tuition Rates

Listed below are the proposed 2017-2018 tuition rates. Please have the Board review and approve these rates at their next meeting.

I have calculated the following rates:

Kindergarten	\$ 8,300
Elementary	\$ 16,700
Middle School	\$ 16,500
High School	\$ 16,300
Special Education	\$ 33,000

Previous Tuition Rates

	<u>2016-2017</u>	<u>2015-2016</u>	<u>2014-2015</u>
Kindergarten	\$ 8,200	\$ 7,800	\$ 7,250
Elementary	\$ 16,500	\$ 15,600	\$ 14,500
Middle School	\$ 15,700	\$ 15,300	\$ 14,700
High School	\$ 15,100	\$ 14,800	\$ 13,700
Special Education	\$ 31,600	\$ 30,500	\$ 28,500

<p>Timberlane Regional School District</p>	<p>Policy Code: JFAB</p>
<p>Adopted: 05-21-87 Reaffirmed: 06-06-91 Revised: 05-02-96, 02-24-05 11-03-05, 02-16-07, 06-04-09, 10-21-10, 06-05-14</p>	<p>Page 1 of 3</p>

ADMISSION OF TUITION AND NON-RESIDENT STUDENTS

I. Residency

Residency for the purpose of enrollment in the Timberlane Regional School District (hereafter referred to as the District) shall be defined by RSA 193:12. Any student who meets the RSA 193:12 definition of legal resident of this District is entitled to attend school in this District. A student who is not a legal resident of the District may attend school in the District only with the consent of the Superintendent. Disputes regarding residency shall be determined by the relevant laws in effect at the time.

II. Admission of Non-Resident Students

Individual non-resident students may be considered for admission to the District and only under the following conditions:

1. A resident student who moves from the District during the school year may continue as a non-resident student through the end of the school year. The District of Residence must agree to pay the tuition rate (as calculated in Section III), prorated for the time that they are not legal residents of the District. However, if the resident student moves from the District after March 31, the tuition will be waived.
2. Students from other countries, who are the guests of District residents and participating in a federally recognized education exchange program, may be admitted if space is available. Admitted students will not be charged tuition.
3. Students from other countries not participating in federally recognized education exchange program may be admitted if space is available. Admitted students shall be charged full tuition. The Timberlane Regional School District will follow Homeland Security guidelines of the federal government standards with regard to all foreign exchange students. Students must meet all of the required standards of the State of New Hampshire and the federal government in order to be accepted into the school district. ESOL instruction shall be the responsibility of the parent or guardian.
4. Children of non-resident parents, who will be moving into the District during the school year, may be admitted prior to actual establishment of residency, provided a written request and verification of the anticipated date of residency are submitted to and approved by the Superintendent. There must also be an agreement between the District and the student's school district of residence and/or parents or legal guardian regarding payment of tuition (as calculated in Section III), prorated, and special education costs for the period of time that the student is not a resident of the District. Such request shall be supported by appropriate documentation such as a bona fide lease or purchase and sales agreement, properly executed. If the lease or purchase and sales agreement indicate that residency will be established within 60

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<p>Adopted: 05-21-87 Reaffirmed: 06-06-91 Revised: 05-02-96, 02-24-05 11-03-05, 02-16-07, 06-04-09, 10-21-10, 06-05-14</p>	<p>Page 2 of 3</p>

school days of the date the student is enrolled, the need for an agreement with District of Residence will be waived. Tuition will also be waived for the 60 days.

5. A student who has been identified homeless by the District Homeless Liaison shall be allowed to attend a District school pursuant to Policy JFABD (Admission of Homeless Students).
6. Children of non-resident faculty and staff members, who are employed for at least 181 days annually, may be accepted on a space-available basis with a reduction in tuition of \$10,000. Applications may be made in writing to the Superintendent of Schools; the date of receipt of the application will determine eligibility in instances where space is restricted.

In the above six circumstances, admission may be denied to any non-resident student who has been suspended or expelled, or involved in suspension or expulsion proceedings, in another district or whose behavior while a student in the District has had, in the sole judgment of the Superintendent, a negative impact on the resident students of the District. The decision to admit each non-resident student shall be made annually by the Superintendent and the decision of the Superintendent shall be final.

III. Tuition of Non-Resident Students

The tuition rate, will be approved by the School Board. A signed tuition confirmation letter, approved by the Superintendent, shall be on file in the SAU 55 office prior to attendance. Tuition, where applicable, shall be prepaid in monthly or quarterly payments, or if appropriate, through payroll deduction. Tuition shall not be reimbursed if the student leaves the District, voluntarily or involuntarily, during the period for which payment has already been made. Failure to pay tuition as due shall be grounds for revoking the admission of non-resident tuition students. Section IV below outlines limited special circumstances under which tuition may be waived.

IV. Responsibility for Services not Included in the Calculation of Tuition Rate

The District will not provide transportation to any non-resident student. NH State Law guides the District's view of the responsibility for the provisions of special education services as provided in RSA 186-C. The District's decision on whether to enroll a non-resident student will not be based, in whole or in part, on whether that student is a student with a disability, as defined by applicable state or federal law. Section V and VI below outline limited special circumstances under which this Section IV requirement for an agreement with the district of residence may be waived.

V. Tuition Agreements with other School Districts

The District may enter into one or more agreements with other school districts or agencies for the admission of non-resident students with payment of tuition by the sending district

Timberlane Regional School District	Policy Code: JFAB
Adopted: 05-21-87 Reaffirmed: 06-06-91 Revised: 05-02-96, 02-24-05 11-03-05, 02-16-07, 06-04-09, 10-21-10, 06-05-14	Page 3 of 3

or agency. The admission of such students under these circumstances shall be governed by the terms of said agreements.

VI. Other Situations

Families who are enrolled as non-resident students at the time of the adoption of this policy will be “grandfathered” and allowed to continue attendance until they have completed their education in this District. However, the Superintendent may discontinue a student’s attendance based upon the existence of disciplinary issues.

It is not possible to anticipate all situations that may arise, thus, notwithstanding any provisions of this policy, the Timberlane Regional School District reserves the right to charge tuition or to deny admission to any non-resident student. The Timberlane Regional School District also reserves the right to admit non-resident students and waive tuition in situations not discussed in this policy.

Legal References:

- RSA 193:12 Legal Residence Required*
- RSA 186-C:7 Individual Education Plans*
- RSA 186-C:13 Liability for Expenses*
- Individuals with Disabilities Education Act*
- Section 504 of the Rehabilitation Act of 1973*
- Americans with Disabilities Act*

Timberlane Regional School District	Policy Code: GCF
Adopted: 03-07-85 Revised: 04-04-91 Revised: 02-24-05 Revised: 11-06-14	Page 1 of 1

PROFESSIONAL STAFF HIRING

In accordance with RSA 189:39 and Item 1, *Powers and Duties of School Boards, Regulations of the State Board of Education*, the Superintendent is directed to present to the School Board, prior to, April 15, a listing of teacher nominations for re-employment for the coming year. The Board will act to elect teachers from the list of nominations without violating RSA 189:14 (a & b).

In hiring staff at other times during the year, the School Board shall consider and elect only those candidates nominated by the Superintendent of Schools. Should any candidate be rejected by the Board, it is the duty of the Superintendent to make another nomination. Appointments to the staff shall be made at a meeting of the School Board by a majority vote of the Board present and voting.

From June 15, through September 1, any three members of the School Board, in the absence of a quorum of the full Board, be empowered to act on personnel matters as presented before them during the summer months when the Board is not meeting and to bring recommendations forward to the Board for approval at subsequent Board meetings; and that valid contracts would be issued upon the recommendation of any three members; and that the Chair be authorized to sign them or, in his/her absence, his/her designee. The board may also opt, by majority vote, to authorize any one board member to make recommendation in lieu of the three board members provision for hiring professional staff during the summer months while the board is not in session.

Every professional employee must meet the certification requirements of the New Hampshire State Board of Education and have, or qualify for, within ninety (90) days or less, a valid certificate for the position he/she holds. It is the duty of the Superintendent of Schools to ascertain that every professional employee has, and continues to hold, a valid certificate from the State Board of Education. Cancellation of certification by the State Board of Education is sufficient reason for the dismissal of the employee.

Further, it is the policy of the Timberlane Regional School Board to both post and advertise all professional vacancies.

NHSBA NEWEST LANGUAGE BELOW

Legal References:

- RSA 189:39, How Chosen*
- RSA 189:14, Liability of District*
- RSA 189:14(a), Failure to be Renominated or Re-elected*
- RSA 189:14(b), Review by State Board*

Timberlane Regional School Board	Policy Code: BGF
Adopted: 09-20-01 Revised: 03-17-16 Revised:	Page 1 of 1

WAIVING, SUSPENDING AND REVOKING POLICIES

Waiving a Policy

The Board may waive a policy only when all the following conditions are met:

- the proposed policy to be waived has been publicly announced to the School Board at least one week prior to the Board's vote;
- the waiver is for a one-time action by the *Board or* administration;
- the vote is held at a properly noticed meeting; and
- a majority of Board members present agree.

In cases of emergency meetings, or justifiable situations where inadequate prior notice was given the Board, a majority vote by all Board members present is required to waive a policy.

Suspending a Policy

Policies may also be suspended by the Board but only when all the following conditions are met:

- the proposed policy to be suspended has been publicly announced to the School Board at least one week prior to the Board's vote;
- the proposed suspension stipulates a specific time period for the suspension, after which the policy comes back into force;
- the policy is not suspended for more than one academic year;
- the policy and intention to suspend shall be included in the Board's agenda packet; and
- a two-thirds majority vote of the entire Board membership in favor at a properly noticed, regular meeting in which written notice of the policy to be suspended was included on the agenda.

Revoking a Policy

Policies may be revoked when all the following conditions have been met:

- a majority vote of the Policy Committee to recommend revocation at least two weeks prior to a Board vote;
- the Policy Committee takes into consideration any associated policies and procedures that may need to be rescinded or amended; and
- inclusion on the Board's agenda of the policy and intention to revoke.

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

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

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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.

German-American Partnership Program

Germany Experience 2017-2018

**More than learning...
experiencing!**

German-American Partnership Program Exchange

Operated with the partnership of the Goethe Institute, the worldwide arm of Federal Republic of Germany's cultural institute. GAPP is dedicated to the initiation and development of student exchange programs between the USA and Germany.

Timberlane is **one of 650** German programs in the US and Canada that have active exchanges with schools in Germany.

Objectives:

- Inspire intercultural understanding
- Motivate personal friendships
- Stimulate international dialogue
- Enable cultural involvement
- Continue a program with our current partner school that has seen 11 exchanges since 2001.



GAPP Exchange June 9, 2018 – July 7, 2018

Where? Droyßig, Germany



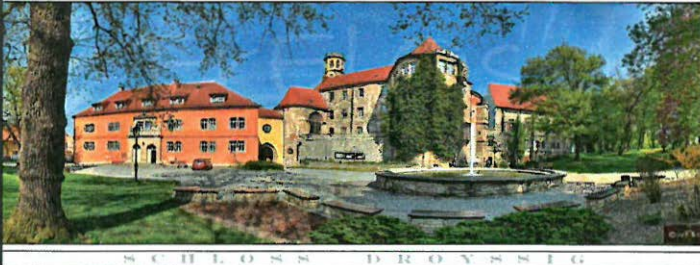

Die Christophorus Schule

- ◊ 600 students, grades 5-12
- ◊ Day students and boarding students attend
- ◊ Is a *Gymnasium*, a College and University preparatory School
- ◊ Competency in 2 world languages is compulsory for graduation
 - 1st language grades 5-10
 - 2nd language grades 7-10



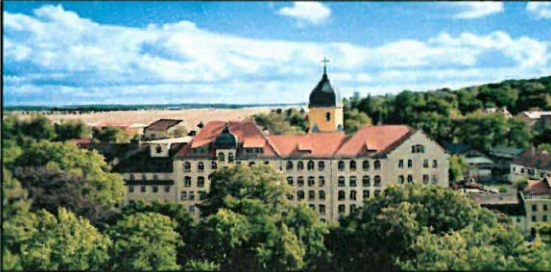

Language choices of: English, French, Russian, Chinese, Latin, or Spanish

Student must pick at least one of these to study through the 12th grade




S C H L O S S D R O Y S S I G


Droyßig = means *place of the forest* in sorbish dialect of the region





Region is known as the Burgenlandkreis
"The region of castles"



Rudelsburg



Moritzburg



Schloß Freyburg

In and around the school



Zeitz

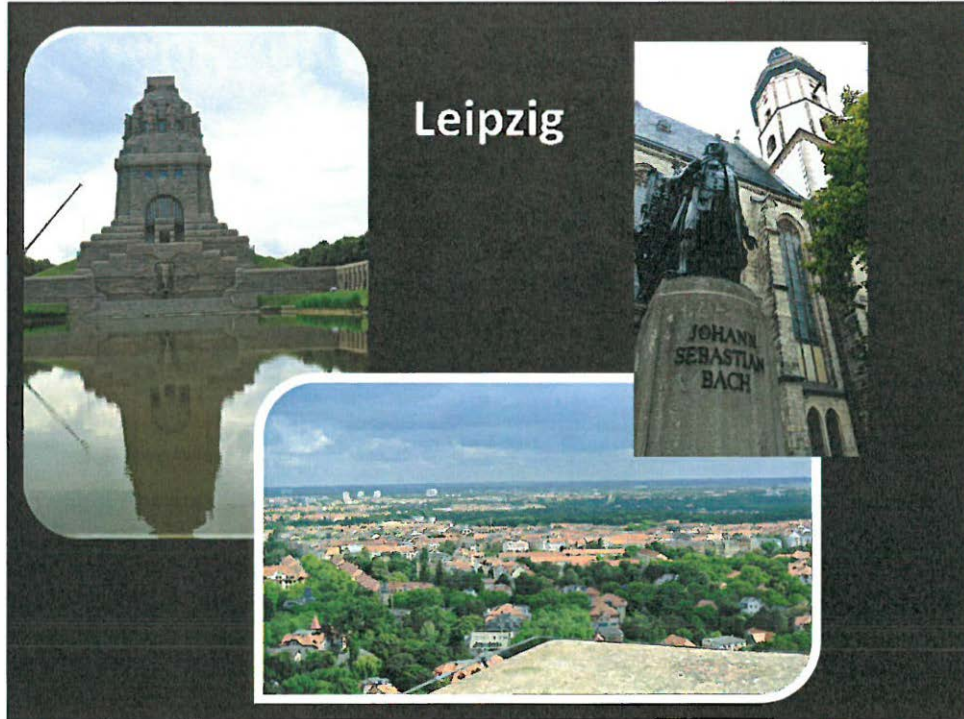


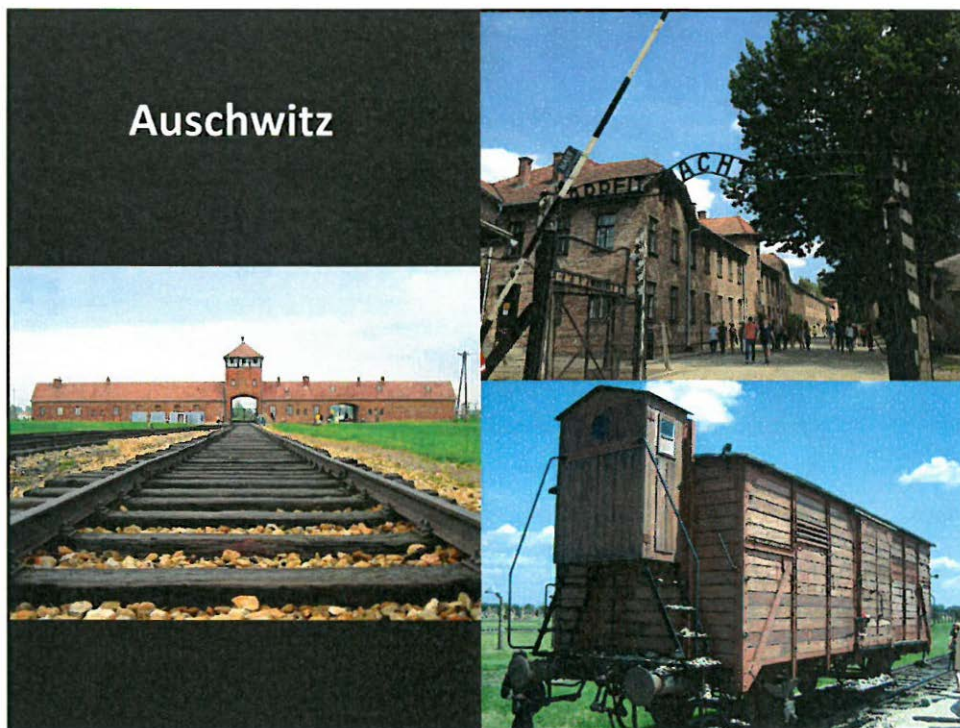
Moedlareuth "Little Berlin"



Dresden







Berlin



Salzburg



The Eagle's Nest



Royal Castles





Details

- ◇ Trip to Germany would run from June 9th to July 7th 2018, based on the current 2017-2018 school year calendar.
- ◇ German language is not needed – this transitions to a cultural exchange. Most Germans speak English as a second language.
 - ◇ Precedent set with Spanish students joining the exchange successfully.
 - ◇ Many schools do not offer German and run it through social studies departments.
- ◇ GAPP requires the in-school student shadowing as part of the exchange, so traveling after our school year ends is not be possible.
- ◇ Departure on a Saturday evening places us in Germany on Sunday, making airport pickup easier for host families – a requests they have made.
- ◇ The flights to and from Germany would be with Lufthansa, the German national airline.

- ◊ Unlike past exchanges, we will open host families to the entire TRHS community.
- ◊ TRHS host students will be encouraged, but not required, to travel to Germany in the spring.
- ◊ TRHS students traveling to Germany would have cultural and basic language training in after-school sessions. Students would be expected to try speaking as much German as possible.
- ◊ Full travel safety measures, would be followed. I was a co-author of the student travel safety document implemented two years ago.
- ◊ Students travel with full medical insurance.
- ◊ Approximate trip cost per student is \$2500

Counter-Exchange

- ◊ Matthias Pisch, my German counterpart, is prepared to bring anywhere from 15-25 students, depending on our availability, to Timberlane next September.
 - ◆ Arriving Wednesday, September 13th
 - ◊ Leaving TRHS for their tour of NYC on Sunday, October 1st
 - ◊ This gives the Germans two weeks and two weekends, similar to what our students will experience in Droißig.
- ◊ German students would be housed in family homes of TRHS students.
- ◊ The students would attend school daily with their TRHS counterparts, with the exception of group trips to Boston and the surrounding area.

What we are looking to accomplish today:

- Obtain permission to bring German students to our district this September
- Obtain permission to begin trip planning for our students to travel to Germany in June-July 2018.
- Answer questions the SLT or School Board may have.

German-American Partnership Program Proposed Itinerary
June 9, 2018 – July 7, 2018

June 9th : Depart Logan International Airport (evening) with Lufthansa Airlines (graduation evening)

June 10th : AM Arrive Munich, Germany. Make connecting flight to Leipzig, Germany.

June 10th : PM Arrive Leipzig, Germany. Meet host families at airport.

June 11th : First day at school. Orientation; Tour of Droyßig village

June 12th : Shadow host student at school

June 13th : Shadow host student at school

June 14th : Shadow host student at school, visit Zeitz underground after school

June 15th : All-day field trip to Moedlareuth (Little Berlin); Grillfest after school with host families

June 16th : Weekend with host families

June 17th : Weekend with host families

June 18th : Shadow host student at school

June 19th : Shadow host student at school, afternoon trip to Fairy Caves?

June 20th : All-day field trip to Dresden, Germany.

June 21st : All-day field trip to Eisenach or Leipsig, Germany

June 22nd : At school.

June 23rd : Weekend with host families

June 24th : Weekend with host families

June 25th : Depart Droyßig for Krakow, Poland.

June 26th : Krakow, Poland – City and cathedral tour

June 27th : Auschwitz-Birkenau Tour

June 28th : Wielicka Salt Mine Tour

June 29th : Depart Krakow for Berlin, Germany. Tour of area near Brandenburg Gate

June 30th : Berlin city tour and wall safari

July 1st : Travel from Berlin to Munich, Germany – arrive early afternoon, get settled, see city sights

July 2nd : Munich city sights

July 3rd : Royal Castles tour?

July 4th : Salzburg Austria

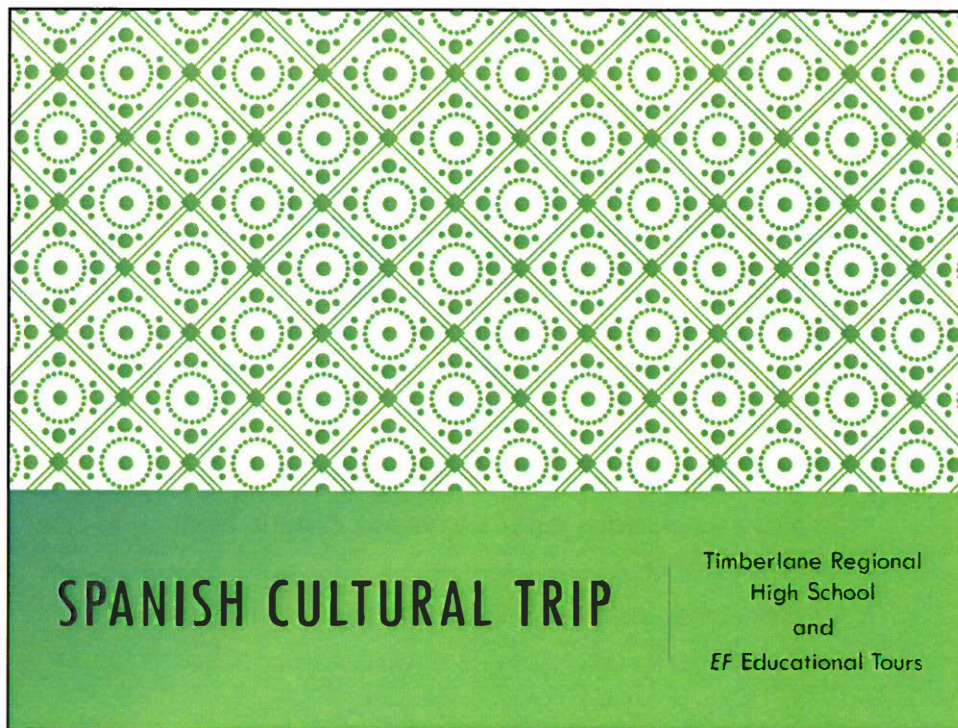
July 5th : Berchtesgaden and The Eagle's Nest (all-day)

July 6th : Munich city sights

July 7th : Depart Munich, Germany for Boston, MA; arrive Boston, MA (evening)

- Dates in **BOLD** are Saturday or Sunday.
- This is preliminary, based on several previous trips. The exact departure date and trip dates may change slightly due to available airfare, lodging, and event booking accommodations, in addition to school date issues.





TRHS STUDENTS IN SPAIN APRIL 19 – APRIL 29, 2018

15-20 American sophomores, juniors, and seniors accompanied by 1 (CPR, First Aid, & AED certified) chaperone per 6 students.

- ← April 20–21, Barcelona: Students take a guided tour of the city and visit major historical sites and attractions including La Sagrada Familia, Montjuïc, Park Güell, and experience a flamenco evening.
- ← April 22, Valencia: Students tour Valencia and visit the Valencia Aquarium.
- ← April 23–24, Granada: Students visit the famous Alhambra and discover Granada through an interactive “City Challenge”
- ← April 24–25, Costa del Sol: Free time to explore Costa del Sol and its beautiful beaches or make an optional visit to Gibraltar.
- ← April 26, Seville: Guided tour of Seville including its Barrio de Santa Cruz, Plaza de España, Cathedral and Plaza de Toros.
- ← April 27–28, Cordoba and Madrid: In Cordoba students will visit the Mezquita. In Madrid, a walking tour and visit to sites like Plaza Mayor, Palacio Royal, the Prado museum are included.

PURPOSE:

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

BEHAVIORAL CONTRACT FOR PARTICIPANTS

All Timberlone Regional School District Policies and Rules will be in effect.

I will not consume alcohol or smoke any tobacco products.

I will not use illegal drugs or substances.

I will comply with teacher and chaperone requests immediately and without argument and be polite and courteous to everyone.

I will be on time for all required excursions, events, etc.

I will conduct myself in an appropriate, ethical manner at all times, representing the Timberlone community, my state and my country as a positive ambassador.

I will observe curfews and other safety rules in effect.

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.

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.

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 Timberlone Regional School District.

In the event of illness, accident, or emergency, the chaperones, in conjunction with EF staff, 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 Timberlone 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.

Any breach of the above rules could result in the student being sent home immediately at the expense of his/her parents.

TRIP COST:

Cost of trip for students: \$3,290 (approximately) (students cover the cost of the trip)

Includes:

- Roundtrip Air
- 9 nights lodging plus regional-style daily breakfast and dinner
- Full-time Tour Director & local guides
- All transportation costs for excursions
- All sightseeing activities (museums, palaces, cathedrals, flamenco show, etc.)
- Travel Insurance
- 24-Hour Emergency Service

Trip Procedures for Crisis Management

2018 Spain

Cook

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

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9. Documentation of Events
10. Travel Documents
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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 Spain, Lindsey Cook, as the school leader will be the representative designated to check for such updates.

Cellular Phone 207-329-4103*
Email address lindsey.cook@gapps.timberlane.net

*Preferred method of contact while abroad

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 Spain 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 Lindsey Cook or Jen Hazelton 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 or accredited travel companies 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 Spain 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.

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 hotel/hostel employee or the clerical staff of the site. Please reference the following vocabulary if necessary:

Necesito ir al hospital.

Estoy enfermo.

Es una emergencia.

¡Ayúdame, por favor!

¿Podrías llamarme una ambulancia?

¿Podrías llamar a los líderes del grupo? Se llaman Lindsey Cook y Jen Hazelton.

Me duele(n) _____ mucho.

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 Spain Trip**, students should prepare for the following conditions/situations:

- a) Temperatures of approximately 60-70 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 sneakers that are conducive to long hours of walking and standing. A second pair is recommended in the event of inclement weather and the dampening of sneakers.
- d) To further prepare for inclement weather, students should bring a rain poncho and/or an umbrella 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 **Spain**.
- 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 advising travel company, 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 them 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 the policy of the trip and the travel company EF Educational Tours, 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 and partnering travel agency. 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 aware of country specific threats and advisories along with pertinent information regarding specific strategies to avoid uncomfortable or potentially dangerous situations.