

# TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, JUNE 5, 2014

Regular Meeting - 7:30 PM

Atkinson Academy  
17 Academy Avenue, Atkinson, 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. May 29<sup>th</sup> Meeting
5. **Delegations or Individuals**
6. **Current Business**
  - a. Atkinson School Report (recess to view student/class presentations) – INFORMATIONAL (30)
  - b. Hawaiian Exchange Program\* – INFORMATIONAL (10)
  - c. Elementary Action Plans\* – INFORMATIONAL (60)
  - d. School Board Goals – ACTION (15)
  - e. Summer Enrichment Program – INFORMATIONAL (20 minutes)
  - f. Assessment Update\* – INFORMATIONAL (15)
  - g. Policies – ACTION (10)
7. **Administrator’s Report**
  - a. Update on School Activities – INFORMATIONAL
8. **Personnel Report**
9. **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
June 19	Regular Meeting	TRHS (7pm) SAU (7:30pm)	7:00 PM
August 29	Regular Meeting	SAU	7:30 PM
September 4	Regular Meeting	SAU	7:30 PM
September 11	Facilities Tour	TRMS, PAC, TRHS	6:00 PM
September 16	Facilities Tour	DE, SC, SN	6:00 PM
September 18	Regular Meeting	SAU	7:30 PM
September 25	Facilities Tour	AA, PS	6:00 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 June 5, 2014 School Board Meeting*

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

### **4. APPROVAL OF MINUTES**

**One set:** *May 29<sup>th</sup> session.*

### **5. DELEGATION OR INDIVIDUALS**

### **6. CURRENT BUSINESS**

#### **a. Atkinson School Report – 30 minutes**

*Kathie Dayotis to provide welcome remarks and then invite the board to recess for about 30 minutes to view the students/class presentations in the gymnasium. Informational.*

#### **b. Hawaiian Exchange Program – 10 minutes**

*Bill Mealey and students to present short PowerPoint on recent trip to Hawaii as requested by the board when they received board permission to go. Informational.*

#### **c. Elementary Action Plans – 60 minutes**

*Elementary Principals to present a PowerPoint on the status of the elementary schools' actions plans. Informational.*

#### **d. School Board Goals – 15 minutes**

*Madam Chair Steenson to present final version of board goals for discussion and adoption. Action.*

#### **e. Summer Enrichment Program – 20 minutes**

*Scott Strainge and Kelli Killen to present the summer enrichment program. Informational.*

#### **f. Assessment Update – 15 minutes**

*Deb Armfield to present a PowerPoint on the STAR Assessment implementation plan/schedule. Informational.*

#### **g. Policies – 20 minutes**

*Michael Mascola to present 10 policies for second reading and adoption. 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**

**Reminder the June 19<sup>th</sup> meeting will begin at 7pm with a site visit of the Athletic Dept. (boys' locker room) at the high school with the business portion of the meeting beginning at 7:30 at the SAU.**

## UPCOMING REGULAR MEETING AGENDAS

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

<b>June 19, 2014 – TRHS &amp; SAU</b>	
District Action Plan	
Competency Education Continuum	<i>Discussion</i>
Driver's Ed Plan	<i>Scott Strainge</i>
Tuition Requests	<i>Waiting for final adoption to changes to policy JFAB</i>
Business Partnerships	<i>Scott Strainge</i>
Site visit of Athletic Dept at TRHS	<i>7:00 pm (boys' locker room)</i>
TRHS/Norwood High School Engineering Project Collaboration	<i>John Holland (15)</i>
Guided Reading Libraries	<i>Deb Armfield</i>
Student School Board Rep	<i>Meet new rep for 2014-15 school year</i>

<b>August 28, 2014</b>	
Summer Projects Update	
Ratify Summer Hiring	
Exit Interviews Report	
Summer PD Update	
School Board Meeting Venue	

### Back-Burner List

SERESC Update NHSBA Resolutions Soccer Field Dedication SAT scores Differentiated Instruction	<i>Beth Rincon September  Multiple year &amp; state-wide comparisons D. Armfield</i>
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# **Timberlane Horizons Summer Enrichment And Programs 2014**

For the first time Timberlane Regional Schools is offering a full slate of Summer Enrichment and Programs for Middle and High School students. The fee-based enrichment programs will run in three sessions during July and August on the following schedule:



Session 1—July 7 to July 17

Session 2—July 21 to July 31

Session 3—Aug 4 to Aug 14

While other programs will run throughout the entire summer session

Full Session—June 30 to July 29

Each program will run Monday through Thursday between 8 am and 2 pm. Some will run shorter times, so please pay attention to the information listed with the course.

### ENRICHMENT WORKSHOPS

These fee-based, non-credit workshops are for fun and entertainment and allow you to explore areas of interest that may be outside the realm of the regular classroom. Workshops for grades 6-12 are here for you to enjoy and learn !

#### POETRY AND WORD ART



Students will have an opportunity to explore the world of poetry as readers of poetry and as poets. We will examine various forms of poetry that will serve as models for students as they write their own poetry. We will also look at words as art and create some pieces of "word art." At the end of the session students will have a published book of their own written poetry and word art.

**Fee: \$75**

**Teacher: Amanda Oswald**

**Session 1: July 7 - 10**

**Session 2: July 21 - 24**

**Session 2: July 28 - 31**

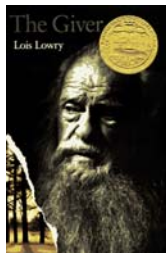
**Time 8:00 - 12:00**

**THESE ARE EACH ONE WEEK SESSIONS**

**Grades 6-8**

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#### The Giver LITERATURE CIRCLE



As a group we will read and discuss Lois Lowry's book and Newbery Medal winner, The Giver. The book is set in a futuristic, utopian society and follows the journey of Jonas as he begins to understand the culture he lives in and what it means for his future. Using a literature circle model we will discuss themes, characters, plot and setting. Through guided discussions, students will have a chance to experience different roles as a part of the literature circle.

**FEE: \$75**

**Teacher: Amanda Oswald**

**Session 1: July 14 - 17**

**Time 8:00- 12:00**

**THIS IS A ONE WEEK SESSION**

**Grades 6-8**

**THEATRE WORKSHOP**

Looking to take the stage? Are you a seasoned actor? Either way, this session is for you as this workshop looks at all facets of acting and stagecraft with students working with and learning from students to build their acting “chops”!

**Fee: \$75**  
**Session: July 21-24 (1 week)**  
**Teacher: Eric Constantineau**  
**Grades 6-12**

**SHORT FILMS WORKSHOP**

Do you have an eye for directing and producing films? This workshop will focus on the production of short films written, directed, filmed and edited by students. Lighting, camera work, and editing techniques are just part of what you will learn!

**Fee: \$150**  
**Session 3**  
**Teacher: Jeff Shaw**  
**Grades 6-12**

**TANGLE ART**

This course will investigate the art of ZENTANGLE, which is a fun, relaxing, easy-to-learn method to create beautiful images by drawing structured patterns. Come explore your artistic side and find the power of the Zentangle!

**Fee: \$150**  
**Session 2**  
**Teacher: Kristina Currier**  
**Grades 6-12**

**TECHNOLOGY TOOLS FOR LEARNING**

Throughout your day you are surrounded by technology. This course will help you find new ways to use technology of all kinds to your advantage in school. Have a presentation coming up? Need to do research? Have a project due? Let technology support your learning!

**Fee: \$150**  
**Session 1**  
**Teacher: Lois Paul**  
**Grades 6-12**

**F.I.T. (FOOD-FITNESS-INDEPENDENCE-TRAINING) FOR LIFE**

Participants in this program will be engaged in hands on learning related to fitness and nutrition principles. Participants will spend time engaged in physical activities outdoor and indoor to improve cardiovascular endurance and muscle endurance. Activities will include kickboxing, yoga, plyometrics, weight lifting, interval training, frisbee, geocaching, hiking and possibly bike riding. During the program, students will also focus on clean eating, tracking their food intake, and meeting established goals related to nutrition and fitness. The goal is to build confidence among youth so that they are empowered to make the best choices to improve their health.

**Fee: \$150**  
**Session 1**  
**Teacher: Katie Strey**  
**Grades 9-12**  
**Special Requirements: All students must provide a bike and safety helmet**

### ACADEMIC SUPPORT

These fee-based, non-credit workshops are for students who may be looking for an academic push as they get ready for high school or for AP Students looking to prepare for the rigors of an AP level course. Be prepared for the academic challenges ahead and be ready for Day 1 in August!

#### MATH SKILLS CAMP (9th Grade)

8th Graders entering High School be ready for Algebra! This camp will strengthen your skills and self confidence with specific modules of instruction on skills needed for Math Success! Each week is a different module, come to just one or come to them all as you like!

$$49 = \frac{(3x + 8)^2}{x^2}$$

$$\sqrt{49} = \sqrt{\frac{(3x + 8)^2}{x^2}}$$

$$7 = \frac{3x + 8}{x}$$

$$7x = 3x + 8$$

$$7x - 3x = 8$$

$$x(7 - 3) = 8$$

$$4x = 8$$

$$x = 2$$

FREE

Week 1: 6/30-7/3-Word Expressions +

Week 2: 7/7-7/10- Fractions +

Week 3: 7/14-7/17-Operations with Integers +

Week 4: 7/21-7/24-Standard Order +

Week 5: 7/28-7/29 -Graphs +

Teacher: Joan O'Connell

Grade 9

#### SPANISH JUMP START

For students moving from 8th grade Spanish to Spanish II in 9th grade, this program will help strengthen and reinforce basic skills that will help students feel comfortable moving to a high school accelerated level or help students who may have struggled with 8th Grade Spanish to prepare for their first year Spanish course in high school.

Fee: \$150

Session: 1

Teacher : Carolyn Morse

Grade: 9

#### SAT READING/WRITING PREP

It is never too early to prepare for the SATs! This workshop will focus on the reading and writing aspects of the exam and help students with tips on how to approach these aspects of the

Fee: \$150

Session: 2

Teacher: Patty Deyermund

Grade 11-12

**SPANISH TRANSITION**

As students move from 2 CCP Spanish to 3 ACC Spanish key concepts and topics will need to be reinforced. This program will make that transition easier by supporting students in these areas.

**Fee: \$150**  
**Session: 2**  
**Teacher: Carolyn Morse**  
**Grade 9-12**

**AP EUROPEAN HISTORY WORKSHOP**

This workshop will help students practice the skills necessary to help them with the course load and the AP exam. Skills we will work on are: time management, critical analysis, reading primary sources, mastering multiple choice questions, essay writing and document based question essay writing

**Fee: \$150**  
**Session: 3**  
**Teacher: Patricia Moore**

**AP US HISTORY WORKSHOP**

The push for AP US History begins here! This workshop will introduce students to the academic skills needed to be successful on the AP US HISTORY exam and in the AP US HISTORY course.

**Fee: \$150**  
**Session 2**  
**Teacher: John Dube**  
**Grade 11-12**

**AP WORLD HISTORY WORKSHOP**

For Sophomores taking their first AP Course, this workshop will focus on AP essay writing and introduce you to the skills needed to be successful in an AP setting and introduce you to the rigors of this course level.

**Fee: \$150**  
**Session: 3**  
**Teacher: Ryan Richman/Matt Hunter**  
**Grade 10**

**AP ENGLISH WORKSHOP**

This workshop is highly recommended for students taking AP English who need further skill development in reading and writing. The class will prepare you for the rigorous pace and content of AP English by providing a good foundation in the reading of poetry and literary texts and in the writing of analytical essays.

**Fee: \$150**  
**Session:3**  
**Teacher: Patty Deyermond**  
**Grade 11-12**

**AP BIOLOGY WORKSHOP**

Getting ready to take AP BIO? This workshop will introduce students to the academic skills needed to be successful on the AP BIO exam including strategies for multiple choice and how to attack the essays.

**Fee: \$150**  
**Session 2**  
**Teacher: Stefanie Barkanick**  
**Grade 11-12**

### OPEN SCIENCE LAB TIME

Have you been wanting to carry out an experiment but never had the time or space to make it happen?

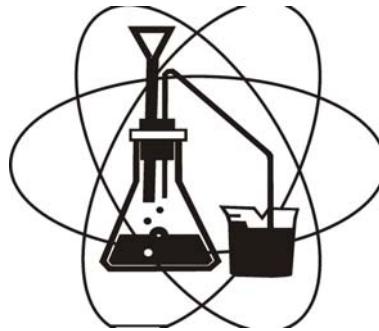
This summer the science laboratories of Timberlane will be open to students who want to conduct long term experiments. Students must make a proposal to Mr. Pedersen. Once that proposal is reviewed and accepted your experiment can begin! Please see Mr. Pedersen for the requirements of the proposal.

**Fee: \$150**

**FULL SESSION**

**June 30-July 29**

**Grades 9-12**



### OPEN COMPUTER LAB TIME

Are you working on a computer based project for school? Need to do research for a paper? Are you taking an on-line course? Do you want to earn academic badges in an online environment? The computer labs of Timberlane High School will be available to drop in and work from 8 am -12 pm each Monday through Thursday. Teachers and administrators will be on site to lend a hand. Take advantage of the time to work on Summer Work Packets, complete a VLACS course or pursue other academic goals!

**Fee: FREE**

**FULL SESSION**

**June 30—July 29**



### **COLLEGE CREDIT AND OUTSIDE PROGRAMS**

These fee-based, programs offer college credit and programs not found in the regular school programs. They include hunter safety, driver's education, and a college readiness seminar. These programs are offered for your convenience and are run by agencies other than the school district.

### **COLLEGE SUCCESS SEMINAR**

Taught in conjunction with Northern Essex Community College, the College Success Seminar is intended for any student who is exploring post-secondary opportunities in a 2 or 4 year college or technical school as well as any student who is interested in a career that requires job training. Students will explore and practice the skills and behaviors necessary for success in college and career. Topics will include study strategies, college survival, communication, self awareness, engagement, technology, information literacy, and 21st Century Skills. This course is instructed by a professor from Northern Essex Community College. This course is eligible for College Credit.

**Fee: \$150**

**FULL SESSION**

**June 30- July 29**

**Grades 11-12**

**Teacher: TBD**

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### **HUNTER EDUCATION AND SAFETY**

Taught through the New Hampshire Fish and Game Department, this course for adults and children teaches hunter safety to produce responsible, knowledgeable and involved hunters who understand the importance of complying with hunting laws and behaving ethically. This course is great for beginners and is a good refresher for veteran hunters.

**Fee: \$5**

**Session: 2 Days in class and**

**1 day in field**

**Teacher: Scott Jenkins**

### CREDIT RECOVERY PROGRAM

In our on-going credit recovery program students can recover credit for courses they did not pass during the regular school

#### SUMMER SCHOOL CREDIT RECOVERY PROGRAM

June 30–July 29

7:20 am to 12:30 PM

Monday through Thursday

Summer School will continue to operate under a “credit recovery” model. Student learning will be customized for each student and will seek to remediate and/or re-teach the specific curricular areas in which an individual student showed weakness. Many students failing classes for the year do so based largely on a particularly low grade in one quarter and sometimes two. Students will be working to remediate only those quarters failed during the regular school year. This is consistent with what has been termed a “best practice” (on a national level), and is in line with how we deal with underachievement from September to June.

Teachers and Guidance Counselors will identify which quarters are necessary for a student to recover a failed course grade. Students seeking to recover Q4 grades to reinstate their athletic or co-curricular eligibility may do that as well. Please check with your Guidance Counselor or the Athletic Director for more information on this process.

The following courses may be taken/recovered in Summer School:

**English:**

*Freshman English*  
*World Literature*  
*American Literature*  
*Senior English*

**Social Studies:**

*Government Today*  
*Economics*  
*World History*  
*U.S. History*

**Math:**

*Algebra I*  
*Geometry*  
*Algebra II*  
*Found. of Algebra II*

**Science:**

*Physical Science*  
*Biology*  
*Chemistry*

**FEE: Each quarter recovered costs \$35.**

**SESSION: Full Session June 30–July 29**

For More Information contact the Guidance Department at  
(603)382- 6541 EX 3920

## CREDIT RECOVERY FAQs

### 1. Can you explain more about athletic and/or co-curricular eligibility?

Students wishing to participate in athletics and/or co-curricular activities that meet/practice more than once a week must pass all their courses in the most recent quarter (q4). The same policy allows students to use the credit recovery process to recover that eligibility. In order to be eligible for athletics, the NHIAA requires all students to pass at least four courses in the most recent quarter – and it is not recoverable. Please see Mr. Strange or Mr. Fantasia for further clarification if necessary.

### 2. How many courses can I take?

As many as you believe can be completed.

### 3. I barely failed third quarter! Do I have to make it up?

Simply put – yes: if you failed the course for the year you must make -up all failed quarters.

### 4. What if I don't finish?

There is ample time for most students to finish during the summer period. Those not completing the required assignments will have to repeat the class in 2014-2015.

### 5. What is NovaNET?

NovaNET is a computerized learning system that targets lessons based on an individual plan for each student. Students will need to complete approximately two modules (units) for each failed quarter. Students with more knowledge in those targeted lessons may finish faster; as will students willing to work from home (more on that below), and those that are more focused upon learning. It is more difficult than most students think. The rate of completion is based entirely on the student.

### 6. How do I move on in NovaNET?.....how do I know I'm done?

Each "module" has a pre-test and post-test. Students must take these tests at school with teacher supervision. If a student can pass a pre-test on the first attempt, they have demonstrated knowledge in that area and may move on. (This is rare.) A passing grade on a post-test is determined by the computer, and is required to move on to the next module. Normally 80% is the passing grade. All tests are open-note.

### 7. Can I work on NovaNET at home?

You may work at home on the lessons, but you may not take or pass a test at home. **Working at home is not to be viewed as a substitute for class attendance.**

### 8. What about English?

The English Department has created a process which matches the themes taught in each course to the learning required of students in summer school. Students will demonstrate their mastery of concepts and skills through reading, writing and classroom assignments. The process is writing-intensive.

### 9. Will I receive a grade?

Yes. In NovaNET courses the average of the post-tests will be used and averaged into passed quarter grades. English and Q4 recovery for eligibility will be similar to the regular school year's process.

### **FOR CREDIT COURSES**

Timberlane offers two for-credit courses over the summer to help students free up their schedule during the regular school year. Please see your guidance counselor for details!

#### **Summer Physical Education Class (For Credit)**

This summer, Timberlane will continue with its offering of a one half credit Physical Education Course starting the day after school ends in June. This popular and fun-filled class follows the same curriculum as that offered during the regular school year. It is simply condensed into a more **convenient summer** time frame. Class will begin **on June 23rd** and continue on the following dates: **June 24, 25, 26, 30 July 1, 2, 3, 7, 8, 9, 10 with July 14 and 15 being set aside as "makeup" dates.**

Two all day field trips are part of the program, so be sure to come prepared for a "healthy" mix of classroom and exercise time.

**Notes:**

All students should consult with their Guidance Counselor before signing up for this course.

**Cost of the course is \$155.** Registration forms are available in the TRHS Guidance Office.

**Class starts at 7:00 a.m. sharp, rain or shine, and ends at 12:30 pm. Bring water bottles and snacks!**

Students may miss a maximum of two classes. Scholarships are available – speak to your Guidance Counselor.

Students needing Summer School for any other subject may **NOT** take this class due to conflicting course times.

**FEE: \$155 (Covers field trip costs)**

**TEACHER: Mark Pasquini**

**SESSION: June 24–July 10**

**GRADE: 9–12**

**CREDIT: 0.5 Physical Education**

For More Information contact the Guidance Department at (603)382-6541 EX 3920

**Health Education I  
(Hybrid on-line/in class)**

This course will be offered in a blended format which involves 8 face to face sessions and additional online course work. Students will meet with the instructor to participate in hands on learning activities as well as learn the online format of the course. Students will learn more about Personal Health and Goal Setting, Nutrition, First Aid & CPR, Mental & Emotional Health Issues, Alcohol, Tobacco and Drugs, and Human Sexuality. While learning course content in these areas, students will also be analyzing how external factors such as media, family, peers, and technology impact their health. They will learn how to advocate for their personal health as well as promote the health of their peers, family, and community. Students will engage in hands on learning to promote positive communication skills and conflict resolution. By the end of this course students will be proficient in managing their own health choices and behaviors to live a healthy lifestyle in the future.

Course Begin/End Dates: June 23-July 18, 2014.

Week 1: June 23/24 (Mon/Tues)- 7:30-10:00

Week 2: June 30/July 1 (Mon/Tues)- 7:30-10:00

Week 3: July 7/8 (Mon/Tues)- 7:30-10:00

Week 4: July 14/15 (Mon/Tues)- 7:30-10:00

**FEE: FREE**

**Teacher-Katie Strey**

**Grade: 9-12**

**CREDIT: 0.5 Health Credit**

**MIDDLE AND HIGH SCHOOL SUMMER WORK**  
All students at all grade levels will be assigned work over the summer to help prepare them for their upcoming grade level.

**Incoming Middle School Students**  
**Summer Assignments**

Incoming 5th, 6th, and 7th grade students will have summer assignments in both language arts and math. These assignments will assist to prime students for their upcoming learning. The assignments will tap into student's prior knowledge, reflect their critical thinking, problem solving, and application skills in language arts and math.

English/Language Arts: each grade level will have a list of books around one of the themes that students will be studying the coming year. Students will choose books from that list, or another book of their choosing which reflects the theme, to read. Students will complete a writing prompt based on their reading and the chosen theme.

Mathematics: each grade level will involve the students in a math project that will include computation, problem solving, and mathematical reasoning.

Each assignment will be distributed to incoming students before the end of the school year and will be available on the middle school website. Assignments will be differentiated and modified for students as needed before the end of the school year.

Each assignment will be graded and count as a homework grade for the first quarter of the new year.

- **IF STUDENTS NEED HELP WITH SUMMER WORK, TUTORS ARE AVAILABLE AT THE HIGH SCHOOL FROM JUNE 23rd to AUGUST 14th from 8 AM-12 PM.**

### High School Students Summer Work

***Rationale:*** *The rationale for summer work is to help prime students for upcoming classes. The work will tap into student's prior knowledge and review their past content and process skills. The work will help guide that knowledge towards the new courses.*

Summer work will be assigned in year long and semester 1 core content classes.

All summer work will be focused around *literacy* in the content area as outlined below.

All assignments should take the average student the same amount of time as a weeks' worth of homework.

Summer work will be factored into each student's Q1 grade as a separate 3% assignment and will be graded using a course-wide common rubric.

All summer work is due on Friday 8/29/14.

If the assignment is late, it is -10% for each day it is late up to -50%.

\*Summer work for AP classes is not required to follow these guidelines. AP summer work has its own criteria\*

English/Language Arts: Grades 9-12 will work on proposed writing prompts by course/grade theme.

Mathematics: Grades 9-12 will work on review of the previous year as well as an introduction to the basics of the upcoming course with a focus on word problems and math vocabulary.

Science: Grades 10-12 will focus on content area reading assignments with a maximum of 50 pages. Students will complete an assignment based on those readings. A grading rubric will accompany these assignments.

Social Studies: Grades 10-12 will be working on a content area reading assignment with a maximum of 50 pages. Students will complete an assignment based on those readings. A grading rubric will accompany these assignments.

- **IF STUDENTS NEED HELP WITH SUMMER WORK, TUTORS ARE AVAILABLE AT THE HIGH SCHOOL FROM JUNE 23rd to AUGUST 14th from 8 AM-12 PM.**

### **HiSET (GED) OPTION PROGRAM**

The TRHS HiSET Option program is designed to allow students who have fallen significantly behind their graduating class an opportunity to complete their high school education.

### **HiSET OPTION PROGRAM**

The HiSET Option program is designed exclusively for students who have fallen significantly behind their graduating class and

- Desire to finish their high school education and receive a high school diploma.
- Demonstrate significant academic ability in reading, writing, and mathematics through the Pre-GED test and/or a review of historical grades or other testing.
- Have fallen at least 8 credits behind their senior class cohort, defined as their entry graduating class, meaning they have accumulated no more than 14 credits as 22 are needed to graduate
- Are at least 16 years of age on the first day of school.

### **ADDITIONAL INFORMATION**

- Students may NOT participate in NHIAA sponsored athletics while in the program
- Students MAY participate in other co-curricular activities provided they do not directly interfere with class periods beyond the normal attendance expectation.
- Participating students will be considered full-time students of TRHS, and are expected to abide by all rules and regulations of the school. This includes restrictions on leaving the building during the school day. NOTE that at the time of entry you will drop all of your day-school classes.

### **ENROLLMENT PROCESS**

If enrolled, you must take the Pre-GED or a similar assessment of your ability in reading, writing, and math. This will be arranged by the HiSET Director or designee. Minimum scores require that a student display at least an 8th Grade level of functioning in reading, writing, and math.

**THERE ARE THREE ENROLLMENT OPTIONS FOR THE HiSET PROGRAM. FOR SPECIFIC INFORMATION ON THESE PROGRAMS PLEASE CONTACT:**

WILLIAM MEALEY, DEAN OF ATTENDANCE

(603)382-6541 ex 3902 William.mealey@timberlane.net

## **HiSET OPTION PROGRAM (cont.)**

### **STUDENT ELIGIBILITY**

#### **FOR STUDENTS WHOSE COHORT GROUP IS SENIORS:**

- A. Student is a minimum of 8 credits behind cohort group's graduation requirements. Therefore, student has successfully completed 14 credits or less.
- B. Student has successfully completed a minimum of 6 credits. Successful credits will include a credit for Algebra I and a credit for English/ Language Arts.

#### **FOR STUDENTS WHOSE COHORT GROUP IS JUNIORS:**

- A. Student is at least 16 years old
- B. Student is only eligible for the TRHS HiSET Program
- C. Student is a minimum of 15 credits behind cohort group's graduation requirements therefore has successfully completed 7 credits or less.
- D. Student has successfully completed a minimum of 4 credits. Successful credits will include a credit for algebra I and a credit for English/ Language Arts.

### **STUDENT ENROLLMENT**

#### **FOR STUDENTS WHOSE COHORT GROUP IS SENIORS:**

- A. Student may enroll in TRHS HiSET Program at any point during the school year but must complete all time requirements as stated. There will be no modifications made to these requirements.
- B. A team meeting with the student, student's parents/guardians, guidance counselor, case coordinator (if applicable) assistant principal, and other critical team members must occur. All team members must agree that the TRHS HiSET Program is the option most likely to produce success for the student.

#### **FOR STUDENTS WHOSE COHORT GROUP IS JUNIORS:**

- A. A student may enroll in the TRHS HiSET Program at the beginning of semester I or the beginning of Semester II. Students may not enroll at any other time during the school year.
- B. A team meeting with the student, student's parents/guardians, guidance counselor, case coordinator (if applicable) assistant principal, and other critical team members must occur. All team members must agree that the TRHS HiSET Program is the option most likely to produce success for the student.

For More Program Information please contact : WILLIAM MEALEY, DEAN OF ATTENDANCE (603)382-6541 ex 3902  
William.mealey@timberlane.net

### **DRIVER'S EDUCATION COURSES**

For the convenience of District families, Timberlane has offered space for private Driver's Education companies to run courses during our Summer School Program time frame.

## **PRO STAFF DRIVING SCHOOL, LLC**

Our mission, our goals are to provide each student with the necessary information and techniques to be SAFE RESPONSIBLE DRIVERS. To provide a learning friendly environment that meets the needs of each students learning style. To communicate effectively with each other so that students become a part of the lesson, to feel, to experience and better retain the information provided to them. To recognize and understand each students strengths and weaknesses and to accent the positive in each one. To provide each student with the proper training so they can obtain their drivers license, and also to drive a vehicle safely. To provide the motoring public with SAFE RESPONSIBLE DRIVERS.

Pro Staff will be offering a 7 week Driver Education Course at Timberlane Regional High School starting in June of 2014 and running through mid August.

Owners and operators Lt. Rick Theriault and Karen McMahon are licensed Driver's Education Teachers and are proud to provide a platform to give teenage drivers the necessary information and techniques so that they make good common sense choices when it comes to driving safely.

**FEE: \$600 (Payment Plans Available)**

**SCHEDULE: Two days a week from June 23 to August 14**

**TIME: TBD**

**TO REGISTER, PLEASE GO TO:**

**[www.prostaffdrivingschool.com](http://www.prostaffdrivingschool.com)**

**Click on "Registration " in the upper right hand corner. On the registration form in the "selected Course Date" find "Timberlane" and select that course.**

**FREE ATHLETIC PROGRAM**

For the third consecutive year the coaches' of Timberlane have come together to offer this FREE strength and conditioning program for our student-athletes.

***SUMMER STRENGTH AND CONDITIONING PROGRAM***

The summer Strength and Conditioning program is open to all Timberlane Athletes looking to improve power, strength, speed, agility, conditioning and overall athletic performance. Participants will engage in a multi-faceted program that includes, but is not limited to; dynamic stretching and warm-up, speed and agility training, strength training focusing on Olympic style lifts, and static stretching.

Coaches who will be working with the athletes throughout the summer include Kevin Fitzgerald, Dan Donovan, Mark Pasquini, Mim Ryan, Tyler Powell, Zach Champion, and Tim Brown.

**SESSION 1: Monday-Wednesday-Friday Mornings**

**7:00 AM-8:45 AM**

**SESSION 2: Tuesday-Thursday Evenings**

**5:00-6:45 PM**

**Monday June 23 through August 8**

**Please note: no session Friday July 4, 2014**

**This program is a drop-in program. There is no sign-up required and is FREE OF CHARGE!  
Friday Sessions will be outdoors.**

The program is a great opportunity for our athletes to prepare themselves for the upcoming season, improve overall performance, and build camaraderie with their teammates.

**Summer School Programs Registration 2014**

Student Name \_\_\_\_\_  
Home Phone \_\_\_\_\_ Grade in 2014-15 \_\_\_\_\_  
Daytime Emergency Contacts:  
Parent/Guardian  
Name: \_\_\_\_\_  
Daytime/Cell Phone Number: \_\_\_\_\_  
Parent's E-Mail (for absence notification): \_\_\_\_\_  
Secondary Emergency Contact (Name/Phone): \_\_\_\_\_  
Relation To Student: \_\_\_\_\_

Workshops/Courses

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

TOTAL COST \_\_\_\_\_

Parent Signature \_\_\_\_\_

DATE \_\_\_\_\_

Please attach a check for all courses/program fees made out to "TRSD".  
Tuition is non-refundable except for an obstacle that may be deemed an emergency.

Please send registration and check to

**Scott Straine**  
**30 Greenough Road**  
**Plaistow, NH 03865**



**Timberlane Horizons  
Summer Enrichment  
And Programs**

**Supported By  
The Timberlane Regional School Board**

**Chairperson  
Nancy Steenson**

**Vice Chairperson  
Kate Delfino**

**Rob Collins  
Kelly Ward  
Susan Sherman  
Michael Mascola  
Donna Green  
Rick Blair  
Peter Bealo**

**Superintendent  
Dr. Earl Metzler**

**Assistant Superintendent  
Dr. Roxanne Wilson**

**With Thanks To Our Founding Business Partners:**

**Access Sports Medicine and Orthopaedics  
HMF Printing  
Regan Ford  
ISC Insurance  
Jaffarian Automotive Group  
Verizon Wireless  
State Line Pet Supply**

# TIMBERLANE POLICY COMMITTEE

## SECOND READING / ADOPTION

1. **JFAB ADMISSION OF TUITION AND NON-RESIDENT STUDENTS**
  - added language that would include admission of tuitioned foreign students
  - board should also take time to review current grandfather clause and tuition waiver
2. **IGA CURRICULUM DEVELOPMENT**
  - recommended for review by Mr. Mascola
  - Updated NHSBA language incorporated
3. **EBCB FIRE DRILLS**
  - last updated in 2008
  - recommend incorporating language to reference the law instead of spelling out the law as many times specifics of regulations can change.
  - Law included in packet for reference
4. **EBCC BOMB THREATS**
  - last updated in 2001
  - NHSBA language proposed
5. **ECA BUILDINGS AND GROUND SECURITY**
  - last updated in 2008
  - no new language from NHSBA proposed
  - recommend re-affirming
6. **EEAA VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY**
  - last updated in 2008
  - NHSBA language proposed
7. **EEACD BUS VIDEO/AUDIO CAMERA MONITORS**
  - recommend recoding using NHSBA coding system (ECAAF) and updating with NHSBA language
  - changes reviewed and approved by the Transportation Coordinator
8. **JFCCA BUS VIDEO/AUDIO CAMERA MONITORS**
  - recommend repealing and referencing ECAF
  - approved by the Transportation Coordinator
9. **EEAE SCHOOL BUS SAFETY PROGRAM**
  - last updated in 2008
  - NHSBA language proposed
  - changes reviewed and approved by the Transportation Coordinator
10. **EF/EFC FOOD SERVICE MANAGEMENT**
  - last updated in 2008
  - Recode to EF
  - Small revision to include reference to federal rules

*(EBBB Accident Reports was sent back to the Policy Committee at the May 29<sup>th</sup> meeting.)*

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

## 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.
- ~~2.3.~~ *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.*
- ~~3.4.~~ 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

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: JFAB</b></p>
<p><b>Adopted: 05-21-87</b>  <b>Reaffirmed: 06-06-91</b>  <b>Revised: 05-02-96, 02-24-05</b>  <b>11-03-05, 02-16-07</b>  <b>06-04-09, 10-21-10</b></p>	<p><b>Page 2 of 3</b></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.

4.5. 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).

5.6. 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 ~~five~~ 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

~~For the purpose of determining t~~The tuition rate, ~~the cost per pupil as reported on the MS 25/DOE-25 will be used~~ 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

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

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 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*

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: IGA</b></p>
<p><b>Adopted: 06-16-83</b>  <b>Revised: 05-02-91</b>  <b>Revised: 06-18-09</b></p>	<p><b>Page 1 of 1</b></p>

## CURRICULUM DEVELOPMENT

~~Curriculum is a written document, aligned with the school-wide learning expectations, that prescribes content, integrates relevant school-wide expectations, includes course-specific learning goals, suggests instructional strategies, suggests assessment techniques including the use of school-wide rubrics and suggests a time frame. The curriculum engages students in inquiry, problem solving, and higher order thinking, and provides opportunities for authentic application of knowledge and skills.~~

~~The Board will encourage and support the professional staff in its efforts to investigate new curricular ideas, develop and improve programs, and evaluate results.~~

The ~~Directors of Elementary and Secondary Education~~*Superintendent* will spearhead curriculum development for the school system. The ~~Directors of Elementary and Secondary Education~~*Superintendent* will establish curriculum committees for the study of curriculum improvements, including the selection of new instructional materials, as found necessary and desirable.

~~The School Board will make final decisions on curriculum changes.~~ The Superintendent will submit to the Board recommendations developed by the curriculum committees and the professional staff with the approval of the Curriculum and Assessment Committee. ~~The Board, in reviewing and evaluating curriculum recommendations, may solicit community opinion.~~ Recommendations will be submitted to the Board for its consideration and adoption.

~~All teachers have professional obligations to the school program beyond regular classroom duties, and these obligations include work on curriculum committees. It is expected that all teachers will make contributions to curriculum development.~~

**Legal Reference:**

*NH Code of Administrative Rules, Section Ed. 302.02(f), Substantive Duties of Superintendents*  
*NH Code of Administrative Rules, Section Ed. 303.01(g), Substantive Duties of School Boards*

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: EBCB</b></p>
<p><b>Adopted: 01-01-83</b>  <b>Revised: 02-07-91</b>  <b>Revised: 06-19-08</b></p>	<p><b>Page 1 of 1</b></p>

**FIRE DRILLS**

Fire drills will be scheduled by the building principal *or designee*. Fire Drills *and their frequency shall should* be conducted ~~at least once per month while school is in session per state law. Exceptions to the frequency of such drills may be granted pursuant to state law.~~

The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside. The building principal *or designee* is responsible for creating fire drill routes and procedures, and for maintaining all documentation relative to fire drills.

**Legal Reference:**

*NH Code of Administrative Rules, Section SAF-C 6008.04, 6008.05, State Fire Code, Building Safety*

***Appendix: EBCB-R***

**EBCB - FIRE DRILLS**

Saf-C 6008.05 Modifications to Life Safety Code.

(a) Section 14.7.2.3 and Section 15.7.2.3 of NFPA 101 shall be amended to read as follows:

“Emergency egress and relocation drills shall be conducted as follows:

(1) At least one emergency egress and relocation drill shall be conducted every month the facility is in session, including summer school;

a. Exception No. 1: In climates where the weather is severe, the monthly emergency egress and relocation drills shall be permitted to be deferred provided that the required number of emergency egress and relocation drills is achieved and at least 4 are conducted before the drills are deferred; and

b. Exception No.2: With the approval of the local fire official and in concert with RSA 189:64, no more than 2 of the required emergency egress and relocation drills may be eliminated and replaced by drills that test emergency response to hazards such as earthquakes, hurricanes, floods, bomb threats, and domestic terrorism. No required emergency egress and relocation drills shall be replaced by hazard drills unless an emergency response plan is submitted to the local fire official and the New Hampshire Office of Emergency Management;

(2) All occupants of the building shall participate in the drill; and

(3) One additional emergency egress and relocation drill, other than for educational occupancies that are open on a year-round basis, shall be required within the first 30 days of operation”.

<b>Timberlane Regional School District</b>	<b>Policy Code: EBCC</b>
<b>Adopted: 01-01-83</b> <b>Revised: 02-07-91</b> <b>Revised: 10-07-99</b> <b>Revised: 09-20-01</b>	<b>Page 1 of 2</b>

## BOMB THREATS

*The Board recognizes that bomb threats are a significant concern to the schools. Whether the threat is real or a hoax, a bomb threat represents a potential danger to the safety and welfare of students, staff, and school property.*

*No person shall make or communicate, by any means, a threat that a bomb has been or will be placed on school premises.*

*Any bomb threat will be regarded as a serious matter and will be treated accordingly. In the event a bomb threat is made, the following procedures shall be followed:*

- 1. The Superintendent or his/her designee shall call for an immediate evacuation of school buildings.*
- 2. Simultaneously, local law enforcement authorities shall be notified.*
- 3. An investigation of the threat should be made by local law enforcement authorities or applicable state department.*

*Any decision to re-enter the school or buildings will be made by the Superintendent, or designee, and only after such clearance has been given by the appropriate law enforcement agency.*

*Making a bomb threat is a crime. As such, any person found to have made a bomb threat will be subject to arrest and prosecution according to law. Any student suspected of making a bomb threat will be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action, in accordance with applicable Board policy.*

**Legal References:**

*RSA 158:9, Possession of Explosives*

*RSA 644, Breaches of the Peace and Related Offenses*

~~In the event of a call or notice to the effect that a bomb has been placed in a school or any other building or establishment, the following procedures are required:~~

- ~~1. Immediately after receiving the call, the principal should be notified. The person receiving the call must write down what was said, and any other information on standardized FBI forms (to be kept near each main telephone).~~

~~The overall safety of all students will be the underlying basis for all decisions. Normally the building will be evacuated.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: EBCC</b>
<b>Adopted: 01-01-83</b> <b>Revised: 02-07-91</b> <b>Revised: 10-07-99</b> <b>Revised: 09-20-01</b>	<b>Page 2 of 2</b>

- ~~2. If the call was not received originally by the Fire and Police Departments, immediate notification is required. Both departments should respond.~~
- ~~3. A search of the building or premises should be conducted under the direction of the senior officer present from either protective department. All officers, fire fighters, and custodians of the building should assist in the search.~~
- ~~4. If a thorough search has been conducted and nothing found, the chief administrative officer of the school or building should be notified by the senior member of the local protective department that re-entry will be permitted.~~
- ~~5. Investigation of the incident should be made by appropriate police authorities.~~
- ~~6. School principals shall notify the local telephone company.~~

~~Any decision concerning the dismissal of school pupils and subsequent action after the above procedures have been followed is the prerogative of the Superintendent.~~

~~Persons calling in "Bomb Scares" and/or false fire alarms will be subject to conviction by the courts and suspension from school pending School Board action.~~

*Appendix EBCC-X*

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: ECA</b></p>
<p><b>Adopted: 09-15-83</b>  <b>Revised: 02-07-91</b>  <b>Revised: 10-16-08</b></p>	<p><b>Page 1 of 1</b></p>

## **BUILDING AND GROUNDS SECURITY**

The Board will cooperate closely with local law enforcement and fire departments, and with insurance company inspectors.

Records and funds will be kept in a safe, locked location.

Access to school buildings and grounds outside of regular school hours will be limited to school personnel whose work requires it. An adequate key control system will be established to limit access to buildings to authorized personnel.

School buildings will be closed and locked after the last school activity has concluded each day.

A building being used by an authorized school or community group in the evening or on non-school days, will be opened for such activity and secured again after its conclusion.

A school district employee must be on school grounds during the course of the activity. Only a school district employee will be allowed to open and close the school in the event of such an activity.

Classroom windows and doors are to be locked when the teachers leave the building.

In addition to this policy, the Superintendent is charged with establishing further safety and security provisions as may be necessary.

The building principal is responsible for enforcing this policy.

<b>Timberlane Regional School District</b>	<b>Policy Code: EEAA</b>
<b>Adopted: 10-16-08</b>	<b>Page 1 of 1</b>

## VIDEO AND AUDIO SURVEILLANCE ON SCHOOL PROPERTY

The Board authorizes the use of video and/or audio surveillance devices on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The superintendent will approve appropriate locations for surveillance devices.

Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. *However, such devices are not to be placed in bathrooms or locker rooms.*

Signs will be posted on school buildings to notify students, staff and visitors that video cameras may be in use. Parents and students will also be notified through the student handbook.

Students will be responsible for any violations of school rules recorded by video and/or audio surveillance devices.

The district will retain ~~copies of~~ video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording.

Videos containing evidence of a violation of student conduct rules and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or applicable law. Any release or viewing of the video will be in accordance with the law.

*In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.*

*The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.*

~~Recordings of video and/or audio surveillance devices may be reviewed by District personnel for discipline and evaluation purposes. If disciplinary action is taken as a result of the recordings of video and/or audio surveillance devices, the parent/guardian of the student may request to view the recordings of the video and/or audio surveillance devices with the Building Principal or Superintendent.~~

~~Video recordings may become a part of a student's educational record or a staff member's personnel record. The district will comply with all applicable laws related to record maintenance and retention.~~

See also policies EEA, EEAE, EEAE & JICC

**Legal References:**

- 20 U.S.C. Family Educational Rights and Privacy Act (FERPA)
- 34 C.F.R. 99, Family Educational Rights and Privacy Act Regulations

<b>Timberlane Regional School District</b>	<b>Policy Code: <del>EEACD-ECAF</del></b>
<b>Adopted: 10-06-94</b> <b>Revised: 05-20-99</b> <b>Revised: 02-24-05</b> <b>Revised: 10-05-06</b>	<b>Page 1 of 1</b>

**~~AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES BUS VIDEO/AUDIO CAMERA MONITORS~~**

*Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.*

*Notification of such recordings is hereby established in this policy and in Policy JICK – Pupil Safety and Violence Prevention. The Superintendent or his/her designee will ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring.*

*The Superintendent is charged with establishing administrative procedures to address the length of time, which the recording is retained, ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings.*

*Recordings may be viewed only by the following persons and only after expressly authorized by the Superintendent:*

- *Superintendent or designee*
- *Business Administrator*
- *Building Administrator*
- *Law Enforcement Officers*
- *Transportation Contractor Official*

*In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student’s education record. If an audio or video recording does become part of a student’s education record, the provisions of Policy JRA shall apply.*

*The Superintendent is authorized to contact the District’s attorney for a full legal opinion relative in the event of such an occurrence.*

**Legal References:**

*RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed*

~~The Timberlane Regional School District views safety to be the most important aspect of its transportation program. To this end, cameras with video and audio recordings may be installed on the buses to promote desired student behavior and to permit the driver to concentrate more of his/her attention on the safe operation of the bus.~~

~~The following procedure shall be used regarding these cameras:~~

<b>Timberlane Regional School District</b>	<b>Policy Code: <del>EEACD-ECAF</del></b>
<b>Adopted: 10-06-94</b> <b>Revised: 05-20-99</b> <b>Revised: 02-24-05</b> <b>Revised: 10-05-06</b>	<b>Page 1 of 1</b>

~~All footage will be considered confidential and is to be viewed only on an “as needed” basis by the administration and parents and other persons designated by the administration to serve as an aid in determining and redressing inappropriate behavior.~~

~~Tapes not necessary for ensuring appropriate discipline will be recycled within ten (10) days. Tapes also may be kept longer if so ordered by a court.~~

~~The driver is responsible to maintain control of the bus and will continue to intervene anytime a student’s behavior threatens his/her safety and/or the safety of other students.~~

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: JFCCA</b></p>
<p><b>Adopted: 10-06-94</b>  <b>Revised: 05-20-99</b>  <b>Revised: 02-24-05</b>  <b>Revised: 10-05-06</b></p>	<p><b><del>Page 1 of</del></b>  <b><del>1</del>REPEALED</b></p>

**BUS VIDEO/AUDIO CAMERA MONITORS**

~~The Timberlane Regional School District views safety to be the most important aspect of its transportation program. To this end, cameras with video and audio recordings may be installed on the buses to promote desired student behavior and to permit the driver to concentrate more of his/her attention on the safe operation of the bus.~~

~~The following procedure shall be used regarding these cameras:~~

- ~~1. All footage will be considered confidential and is to be viewed only on an "as needed" basis by the administration and parents and other persons designated by the administration to serve as an aid in determining and redressing inappropriate behavior.~~
- ~~2. Tapes not necessary for ensuring appropriate discipline will be recycled within ten (10) days. Tapes also may be kept longer if so ordered by a court.~~
- ~~3. The driver is responsible to maintain control of the bus and will continue to intervene anytime a student's behavior threatens his/her safety and/or the safety of other students.~~

~~See also policy EEACD. This policy was repealed by the Timberlane Regional School Board on \_\_\_\_\_.~~ See Policy ECAF VIDEO AND SURVEILLANCE ON SCHOOL BUSES

<b>Timberlane Regional School District</b>	<b>Policy Code: EEAE</b>
<b>Adopted: 09-20-01</b> <b>Amended: 10-16-08</b>	<b>Page 1 of 1</b>

## SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least two times a year (Oct.-May) to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected on a regular schedule to see that they meet applicable safety regulations.
4. All drivers will be screened before employment for physical condition, proper license, and experience. The prior driving record of each driver will be checked for drug and alcohol or other convictions and a criminal records check must also be completed.
5. The board authorizes use of video and/or audio surveillance on school buses to ensure the health, welfare, and safety of all students while riding on school buses. Use of such surveillance will be in accordance with policy *ECAF, Audio and Video Surveillance on School Buses. EEACD, Bus Video/Audio Camera Monitors.*
6. *In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply. The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.*
7. The School District or independent contractor will comply with all state and federal laws and regulations pertaining to the operation of school buses and will make these requirements known to bus drivers. It will also cooperate with local safety officials in formulating and accomplishing its school bus safety program.

**Legal Reference:**

*20 U.S.C. §1232g, Family Educational Rights and Privacy Act  
 RSA 189:6a, School Bus Safety  
 RSA 200:40, Emergency Care  
 RSA 570-A:2, Interception and Disclosure of Telecommunication or Oral Communications Prohibited*

<b>Timberlane Regional School District</b>	<b>Policy Code: EF/<del>EFC</del></b>
<b>Adopted: 01-01-83</b> <b>Reaffirmed: 02-07-91</b> <b>Revised: 04-03-08</b>	<b>Page 1 of 1</b>

## FOOD SERVICES MANAGEMENT

All food service personnel will be directly responsible to the Food Service Manager and ultimately responsible to the building principal, Superintendent, or designee.

The Food Service Manager is responsible for the planning and preparation of food served in the food service program, *and* -ensuring full compliance with the State of New Hampshire's *and federal education*—rules and regulations. All food will comply with the nutrition standards as set forth by the school wellness program.

The Food Service Manager will supervise the ordering of supplies and the keeping of accurate records of financial transactions connected with the food service program, as well as the preparation all records and reports as required.

The Food Service Manager will be certified by a NH Department of Education approved program.

All food service employees shall, within their first year of employment, obtain a certificate of completion for an approved sanitation course.

The Food Service Manager will make recommendations to the building principal, the Superintendent, or designee concerning personnel and operational matters related to the food service program.

See also policy JLCF.

**Legal References:**

*RSA 189:11-a*  
*NH Code of Administrative Rules, Section Ed. 306.11*  
 Section 204 of Public Law 108-265

EF/~~EFC~~ – FOOD SERVICE MANAGEMENT