

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, OCTOBER 16, 2014

Regular Meeting - 7:30 PM

Performing Arts Center
40 Greenough Road, Plaistow, NH

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

Nancy Steenson, Chair
Kate Delfino, Vice Chair

AGENDA

1. **Call to Order – Chair**
2. **Roll Call – Clerk**
3. **Pledge of Allegiance**
4. **Approval of Minutes**
 - a. October 2, 2014
5. **Delegations or Individuals**
6. **Current Business**
 - a. Budget Presentations* – INFORMATIONAL (45 minutes)
 - b. Secondary Action Plans* – INFORMATIONAL (30 minutes)
 - c. Full Day Kindergarten – INFORMATIONAL (15 minutes)
 - d. AP Results* – INFORMATIONAL (10 minutes)
 - e. Policies – ACTION (10 minutes)
 - f. Policy KDCA – ACTION (5 minutes)
7. **Administrator’s Report**
 - a. Update on School Activities – INFORMATIONAL
8. **Personnel Report**
9. **Committee Report/Reports of the School Board**
10. **Correspondence Folder**
11. **Vendor and Payroll Registers**
12. **Other Business**
 - a. Non-public (if needed)
13. **Future Dates**

DATE	MEETING TYPE	LOCATION	TIME
October 22	SAU Board Meeting	SAU	7:00 PM
November 6	Regular Meeting	SAU	7:30 PM
November 12	SAU Board Meeting (PH on Budget)	SAU	7:00 PM
November 20	Regular Meeting	SAU	7:30 PM
December 4	Regular Meeting	SAU	7:30 PM
December 18	Regular Meeting	SAU	7:30 PM
January 8	Regular Meeting	SAU	7:30 PM
January 13	Deadline to Submit Citizen’s Petition	SAU	4:00 PM
January 15	Public Hearing on Budget	PAC	7:00 PM
January 21	First Day of Filing for Candidacy	SAU	
January 22	Regular Meeting	SAU	7:30 PM
February 5	Deliberative Session	PAC	7:00 PM
February 19	Regular Meeting	SAU	7:30 PM

*PowerPoint Presentation

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 October 16, 2014 School Board Meeting

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

4. APPROVAL OF MINUTES

One set: October 2nd public session.

5. DELEGATION OR INDIVIDUALS

6. CURRENT BUSINESS

a. Budget Presentation – 45 minutes

Department heads and building principals to present their budget needs for the 2015-16 school year. Informational only.

b. Secondary Action Plans – 30 minutes

Secondary principals and program directors to present a PowerPoint on each school/program's action plan. Informational.

c. Full Day Kindergarten – 15 minutes

Board members to discuss offering a fully funded full day kindergarten program beginning 2015-16. Informational.

d. AP Results – 10 minutes

High school deans to present on advanced placement testing. Informational.

e. Policies – 10 minutes

Peter Bealo to present six policies for first reading. Action.

f. Policy KDCA – 10 minutes

Dr. Metzler would like the board to consider waiving portions of the distribution of information policy to allow more student-centered opportunities be distributed to students and bridge the gap between community organizations and the district. Action.

7-9. REPORTS

7. Administrator's Report – Dr. Metzler to present

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

8. Personnel Report – Dr. Metzler to present (if needed)

9. Reports of the School Board

10. CORRESPONDENCE

11. VENDOR AND PAYROLL REGISTERS

12. OTHER BUSINESS

Non-public (if needed)

13. 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 6, 2014	
Policies	<i>Second reading/Adoption</i>
Superintendent's Goals Update	<i>Assessment</i>
STAR Assessment Data Presentation	<i>Deb Armfield</i>
Boosters/Associations Donations	<i>2013-14 (possible Admin Report)</i>

November 20, 2014	
Policies	<i>First reading</i>
American Education Week	<i>Essay contest winners</i>

December , 2014	
Policies	<i>Second reading</i>

Back-Burner List

SAT scores Differentiated Instruction Competency Education Continuum	<i>Multiple year & state-wide comparisons D. Armfield</i>
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TRMS ACTION PLAN

2014-15

Goal #1

- o **Goal #1:** Throughout the 2014-2015 school year, TRMS faculty will continue the process of writing curricula in the Understanding by Design (UBD) format as evidenced by completed documents that are aligned to both elementary and high school and presented to the curriculum and assessment committee for approval.

Goal #1 Action Steps

School-wide Professional Development in UBD	Fall 2014- Spring 2015	A-Team and Curriculum Team
Content Team Discussion /PLCs to support writing ,revision and alignment of all curricula..	Fall 2014- Winter 2015	A-Team and Curriculum Team
Administrative participation and feedback. During content meetings, PLC's and other related professional development.	Fall – June 2014	A-Team and Curriculum Team

Goal #2

- o In the 2014-2015 School Year, TRMS will increase building level communication by expanding the role of the Building Council, through the development of a sub-committees responsible for creating a best practices list for staff and by reviewing current communications that are already in place. Evidence of goal achievement will be demonstrated through staff presentations and meeting notes.

Goal #2 Action Steps

Building Council will make this an agenda item for each meeting. Staff will review current practices and make suggestions that can be adopted promptly.	Fall 2014- Spring 2015	Principal
Sub-Committee will be formed to create a list of suggested best practices for administrators, teachers and staff.	Fall 2014- Spring 2015	Principal
Review of current communication data systems in place currently with all staff.	Fall 2014	Asst. Principals/Guid ance Counselors and Teachers

Goal #3

- o In the 2014-2015 school year, TRMS will increase the utilization of available technology through on-going professional development. Areas for PD will be identified through a gap analysis survey of staff to determine levels of proficiency and need. Achievement of this goal will be demonstrated through completed survey results, identified areas of PD and PLC minutes. This goal is a continuation of the goal set in the previous year.

Goal #3 Action Steps

Continue Technology Mentoring Team	Fall 2014	A-Team
Gap Analysis Survey #2 Implemented	Fall 2014	A-Team/Tech. Mentors
Walkthrough tracking of technology use	School year 2014-2015	A-Team
Related PD Opportunities	School Year 2014-2015	A-Team/Tech. Mentors

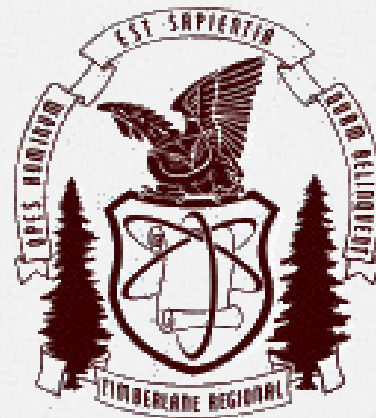
Goal #4

- o TRMS faculty will examine data from the Tripod Survey and provide focused professional development to aid instruction. PLC time, select professional readings and resources will be provided. Specific emphasis will be given to the challenge, clarify and consolidate indicators within the survey. Achievement of this goal will be evidenced through PLC agendas and minutes, and administrative observation and evaluation.

Goal #4 Action Steps

	Strategies/Activities	Timeline	Team/Person Responsible
	School-wide Professional Development	Fall 2014- Spring 2015	A-Team
	Content Team Discussion PLCs	Fall 2014- Winter 2015	A-Team
	Administrative Observation/Evaluation Process	Fall - June 2014	A-Team

TRHS Action Plan



2014-2015

Goal 1

- o In the 2014-2015 School Year TRHS will increase Academic, Personal, Creative and Social Growth of its students as measured by:
 - o 100% participation in a school wide advisory program
 - o An RTI plan for effective support at Tier 1, Tier 2 and Tier 3 for both academics and behavioral interventions by June 2015
 - o An increase of 10% of student enrollment in evening division, summer school, and enrichment opportunities.

Action Steps for Goal 1

- o A school wide advisory program will be implemented.
- o An RTI tracking system will be created.
- o An RTI team will be formed.
- o STAR testing will be implemented.
- o Target team will continue to meet weekly.
- o Staff will utilize SchoolNet to sort data and provide resources for students

Action Steps for Goal 1

- o Evening division and summer school will be expanded.
- o TRHS will create a community/business partnership.
- o Student Leadership Programs will be coordinated.

Goal 2

- o Students will demonstrate greater proficiency in meeting course competencies as demonstrated through a 2 - 5 percent increase by course in Midterm and Final assessment scores.

Action Steps for Goal 2

- o The Attendance Dean will focus on our instructional audit.
- o Midterms, finals and common assessment data will be collected and interpreted.
- o TRHS and the district RTI practices will be aligned and a professional development plan developed.
- o Implement STAR testing.
- o Continue the district focus on content area literacy.

Goal 3

- Align TRHS curriculum in the UBD template to the NH College and Career Readiness Standards as demonstrated by the approval of a fully aligned k-12 district curriculum in all content areas by June 2016.

Action Steps for Goal 3

- o Create and update timeline for curriculum work.
- o Continue aligning curricula to the NH College and Career Readiness Standards.
- o Develop a Professional Development plan around the new curriculum once it is approved.
- o Begin writing the next stages of the curriculum.



TRHS Athletic
Department Action
Plan
Updates

2014-2015

Goal 1

- o **Goal #1** – *During the 2014-2015 school year The TRHS Athletic Department will educate students and coaches and reduce the number of injuries to student-athletes by 2%.*

Action Steps for Goal 1

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

Goal 2

- o During the 2014-2015 School Year, the TRHS Athletic Department will increase student participation in athletics by 3% by Spring 2015.*

Action Steps for Goal 2

- o Incorporating current high school student-athletes into the middle school Advisory Program.
- o Establish an 8th grade Parent and Athlete Information Night.
- o Incorporate Unified Basketball Program through the NHIAA and Special Olympics

Goal 3

- *During the 2014-2015 school year, the TRHS Athletic Department will ensure that all student-athletes meet the TRHS academic standards for participation.*

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 extra help from Professional Staff
- o Ensure that coaches have access to and training of PowerSchool in order to monitor the academic progress of their athletes

Goal 4

- o Ensure that all Booster Clubs understand Protocols and Procedures as they relate to Athletic Department Booster Handbook

Action Steps for Goal 4

- o Meet with Coaches and Booster Presidents to Review Rules and Expectations
- o Review Booster Handbook
- o Collect yearly Income and Expenditure Reports from each Athletic Booster Organization

Timberlane Music and
Performing Arts
Program Action Plan
2014-2015



*Anthony J. DiBartolomeo
Director of Music, Performing Arts Center
Timberlane Regional School District*

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Mission Statement

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.

State Music Education Standards

1.	Students will sing, alone and with others, a varied repertoire of music.
2.	Students will play, alone and with others, a varied repertoire of music on instruments.
3.	Students will improvise music.
4.	Students will compose and arrange music.
5.	Students will read and notate music.
6.	Students will analyze and describe music.
7.	Students will evaluate music and music performances.
8.	Students will relate music to the other arts and disciplines outside the arts.
9.	Students will relate music to history and culture.

Director's Message

A MESSAGE TO PARENTS FROM THE MUSIC DIRECTOR

The curriculum of the Timberlane Regional High School Music Department is built on the philosophy of providing a comprehensive program for the involvement of persons of all ages in learning music. Our goal is to build a vital musical culture and an enlightened musical public. The curriculum is designed to provide a program of study that correlates performing, creating, and listening to music, and encompasses a diversity of musical behaviors. It is designed to advance the teaching of music of all periods, styles, forms, and cultures. The curriculum offered provides the opportunity for every student at Timberlane, no matter what his/her musical background, to select an offering at his/her particular level of musical knowledge. Feel free to call the Music Office at 382-6541 ext. 3981 for any information regarding our music programs.

Anthony DiBartolomeo
District Director of Music
(603) 382-6541 ext. 3981

Action Plan

A. Assessment of Plan

The Timberlane Music Department will assess its progress through:

- *An investigation of music department courses and program offerings.*
- *An exploration of Professional Development opportunities that relate to new teaching methods and styles.*
- *Professional development opportunities in the areas of SMARTMUSIC, current trends of effective music programs, general pedagogy and curriculum development along with other district initiatives.*

B. Goal Statements

Goal #1 – *During the 2014-2015 School Year, the TRHS Music department will explore potential changes in offerings and programs.*

Action Steps/Monitoring Plan

Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	Elementary – Explore the implementation of advanced performing ensembles for band, chorus and orchestra for grades 4/5.	Spring 2014	Music Director Elem Principals Elem Music Faculty Elementary Curriculum Coordinator
2	Middle School – Further refine and define the general music curriculum. Areas to included expanded use of technology to deliver the existing music curriculum.	January 2015	Middle School Principal, MS Guidance, MS Music Faculty, Director

3	High School – Explore the possibility of offering advanced credit for students in Band, Chorus, String Orchestra and Guitar Orchestra.	January 2015	High School Principal, HS Guidance, HS Music Faculty, Music Director
4	High School – Explore the development of Technical Theater offerings to include a position and courses to be offered.	January 2015	High School Principal, HS Guidance, HS Drama Faculty, Performing Arts Director

Goal # 2 – *In the 2014/2015 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.*

Action Steps/Monitoring Plan

Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	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 2013	Music Director Elem Principals Elem Music Faculty Elementary Curriculum Coordinator
2	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 2014	Middle School Principal, MS Guidance, MS Music Faculty, Director
3	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 2014	High School Principal, HS Guidance, HS Music Faculty, Music Director

Goal # 3 – *In the 2014/2015 school year the performing arts department will examine the audition procedures.*

Action Steps/Monitoring Plan

Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	Middle School – To codify and refine the audition process for the Middle School Drama production.	January 2014	Middle School Principal, MS Music Faculty, Director
2	High School - To codify and refine the audition process for the High School Drama productions.	January 2014	High School Principal, , HS Drama Faculty, Performing Arts Director

C. Related Professional Development

Dates	Topic Description	Grade(s)	Times(s)	Location	Facilitator	Goal # (if applicable)
TBD	SMARTMUSIC technology	5-12	TBD	TBD	TBD	#1
TBD	Current Trends in Program offering in Music Grades 1-12	1-12	TBD	TBD	TBD	#2
TBD	School Visitations	1-12	Spring 2014	TBD	Music Staff	#3/4

Leadership Team Members

Program: *Music Department*

Chair/Director: *Anthony DiBartolomeo*

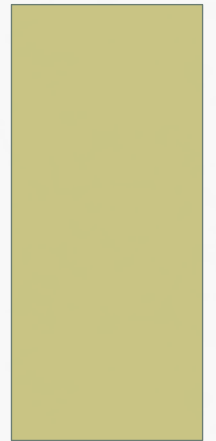
Parent Group Reps (if applicable): *TBD*

Staff: *All TRHS Music Staff*

Assessment Team: *TBD*

ADVANCED PLACEMENT SCORE REPORT

OCTOBER 16TH 2014



2014 AP SCORES TRHS

- Total number of exams 233
- Subject Test: # of 3 or Better/ Total: Percent Scoring 3 or Better
 - Studio Art 2D Design Portfolio: 1/1 : 100%
 - Studio Art Drawing Portfolio: 4/7: 57%
 - English Literature and Composition: 12/20 :60%
 - European History: 3/6: 50%
 - US Government & Politics: 6/22: 27%
 - US History: 20/23: 87%
 - World History: 8/24: 33%
 - Calculus AB: 15/30: 50%

2014 AP SCORES TRHS

Subject Test: # of 3 or Better/ Total: Percent Scoring 3 or Better

- Computer Science A: 4/6: 67%
- Statistics: 9/28: 32%
- Biology: 9/22: 41%
- Chemistry: 4/9: 44%
- Environmental Science: 3/8: 38%
- Physics B: 11/15: 73%

2014 AP SCORES TRHS

Subject Test: # of 3 or Better/ Total: Percent Scoring 3 or Better

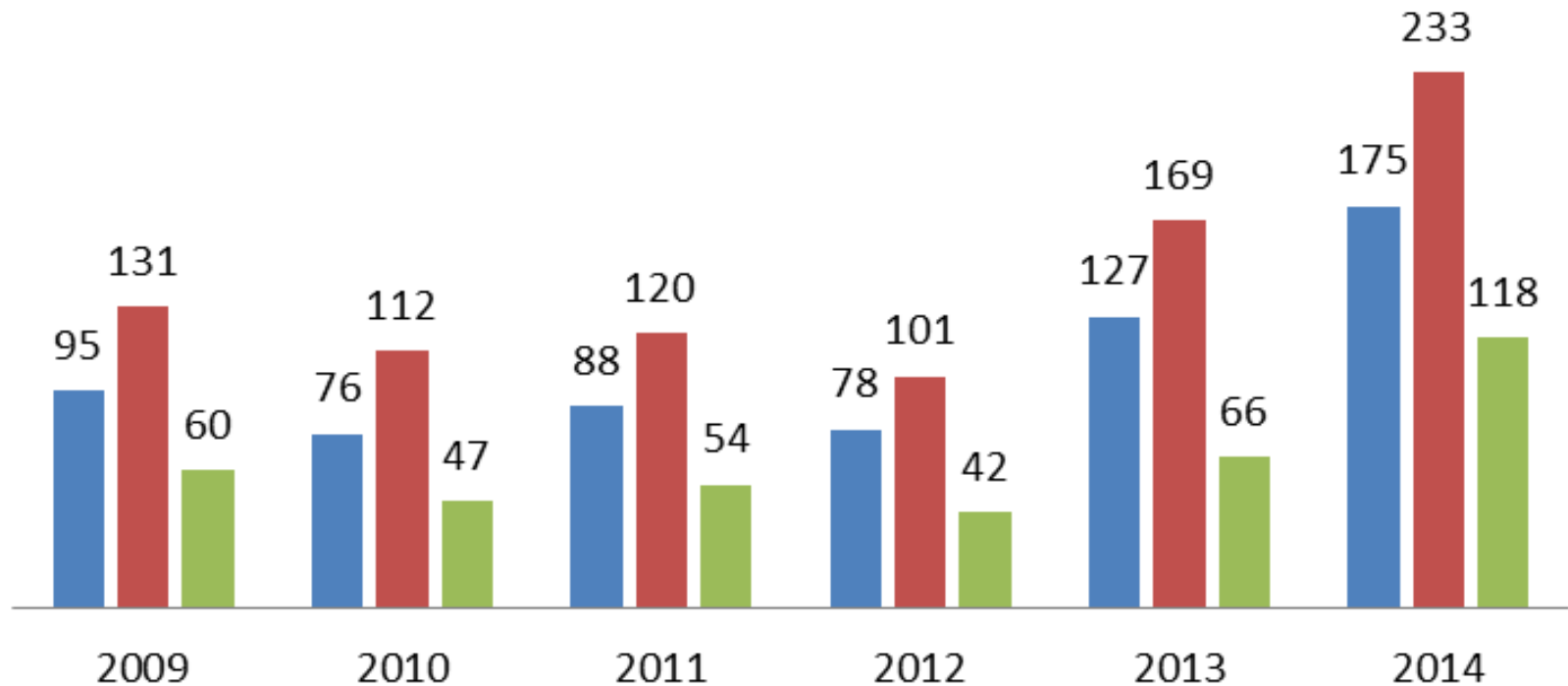
Exams taken by TRHS students; Associated AP course not offered at TRHS

- Calculus BC: 3/3: 100%
- French Language and Culture: 2/4: 50%
- Spanish Language and Culture: 4/5: 80%

DATA TRENDS

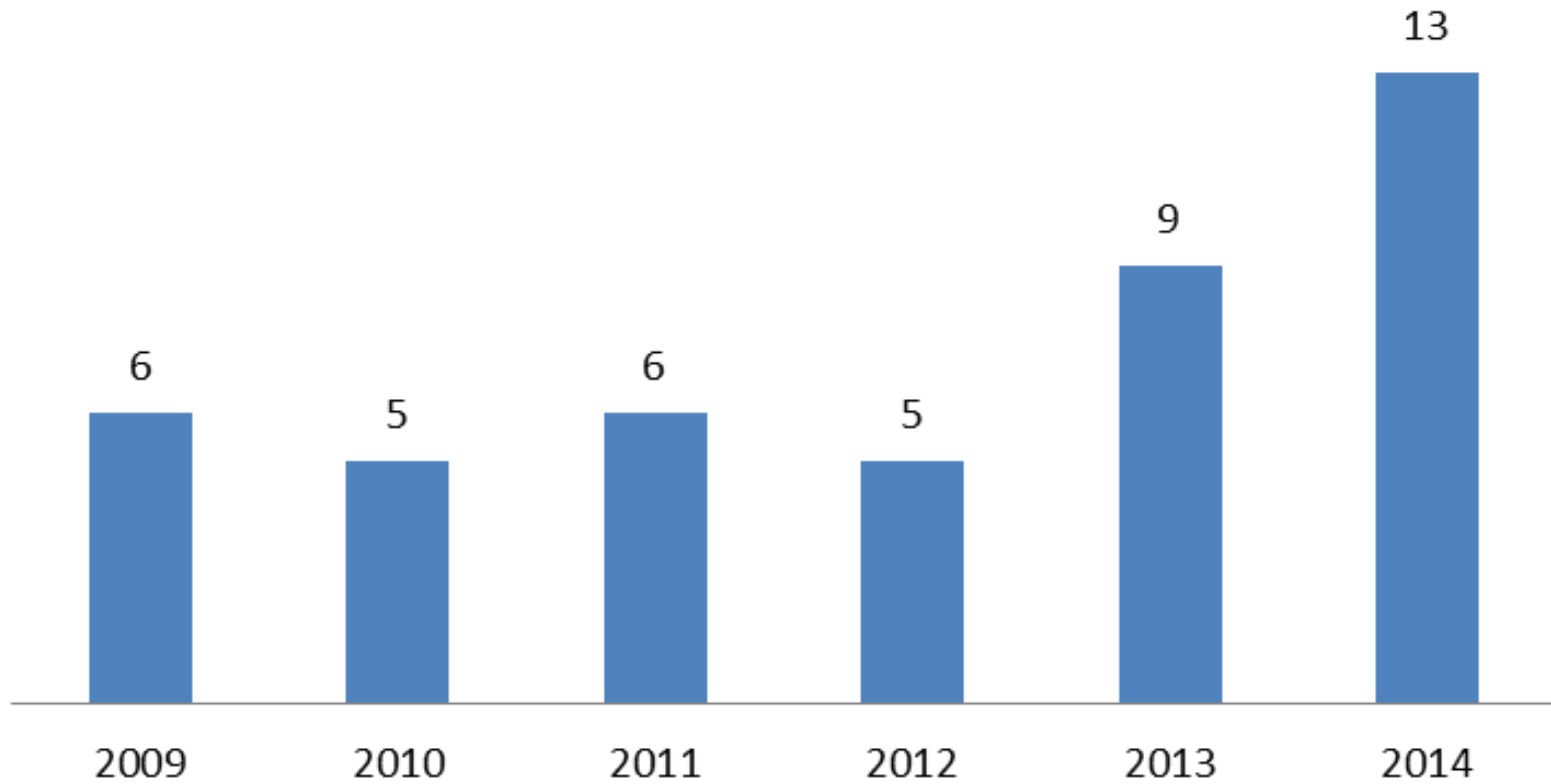
6 Year Score Trend

■ Total AP Students ■ Number of Exams ■ AP Students with Scores 3+



DATA TRENDS

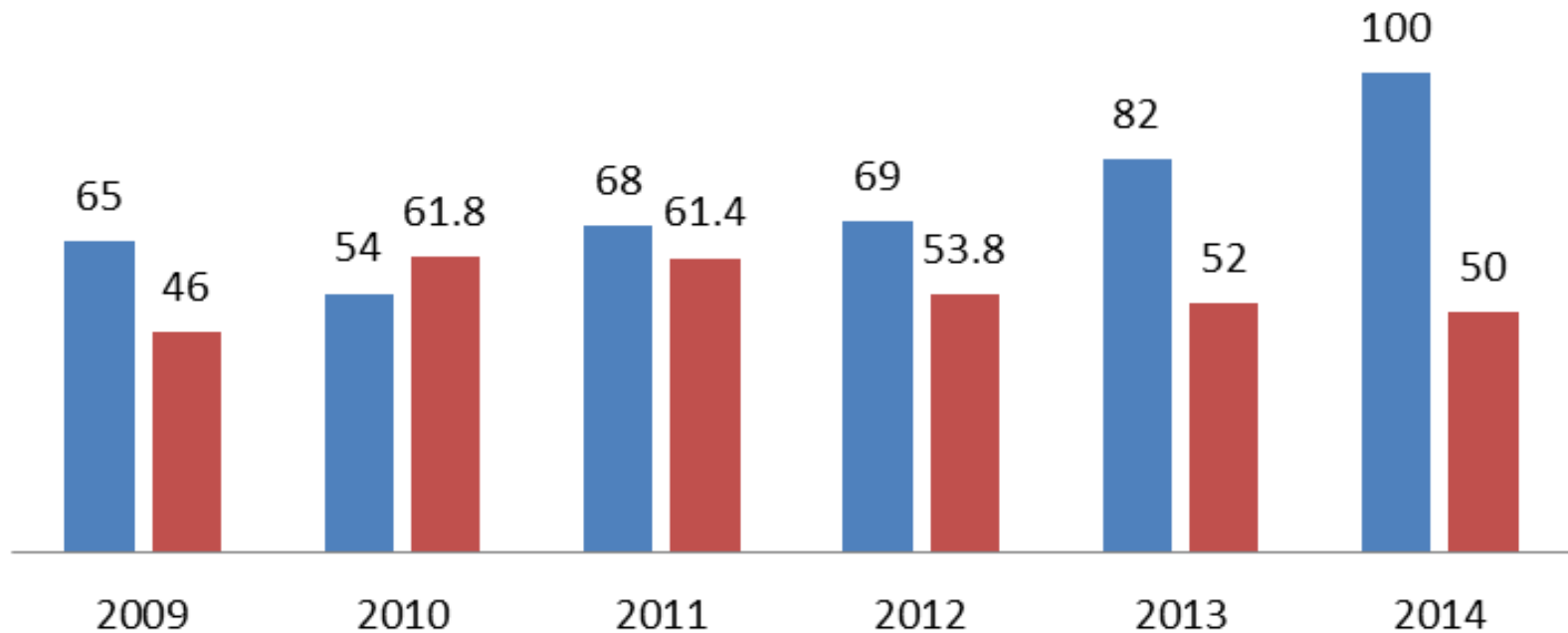
% of School Population Enrolled in AP



DATA TRENDS

% Taking Exam & % 3 or Better

■ Percent of AP students taking exam ■ Percent of AP Students with Scores 3+



UPDATES

- All students who took an AP course took the associated exam
- TRSD paid for the students' exams per policy ILBA
- Audit: College Board & Internal
 - Syllabi
 - Alignment
 - Training
 - Professional Development

UPDATES

- AP Professional Learning Community (PLC) will continue to meet
 - Share and discuss best practices
 - Use released AP items in unit tests
 - Use testing time ratios
 - Use AP released guidelines for grading of student 'Free Response Questions' & 'Documents Based Questions'

MOVING FORWARD

- Academic deans will continue to meet with each AP teacher to discuss:
 - Score summary
 - Score roster / Student score report
 - AP Instructional Planning Report
 - Identify specific areas of growth
 - Ongoing Training / Professional Development

MOVING FORWARD

- Planning for AP curriculum, instruction, and assessment
 - Ensuring that the curriculum is aligned to AP standards
 - Using varied instructional approaches to have all students able to exceed standards
 - Use AP released items (test questions and grading rubrics) in any and all assessments.
 - Vertical alignment

MOVING FORWARD

- 2014-2015 Enrollment:
 - 156 Students, 12%, 240 Exams
- New Courses
 - AP French Language and Culture
 - Approved by: The College Board & TRSB Curriculum and Assessment Committee
 - AP Spanish Language and Culture
 - Approved by: The College Board & TRSB Curriculum and Assessment Committee

TIMBERLANE POLICY COMMITTEE

FIRST READING

1. **DBJ – TRANSFER OF APPROPRIATIONS**
 - this policy was sent back to the PC at the 9/18 school board meeting

2. **GCF PROFESSIONAL STAFF HIRING**
 - modification made to the policy that includes option to authorize one board member to make recommendation on summer hiring as this has been the board's practice 2 years in a row

3. **IKFD AUDITING COURSES**
 - this policy is specific to Timberlane
 - no sample available from NHSBA
 - last updated in 2005
 - updated to align with district practice

4. **IMBA ONLINE EDUCATION**
 - last updated in 2008
 - updates include changes in terminology as well as to align with district practice

5. **AC NONDISCRIMINATION/EQUAL OPPORTUNITY**
 - proposed changes from NHSBA to reflect amendment to RSA 275 regarding discrimination on basis of economic status and victims of domestic violence, etc

6. **GBA NONDISCRIMINATION OR EQUAL OPPORTUNITY EMPLOYMENT**
 - updating for same reason as policy AC

<p>Timberlane Regional School District</p>	<p>Policy Code: DBJ</p>
<p>Adopted: 10-07-99 Revised: 04-16-09 Revised:</p>	<p>Page 1 of 1</p>

TRANSFER OF APPROPRIATION (FUNDS)

Although it is the intent of the School Board to limit its spending to the amount specified for each account, in the event it becomes necessary to expend an amount greater than what was appropriated for a specific purpose, the Board is authorized to transfer funds from an unexpended balance of one appropriation to a different appropriation. All transfers of appropriations will be made consistent with the provisions of RSA 32.

The Board authorizes the Superintendent or Business Administrator to transfer funds between function object codes (7-digit code) up to \$25,000. Any transfer in excess of \$25,000 shall first require Board approval and authorization. Any transfer of funds between line items by the Superintendent shall be done so only to achieve purposes set forth the goals or aims to be accomplished through the expenditure of public funds.

Excess funds may not be transferred from the Unemployment Compensation line item.

The Superintendent is authorized to develop administrative rules or regulations to accompany this Policy.

~~It is the intent of the School Board to limit its spending to the amount specified for each line item. However, the Superintendent is authorized to transfer funds between line items when necessary to achieve school Board policy goals, except that excess funds may not be transferred from the Unemployment Compensation line item.~~

~~Any transfer of non-grant funds between object codes (expense code) that is \$5,000 or more requires School Board approval in advance.~~

Statutory Reference:

RSA 32:~~10~~
 RSA 282-A:71, III

Timberlane Regional School District	Policy Code: GCF
Adopted: 03-07-85 Revised: 04-04-91 Revised: 02-24-05 Revised:	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 her absence, 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 District	Policy Code: IKFD
Adopted: 01-01-83 Reaffirmed: 05-02-91 Reaffirmed: 02-24-05	Page 1 of 1

AUDITING COURSES

- 1.—Students who desire to enrich their academic program may request to audit courses.
- 2.—Auditing of required courses *is acceptable*, after successful completion of these courses.

No formal credit will be given for class audits, the course will be listed on the student's report card and permanent record with the letter "N", and will be recorded each marking period.

An audited course will not be considered meeting the minimum standards established for students (required number of courses per year).

No student will be allowed to change from a credit basis to an audit basis in any course once the course has passed the withdrawal period.
- 3.1. To audit a course, a student will adhere to the following ~~policy requirements~~:
 - a. *Meet with guidance counselor.*
 - a.b. Obtain ~~initial~~ approval from the teacher.
 - b.c. Register *for course through the Guidance Office*
 - c.d. ~~Be accountable for all regular classroom attendance~~ *Follow Attendance Policy.*
 - d.e. Be accountable for all in-school/out-of-school assignments deemed appropriate by the teacher.

e. *Note: In cases of conflict, the principal will make the final decision.*
- 4.—~~The classroom teacher will permit the student to take an active part in all classroom activities, but will not require the writing of examinations or term papers. Although no formal credit will be given for class audits, the course will be listed on the student's report card and permanent record with the letter "N", and will be recorded each marking period.~~
- 5.—~~An audited course will not be considered meeting the minimum standards established for students (required number of courses per year).~~
- 6.2. ~~No student will be allowed to change from a credit basis to an audit basis in any course once the course has reached its halfway point in any given marking period.~~

Timberlane Regional School District	Policy Code: IMBA
Adopted: 01-03-08 Revised:	Page 1 of 2

ONLINE/~~VIRTUAL~~ EDUCATION

The Board encourages students to take full advantage of ~~distance~~online education opportunities as a means of enhancing and supporting their education. ~~Distance~~Online education means correspondence, video-based, ~~internet/~~online-based or other similar media that provides educational courses as a means to fulfill curriculum requirements. ~~Such opportunities will be implemented under the provisions set forth in Policy IHBH, Extended Learning Opportunities and Policy IHBI, Alternative Learning Plans.~~

The Board may allow video-based, internet-based, and online courses as a means to fulfill curriculum requirements. Such opportunities will be implemented under the provisions set forth in Policy IHBH, Extended Learning Opportunities.

If the course is to be taken for credit, then Policy IMBC, Alternative Credit Options, will apply *and students must receive prior approval before enrolling in any course. ~~Only High school and middle school students approved by the school principal shall be eligible to receive credit for distance education/on-line courses if prior approval is granted by the high school Principal. Middle school students shall request permission to earn high school credits for those classes taken prior to high school enrollment.~~*

Students must receive prior approval before enrolling in any course.

~~The written approval of the building principal is required before a district student enrolls in an online or virtual course that is intended to become part of their educational program. Students applying for permission to take an online course must complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment.~~

Approved courses must align with state and local standards, be delivered by staff certified and highly qualified (HQT) in the state where the course originates from, and contain provisions for feedback and monitoring of student progress. The district will require a syllabus, including prerequisites, specific learning goals/activities, student evaluation criteria, and teacher responsibilities to be submitted for review before the course is approved as part of the student's educational program.

Students taking approved online courses must be enrolled in the district. ~~and must take the courses during the regular school day at the school site, unless the administration has granted approval for remote access based on special circumstances.~~ Online courses may be taken in the summer under the same conditions as during the school year.

The principal ~~will~~ *may, at his/her discretion,* assign a teacher to monitor student progress, grading of assignments, and testing. ~~One teacher may supervise no more than ten students participating in online/virtual courses.~~

<p>Timberlane Regional School District</p>	<p>Policy Code: IMBA</p>
<p>Adopted: 01-03-08 Revised:</p>	<p>Page 2 of 2</p>

Approved online/~~virtual~~ courses must comply with all federal and state statutes pertaining to student privacy and to public broadcasting of audio and video. Confidentiality of Student Record Information will be maintained throughout the process. This includes information shared between school district representatives and the virtual school or online teacher, information shared between the school district or online teacher with students and parents, and information shared between school district representatives, the virtual school or online teacher with others.

The school district will provide safeguards for students participating in online instruction activities, and Policy EGA or IJNDB, Internet Access for Students, will apply.

Students earning credit for distance education courses shall participate in all assessments required by the statewide education improvement and assessment program. Credit courses will require students to meet similar academic standards as required by the District.

Credit for the course is not recognized until an official record of the final grade has been approved by the principal or designee with input from the online ~~teacher~~ institution.

Students who violate any part of the policy or engage in any other activity that school authorities consider inappropriate are subject to disciplinary action consistent with Board policies and the student handbook.

Funding

Unless otherwise recommended by the Superintendent and approved by the Board, under ordinary circumstances students or their parents/guardians are responsible for all related expenses including tuition, transportation and textbooks. The District may pay the fee for expelled students who are permitted to take courses in alternative settings. If *expenses are* paid by the district and the course is not completed, the student *or parent* must reimburse the district for the expenses.

Legal References:

- NH Code of Administrative Rules, Section Ed. 306.04(a)(12), Policy Development*
- NH Code of Administrative Rules, Section Ed. 306.22, Distance Education*
- NH Code of Administrative Rules, Section Ed. 306.27(q), High School Curriculum, Credits, Graduation Requirements, and Co-curricular Program*

<p>Timberlane Regional School District</p>	<p>Policy Code: AC</p>
<p>Adopted: 01-01-83 Revised: 02-24-05 Revised: 05-06-10 Revised:</p>	<p>Page 1 of 2</p>

NONDISCRIMINATION/EQUAL OPPORTUNITY

It is the policy of the School Board that there will be no discrimination on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national ethnic origin, economic status or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

The District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of The Rehabilitation Act of 1973, Title II of The American with Disabilities Act, Title VI or VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

NHSBA Note, September 2014: Addition of provision prohibiting discrimination on the basis of economic status, per RSA 186:11, XXXIII (effective July 2014). Addition of new paragraph prohibiting discrimination in employment matters against victims of domestic violence, harassment, sexual assault, or stalking, per RSA 275:71 (effective July 2014).

Legal References:

- RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right*
- RSA 354-A:7, Unlawful Discriminatory Practices*
- The Age Discrimination in Employment Act of 1967*
- Title II of The Americans with Disabilities Act of 1990*
- Title VII of The Civil Rights Act of 1964 (15 or more employees)*
- RSA 186:11, XXXIII, Discrimination*
- RSA 275:71, Prohibited Conduct by Employer*

Appendix: AC-R

~~Discrimination against and harassment of school employees because of age, sex, race, creed, color, marital status, familial status, physical or mental disability, national origin or sexual orientation are prohibited. Discrimination against and harassment of students because of sex, race, creed, color, age, marital status, familial status, physical or mental disability, national origin or sexual orientation are prohibited.~~

~~The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. The District will~~

AC - NON-DISCRIMINATION

<p>Timberlane Regional School District</p>	<p>Policy Code: AC</p>
<p>Adopted: 01-01-83 Revised: 02-24-05 Revised: 05-06-10 Revised:</p>	<p>Page 2 of 2</p>

~~designate a Nondiscrimination Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Nondiscrimination Officer will be a person with direct access to the Superintendent.~~

~~The Board directs the administration to implement internal complaint procedures for resolving complaints of discrimination under this policy and to provide adequate notice of the availability of such complaint procedures.~~

~~The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.~~

~~The District will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the District to subscribe to all applicable federal and state laws pertaining to contract compliance.~~

Legal References:

~~Equal Employment Opportunities Act of 1972 (42 U.S.C. § 2000(e) et seq.)~~

~~Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)~~

~~Title VI of the Civil Rights Act of 1964 (P.L. 88-352).~~

~~Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.)~~

~~Equal Pay Act of 1963 (29 U.S.C. § 206).~~

~~Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq.); 34 CFR § 104.7, as amended.~~

~~Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), as amended.~~

~~NH RSA 186:11; 354 A:7, as amended.~~

~~NH Code Admin. R. Ed. 303.01(i).~~

Timberlane Regional School Board	Policy Code: GBA
Adopted: 06-09-83 Revised: 02-24-05 Revised:	Page 1 of 2

NON-DISCRIMINATION or EQUAL OPPORTUNITY EMPLOYMENT

The District will recruit and consider candidates without regard to gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, economic status or disability. When there are opportunities for promotions and qualifications are equal, consideration will be given first to employees. The District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job without regard to gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, economic status or disability, except for reasons related to ability to perform the requirements of the job.

Inquires, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the Superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

NHSBA Note, September 2014: Addition of new sentence in first paragraph prohibiting discrimination in employment matters against victims of domestic violence, harassment, sexual assault, or stalking, per RSA 275:71 (effective July 2014). Legal References contains numerous additions.

Legal References:

- RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right*
- RSA 354-A:7, Unlawful Discriminatory Practices*
- The Age Discrimination in Employment Act of 1967*
- Title II of The Americans with Disabilities Act of 1990*
- Title VII of The Civil Rights Act of 1964 (15 or more employees)*
- RSA 186:11, XXXIII, Discrimination*
- RSA 275:71, Prohibited Conduct by Employer*

~~The School Board in accordance with the requirements of the federal and state laws, and the regulations which implement those laws, hereby declares formally that it is the policy of the Board, in its actions and those of its employees, that there shall be no discrimination on the basis of gender, sexual orientation, race, color, religion, nationality, ethnic origin, age~~

Timberlane Regional School Board	Policy Code: GBA
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~~or disability for employment in participation in admission or access to, or operation and administration of any educational program or activity in the school district.~~

~~The superintendent or his/her designee shall receive inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination.~~

~~This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure.~~

~~This policy implements PL 94-142, Section 504 or the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, Title VI or VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.~~

~~See also policy AC.~~

Timberlane Regional School District	Policy Code: KDCA
Adopted: 08-18-83 Reaffirmed: 08-08-93 Amended: 11-04-93 Revised: 02-24-05 Revised: 03-05-09 Revised: 11-19-09	Page 1 of 2

DISPLAY AND DISTRIBUTION OF INFORMATIONAL MATERIALS AND ANNOUNCEMENTS

It is the responsibility of the School Board and the School District to assure that class time is focused on the education of students and activities consistent with our educational mission. It is also the responsibility of the Board and the District to see that information regarding school and governmental activities and programs is properly disseminated to parents.

At the same time, the Board recognizes that non-profit groups, community groups and businesses in the School District provide non-school activities and programs that provide a range of opportunities for our students. With those goals in mind, the Board enacts the following policy on the display and distribution of informational materials and announcements in our school.

I. USE OF STUDENTS TO DISTRIBUTE INFORMATIONAL MATERIALS AND ANNOUNCEMENTS

1. Only informational materials and announcements from the Timberlane Regional School District, federal, state, or local government entities, or school-affiliated parent-teacher organizations operating within the Timberlane Regional School District may be distributed through students.
2. The Superintendent shall require these organizations to deliver all materials to the school three days prior to the designated day for distribution with a sufficient number of informational materials and announcements collated into stacks to minimize staff time necessary for the handling of the materials.

II. DISTRIBUTION OF INFORMATIONAL MATERIALS AND ANNOUNCEMENTS BY TIMBERLANE REGIONAL SCHOOL DISTRICT NON-PROFIT ORGANIZATIONS, COMMUNITY GROUPS, OR BUSINESSES

1. Non-profit organizations located in and operating in the Timberlane Regional School District, or community organizations or businesses with a principal place of business within the Timberlane Regional School District shall be permitted to display at any time during the school year informational materials and announcements in areas as designated by the school. The materials shall be removed from display areas periodically.

KDCA - DISPLAY/DISTRIBUTION OF INFO

<p>Timberlane Regional School District</p>	<p>Policy Code: KDCA</p>
<p>Adopted: 08-18-83 Reaffirmed: 08-08-93 Amended: 11-04-93 Revised: 02-24-05 Revised: 03-05-09 Revised: 11-19-09</p>	<p>Page 2 of 2</p>

2. All materials distributed by those non-profit community organizations, community organizations, or businesses must have the following printed on it: *“These materials are neither sponsored nor endorsed by the Timberlane Regional School District, the Timberlane Regional School Board, the Superintendent, or this school.”*

3. All materials must be approved for distribution by the Superintendent’s office and must be delivered to the school three days prior to the day designated for display with a sufficient number of copies for each of the designated display areas in the school.

4. The School District and its schools will not distribute or display communications of outside organizations that would:
 - Violate state or federal laws.
 - Promote illegal activity.
 - Contain words, symbols or images that would be regarded as lewd, obscene, vulgar or offensive.
 - Defame a person or organization.
 - May cause substantial disruption of a school or school-sponsored activity.

3. This policy will become effective July 1, 2010.