

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, MARCH 20, 2014

Re-Organizational Meeting - 7:30 PM

Superintendent's Office
30 Greenough Road, Plaistow, NH

Dr. Earl Metzler, II, Superintendent

Dr. Roxanne Wilson, Asst. Superintendent

AGENDA RE-ORGANIZATIONAL MEETING

1. **Call to Order - Dr. Metzler**
2. **Roll Call - Clerk**
3. **Pledge of Allegiance**
4. **Election of Officers**
 - a. Chair
 - b. Vice Chair
 - c. School District Clerk
 - d. School Board Recording Secretary
 - e. Treasurer
 - f. Assistant Treasurer
 - g. Attendance Officer
 - h. School Counsel
 - i. Bonding
 - j. Bank Depository
 - k. Review of Investment Policy DFA (to be reviewed annually per RSA and Auditor)
 - l. School Board Ethics Statement
 - m. School Board Meeting Rules
5. **Meeting Dates, Time and Place**

Regular meeting to immediately follow organizational session.

The MISSION of the Timberlane Regional School District is to engage all students in challenging and relevant learning opportunities, emphasizing high aspirations and personal growth.

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Dr. Earl Metzler, II, Superintendent

Dr. Roxanne Wilson, Asst. Superintendent

AGENDA

1. **Call to Order – Chair**
2. **Approval of Minutes**
 - a. March 6, 2014 (public and nonpublic)
3. **Delegations or Individuals**
4. **Current Business**
 - a. Review of Election Results – INFORMATIONAL (5 minutes)
 - b. Hawaiian Exchange Trip – ACTION (5 minutes)
 - c. CAC Presentation/Survey – INFORMATIONAL (10 minutes)
 - d. Project Lead The Way – ACTION (15 minutes)
 - e. Policies – ACTION (10 minutes)
 - f. Committee Assignments – INFORMATIONAL (5 minutes)
 - g. School Board Training – INFORMATIONAL (10 minutes)
 - h. School Board Evaluation (self & 360) – INFORMATIONAL (15 minutes)
5. **Administrator's Report**
 - a. Update on School Activities – INFORMATIONAL
6. **Personnel Report**
7. **Committee Report/Reports of the School Board**
8. **Correspondence Folder**
9. **Vendor and Payroll Registers**
10. **Other Business**
 - a. Non-public (if needed)
11. **Future Dates**

| DATE | MEETING TYPE | LOCATION | TIME |
|----------|-------------------|----------|---------|
| April 3 | Regular Meeting | SAU | 7:30 PM |
| April 16 | SAU Board Meeting | SAU | 7:00 PM |
| April 17 | Regular Meeting | SAU | 7:30 PM |
| May 8 | Regular Meeting | SAU | 7:30 PM |
| May 22 | Regular Meeting | SAU | 7:30 PM |
| June 5 | Regular Meeting | Atkinson | 7:30 PM |
| June 19 | Regular Meeting | SAU | 7:30 PM |

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ADMINISTRATOR'S REPORT

ORGANIZATIONAL MEETING – March 20, 2014

The organizational meeting will be opened by the superintendent per TRSD policy BDA.

1. Call to Order

2. Pledge of Allegiance

3. Election of Officers

Dr. Metzler will call for nominations from the floor for the chair and vice chair offices. In the event more than one person is nominated for an office, he will initiate the voting by show of hands process.

- a. Chair – nominations from the floor*
- b. Vice Chair – nominations from the floor*

Newly appointed chairman to call for nominations of the following:

- c. School District Clerk – Lorna Walker is seeking re-appointment*
- d. School Board Recording Secretary – Nancy Danahy is seeking re-appointment*
- e. Treasurer – Paul Sullivan is seeking re-appointment*
- f. Assistant Treasurer – Lori Parrillo is seeking re-appointment*
- g. Attendance Officer – in the past the SRO was appointed to this position. The district now has a Dean of Attendance. How does the board wish to proceed?*
- h. School Counsel – recommendation to appoint Soule, Leslie and Kidder as District counsel.*
- i. Bonding – recommendation to bond the treasurer and assistant treasurer in the amount \$100,000.*
- j. Bank Depository – recommendation to appoint BankNorth as the District bank.*
- k. This policy to be reviewed on an annual basis per district auditors and RSA's. The policy will be presented to the PC first should there be any proposed changes, otherwise, it will be considered for general review by the board at the re-organizational meeting. Mr. Stokinger can clarify if further explanation is needed.*
- l. School Board Ethics Statement – to be reviewed and signed by all members on annual basis in accordance with Board policy BCA.*
- m. School Board Rules – outlines protocol as a board member. To be reviewed and adopted by board.*

4. Meeting dates and times

Recommendation to hold school board meetings on the first and third Thursdays of the month at 7:30 pm at the Superintendent's office, waive the July and August meetings (unless needed), and to reserve the right to amend the meeting schedule as needed. Also, because the first Thursday in January 2015 is a holiday, recommend holding meetings on the 8th and 22nd to keep two meetings that month. Proposed calendar included in packet.

5. Adjournment

REGULAR MEETING AGENDA

1-3. OPEN MEETING

Self-explanatory.

4. APPROVAL OF MINUTES

Recommendation to accept two sets of minutes: 03/06/2014 public and nonpublic meetings.

5. DELEGATION OR INDIVIDUALS

6. CURRENT BUSINESS

a. Review of Election Results – INFORMATIONAL – 5 minutes

Review March 11th voting results.

b. Hawaiian Exchange Trip – ACTION – 5 minutes

Bill Mealey to request permission for students to travel to Hawaii and miss a day of school. See policy IJOA.

c. CAC Presentation/Survey – INFORMATIONAL – 10 minutes

Kate Delfino and Citizens Advisory Committee to make presentation on proposal to do a community survey.

d. Project Lead The Way – ACTION – 15 minutes

Board to take action on whether or not to continue with the program and sign an amended contract.

e. Policies – ACTION – 10 minutes

Nine policies up for first reading; Michael Mascola to present.

f. Committee Assignments – INFORMATIONAL – 5 minutes

Members to consider serving on board committees with assignments to be confirmed at next board meeting.

g. Board Training Options – INFORMATIONAL – 10 minutes

Options are to attend NHSBA training session in Concord or hold in-house training session led by Superintendent, Board Chair and District Atty. If in-house, schedule a special meeting date.

h. School Board Evaluation – INFORMATIONAL – 15 minutes

Review of self and 360 evaluation results; consideration of incorporating results into board goals for 2014-15 school year.

7-9. REPORTS

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

8. Personnel Report – Dr. Metzler to present

9. Committee Reports and 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.

| April 3, 2014 | |
|---------------------------------------|---|
| Freshman Academy Update | |
| Policies | <i>Second reading/adoption</i> |
| Renominations | |
| Committee Assignments | |
| School Board Goals | <i>discussion</i> |
| Set Graduation Date | |
| Safe Routes to School (tentative) | <i>Sean Fitzgerald/M. Gaydos</i> |
| HOBYS Leadership Award | <i>Recognize 2 seniors, 2 juniors, 2 sophomores</i> |
| Tripod™ Survey Report | <i>Deb Armfield</i> |
| Baseball Boosters Sponsorship Program | |
| NECAP Results | |
| | |

| April 17, 2014 | |
|-------------------------------------|----------------------|
| Policies | <i>First Reading</i> |
| Annual Food Service Contract Review | |
| Athletic Contract Review | |
| School Board Goals | <i>adoption</i> |
| Football Boosters | <i>Heather David</i> |
| | |
| | |

May 8, 2014

| | |
|-------------------------------|--------------------------------|
| Federal Funding Authorization | |
| Policies | <i>Second reading/adoption</i> |
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Back-Burner List

| | |
|----------------------------|---|
| SERESC Update | <i>Beth Rincon</i> |
| NHSBA Resolutions | <i>September</i> |
| Soccer Field Dedication | |
| SAT scores | <i>Multiple year & state-wide comparisons</i> |
| Differentiated Instruction | <i>D. Armfield</i> |

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| Timberlane Regional School District | Policy Code: DFA |
| Adopted: 10-07-99 Revised: 10-16-08 Revised: 05-02-13 | Page 1 of 2 |

INVESTMENT

The School Board authorizes the School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a to invest the funds of the District subject to the following objectives and standards or care.

OBJECTIVES

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. Prudence. The standard of prudence to be used by the School District Treasurer and Superintendent or his/her designee involved in the investment process shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the Government Finance Officials Association's Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The school District Treasurer and Superintendent or his/her designee involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District particularly with regard to the timing of purchases and sales.

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| Adopted: 10-07-99 Revised: 10-16-08 Revised: 05-02-03 | Page 2 of 2 |

3. Internal Controls. The School District Treasurer and Superintendent or his/her designee shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the School Board and an independent auditor.

The investment of funds will be left to the discretion of the Finance Committee without prior approval of the Board.

The Board will review the investment policy annually.

Statutory Reference:

RSA 197:23-a

RSA 383:22

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| Timberlane Regional School Board | Procedure Code: BCA-R |
| Adopted: 09-20-01 Revised: 04-02-09 Revised: 09-05-13 | Page 1 of 2 |

SCHOOL BOARD MEMBER ETHICS/EXPECTATIONS

AS A MEMBER OF MY LOCAL BOARD OF EDUCATION, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND, TO THAT END, I WILL STRIVE TO:

Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings.

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.

Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.

Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent of Schools.

Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school board associations.

Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.

Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.

Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law or is received in confidence or executive session.

Take no private action that will compromise the Board's actions or decisions, and respect and support such actions and decisions as made by the majority vote or consensus of the Board.

Not accept things of material value for personal use or gain from companies or organizations doing business with the school district. Exceptions to this policy are the acceptance of minor items (typically items valued less than \$25) which are generally distributed by the companies through public relations programs.

BCA-R - SCHOOL BOARD MEMBER ETHICS

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| Timberlane Regional School Board | Procedure Code: BCA-R |
| Adopted: 09-20-01 Revised: 04-02-09 Revised: 09-05-13 | Page 2 of 2 |

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.



TIMBERLANE REGIONAL SCHOOL BOARD PROPOSED MEETING DATES FOR 2014-15

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

| | | | |
|-----------------|------------------|-----------------|-----------------|
| AUGUST | SEPTEMBER | OCTOBER | NOVEMBER |
| 21 | 4 18 | 2 16 | 6 20 |
| DECEMBER | JANUARY* | FEBRUARY | MARCH |
| 4 18 | 8 22 | 5 19 | 5 19 |
| APRIL | MAY | JUNE | |
| 2 16 | 7 21 | 4 18 | |

Meetings will convene at 7:30 pm at the Superintendent's Office, 30 Greenough Road, Plaistow, NH (unless otherwise indicated in individual meeting postings).

The Timberlane Regional School Board reserves the right to amend these dates, location, or times as necessary. Log on to www.timberlane.net for more information.

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Approved _____

*January 8 & 22 are the 2nd & 4th Thursdays of the month.

Anticipated Itinerary for Timberlane Regional High School Trip to Waialua School April 24- May 3, 2014

Plans are in the works, with many people helping bring together an outstanding and busy trip.

Thursday, April 24th:

3:45 am - Bus Departs Timberlane High School Parking Lot for Boston Logan Airport

Depart Boston 6:15 am EST

Arrive Honolulu 2:28 pm HI Time

- **Friday 4/25** Pearl Harbor (Arizona Memorial tour and museum)
- **Friday 4/25** Circle Island Tour (The 4 S's – Surf, Sand, Sun, Shopping)
- **Saturday 4/26** *Community Service Project – Volunteer Earth Day Event*
 - Waimea Valley – the valley of the Kings – sacred burial caves of the Hawai'ian kings
 - Pot-luck luncheon with exchange/ host families
- **Saturday 4/26** Tour of North Shore, Waimea Bay, Hale'eva town
- **Sunday 4/27** Hike Diamond Head (dormant volcano overlooking Waikiki); Waikiki Beach
- **Monday 4/28** *Community Service Project*
 - Continuing our work toward the restoration of the Paepae He`eia Fish Pond
- **Monday 4/28** Tour of East Shore/ East Side Oahu
- **Tuesday 4/29** Visit to Big Island: Volcano National Park & "black sand" beaches
 - depart Hnl 7:00am – land Hilo 7:49; depart Hilo 7:40pm – land Hnl 8:27
- **Wednesday 4/30** *Waialua High School*
 - Students will shadow hosts throughout the school day
- **Thursday 5/1** Tour `Iolani Palace (Royal Palace for the Kingdom of Hawai`i)
 - Hosted by Uncle Fred – An officially recognized United States National Treasure for his knowledge and activities toward the Hawai'ian reawakening and his skills in teaching and communicating. Uncle Fred continues to perform as a member of the Official Hawai'ian Opera and Choral Group and will grace us with his beautiful voice throughout our tour while relating several traditional songs and memories. This is truly a unique and life-changing moment in our trip that very, very few people will ever have had the opportunity to experience! Uncle Fred is truly a treasure who is fit as a fiddle, and sharp as a whip, even well into his 9th decade of life!
- **Thursday 5/1** Bishop Museum Tour
- **Friday 5/2** free day for final souvenir purchases, last pictures and memories
 - **Depart Honolulu 10:50 pm HI time**
- **Saturday 5/3 Arrive Boston** Logan Airport 5:01 pm EST
 - *students will be with their host/ exchange students & teachers
- Possible Kamehameha School visit
 - Students will shadow hosts throughout the school day
 - Tour of the Heritage Center and Chapel (On the Kamehameha Campus)

How are we traveling on the ground? We will be traveling in two 7 passenger mini vans driven ONLY by the chaperones.

What about days where free time is scheduled? No matter the situation, students will NEVER TRAVEL ALONE either by foot or by car. There are 2 chaperones and 11 students who will be with at least one of the adults at all times!

Where will the students be staying?

Waikiki Sheraton Princess Ka'iulani

120 Kaiulani Avenue

Honolulu, HI 96815

Phone: (808) 922-5811

Fax: (808) 931-4577

What are the room arrangements? All students and chaperones will be in the same hotel. Students will be 2 to a room. There will be ONLY males or ONLY females in each room. 10:00 curfew will be in effect unless events keep us out later and student's rooms will be checked by a chaperone of the same gender.

What is the estimated cost for meals and admissions? A safe estimate would be \$400. Although some meals will be covered by our hosts, we will be on our own for several meals.

What to wear? We are casual the whole time (T-shirts/Tank tops/Shorts/Sneakers/Flip Flops) except for days we visit the campuses of the schools. On these days dress as you normally would for school. GIRLS DO NOT BRING HEELS! We will be doing a great deal of walking even on the days we are visiting schools. Each school is a campus, not a single building. Oh yeah, and bring a bathing suit and a towel. You might need them!

More detailed information will come out at each of our monthly meetings – first Thursday of every month, right after school in room 210, as well as on our Facebook page!

Again, I can be contacted at:

The other chaperone for the trip is:

William P Mealey, MEd.

Mary Widman, Med.

Academic Dean – Attendance

Assistant Principal – Academics

Timberlane Regional School District

Timberlane Regional High School

william.mealey@timberlane.net

mary.widman@timberlane.net

603-382-6541 Ext 3902

603-382-6541 Ext 3903

We also have a Facebook page for our trip.

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

STUDENT TRIPS

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

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

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

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

Sanctioning Student Trips

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

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

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

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

Financing Student Trips

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



**Timberlane Regional School Board
Citizens Advisory Committee on
Family, School and Community Engagement
(CAC)**

**REPORT TO THE TRSB
MARCH 20, 2014**

November 15, 2012 – TRSB Approved the Formation of the CAC for the following reasons.

- 1) Research repeatedly correlates family and community engagement with student achievement: When families and communities are involved in their children's learning both at home and at school, students succeed and schools improve. In today's competitive global society, family, school and community engagement is an essential part of the strategy required to prepare students for college and career readiness.
- 2) As part of its commitment to high achievement for all students, the Timberlane Regional School Board will form a citizens advisory committee to examine the district's current family, school and community engagement practices. The findings of the committee will be used to integrate family, school and community engagement into the district-wide strategy for student success.

Citizens Advisory Committee (CAC) to the TRSB

MISSION

- The mission of the Citizens Advisory Committee is to conduct studies, identify problems and develop recommendations related to the district's current family, school and community engagement practices.

To provide definition and a starting point, TSRB recommended that the CAC review the National Standards for Family-School Partnerships developed by National PTA.

- ✓ **Welcoming all families into the school community** - Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff and to what students are learning and doing in class.
- ✓ **Communicating effectively** - Families and school staff engage in regular, two-way and meaningful communication about student learning.
- ✓ **Supporting student success**- Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

PTA National Standards, Cont'd

- ✓ **Speaking up for every child** - Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.
- ✓ **Sharing power**- Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.
- ✓ **Collaborating with the community** – Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

CAC Membership

- 1 parent representative from each district school*
- 1 community representative from each of the four towns**
- 1 district staff member appointed by Dr. Metzler
- 1 non-voting School Board liaison to the committee
- The Citizens Advisory Committee elects its own chairperson

* Vacancies for Sandown North and Central schools

** Vacancy for Atkinson Community Representative

CAC Members

- ❖ Andrew Sheely – Danville Elementary Parent Representative
- ❖ Anne Isenberg – High School Parent Representative
- ❖ Annemarie Inman – Danville Community Representative
- ❖ Bruce Cleveland – Sandown Community Representative
- ❖ Cathy Lisi – Middle School Parent Representative
- ❖ Dave Hammond – Atkinson Academy Parent Representative
- ❖ Kate Delfino – Non-voting School Board Liaison
- ❖ Kathie Dayotis – Principal, Atkinson Academy (Dr. Metzler Appointee)
- ❖ Kerry Patles – Pollard Elementary Parent Representative (Chair)
- ❖ Nancy Barcelos – Principal, Danville Elementary (Dr. Metzler Appointee)
- ❖ Sue Sherman – Plaistow Community Representative

CAC RECOMMENDATIONS

Recommendation #1

Conduct a Benchmark Survey of the Community

Premise/Assumption: It is our belief that when solicited, the Timberlane community would willingly provide insight and feedback regarding their experiences with the district.

Recommendation: The School Board should regularly conduct a “Community Outreach Survey” to gain a clearer understanding of how much the community is engaged and where there is room for improvement based on community feedback.

❖ *A complete survey draft has been provided with your agenda materials. Following are some example questions.*

Community Outreach Survey (Draft)

Sample Questions

- Do you currently have children attending school in the Timberlane District?
- Are you currently satisfied with information you receive from your child's school?
- Does your child's school provide ways for your family to be involved in his/her school?
- Do you feel you are a partner in your child's education?
- Do you feel the school district adequately informs residents about ballot questions and other district matters?
- What district information are you most interested in hearing about?
- Do you feel informed about how the district budget is determined?

Recommendation #2

Enhance Efforts to Communicate, Educate, and Inform the Community

Premise/Assumption: It is our belief there are many good news stories about academic and other achievements occurring within TRSD. Our community may not be hearing about them enough to fully appreciate positive progress and academic achievement occurring in the district. The dominant news stories from local newspapers appear focused on either sports or negative stories about conflict that may sell newspapers but do not provide a complete picture of what is occurring in TRSD.

Recommendation: We recommend that a centralized district resource be dedicated to a professional and consistent community relations and communications effort to ensure all media outlets hear about the positive achievements, accomplishments, successes and events that occur in the TRSD.

NEXT STEPS

***TWO AREAS THAT THE CAC
WOULD LIKE TO EXPLORE FURTHER.***

Parent Engagement

Is there is a decrease in parent engagement as students transition between the different school levels? If so, what is the impact on student success?

- What are the schools' expectations of parents and students?
- What are parents' and students' expectations of the school?
- What resources and educational opportunities would benefit everyone during these transitions?

Community Engagement

The majority of residents do NOT have children currently enrolled in our district schools. Engaging this group of stakeholders is crucial for the future of our schools, our children and the community.

- How can we better inform taxpayers on how their tax dollars are invested?
- What do taxpayers want to know about educational funding sources and the fiscal process?
- How does the quality of the school district effect property values?
- What are the be best strategies for communicating and engaging with these stakeholders?

Further Work Remains!

The CAC requests permission to continue its work through additional investigation and research in order to develop more detailed recommendations for the board.



March 7, 2013

VIA E-MAIL (gorrow@soulefirm.com)

Ms. Gorrow:

This letter will attempt to answer all the questions posed by the Timberlane Regional School District in New Hampshire in regards to the cost of continuing to implement the PLTW Engineering Program currently offered at Timberlane Regional High School.

1) Implementing all requirements of the program which include offering the specified courses over a number of academic years and in the sequence specified.

The school district chooses which courses to offer the students each year. For the Engineering Program a minimum of three courses must be offered to students, and the two foundation courses, Introduction to Engineering Design and Principles of Engineering, must be offered to students at least every other year. The third course can be any of the courses in the Engineering Program. If there is insufficient student enrollment in a course to warrant running it, that course does not have to be implemented that year. The cost to run a course will be determined by the number of teachers teaching the course and the number of students enrolled. Teacher costs depend on the individual's contract with the district; student costs include the purchase of the appropriate durable goods and consumable items that the school needs to replenish. These costs will vary based on the school's specific situation, and it is impossible for PLTW to provide accurate estimates. All durable goods and consumables used in each PLTW course are listed in the PLTW Program Inventory Guide posted on the PLTW website, www.pltw.org. The district may purchase the items from the vendor of its choosing and only needs to purchase the items needed by the teacher to implement the specified curriculum with the enrolled students.

2) Implementing the most recent version of the curricula for each PLTW course used.

The curriculum is provided without charge by PLTW. Each school participating in a PLTW program must pay an annual Participation Fee which provides teacher and student access to the PLTW Learning Management System; Ongoing Professional Development for the teachers, including the Professional Learning Community, which allows teachers to stay up-to-date and in contact with other teachers across the country; unlimited seats for all software required in PLTW courses; and the required online End-of-Course assessments for the high school courses, which many universities use to determine eligibility for college credit, scholarships, and/or preferential admission. The current annual Participation Fee for the Engineering Program offered at Timberlane High School is \$3000.

3) Meeting the minimum requirements for teachers instructing a PLTW course, unit, or module.

The requirements are that the teacher has successfully completed the appropriate Core Training for the course, unit, or module being taught and meets any state or local requirements. Once a teacher completes the appropriate Core Training he or she does not have to take that Core Training again. Online update training for teachers is included in the annual Participation Fee, as described above in section 2.

Below is the list of teachers currently associated with Timberlane Regional High School and the Core Trainings each person completed.

- Mark Cerniglia: Aerospace Engineering, Digital Electronics
- Steven Rugoletti: Computer Integrated Manufacturing
- Kevin Seeley: Biotechnical Engineering
- Michael Wilds: Gateway units: Design & Modeling, Automation & Robotics, Science of Technology, and Magic of Electrons; Biotechnical Engineering, Civil Engineering and Architecture, Introduction to Engineering Design, Principles of Engineering, and Engineering Design and Development

4) Paying all fees and expenses associated with Core Training of teachers including costs as determined by the Agreement governing the teacher.

Each teacher listed above will incur no new costs for the Core Training(s) he has already completed.

If a new teacher is hired or one of the listed teachers will teach a course for which he has not completed Core Training, then costs will be incurred for the Core Training. The in-person Core Training for the Engineering Program is offered through the PLTW network of Affiliate Universities. Each university sets the costs and fees for the training; PLTW derives no revenue from these Core Trainings. On average the tuition cost for the two-week Core Training in an Engineering course is \$2200, plus room/board/travel. If room and board are needed, these costs average \$1000 for the two-weeks. If the district offers any of the middle school Gateway units to students the tuition for the Core Training for the applicable unit varies from \$1100 for the units requiring one-week of training to \$650 for the units requiring only a 2.5 day training. In either case room, board, and travel costs would be additional if needed. One week training sessions are required for the each of the foundation units: Design & Modeling, Automation & Robotics, and Medical Detectives. The shorter 2.5 day training is required for each of the following units: Magic of Electrons, Green Architecture, Science of Technology, Flight & Space, and Energy & the Environment. Teachers only attend the training for the course or unit they will implement.

5) Paying all fees and expenses for certain on-going teacher training.

The majority of on-going training is provided on-line through the PLTW Learning Management System and the cost is included in the annual Participation Fee as described in section 2.

Many Affiliate Universities offer optional one-day, in-person update training sessions. The costs for these optional training sessions are determined by the university and PLTW derives no revenue from these. Teacher attendance at these optional sessions is not required by PLTW.

It is possible that a course could be completely re-designed and the determination made that online training will not be adequate to prepare teachers for the new curriculum. If this were to occur, a teacher may have to attend in-person update training at an Affiliate University. The duration of this training would vary depending on the complexity of the new curriculum requirements. Thus far PLTW has never required this form of update training.

6) For the PLTW Counselor Training, paying for one advisor/counselor to attend the annual conference.

Each Affiliate University offers a PLTW Conference that includes the Counselor Training. In New Hampshire the Conference is currently organized and hosted by NHTI Concord's Community College, and it has been a one-day event. The organizing and hosting entity determines if there will be a charge to attend the conference, and PLTW derives no revenue from these conferences. To date NHTI Concord's Community College has not charged for

these conferences. The expense would therefore be the travel and personnel costs to attend the conference.

7) Providing each teacher participating in the PLTW Teaching Training Program with a laptop and software solely for the teacher's use.

The software specific for the PLTW course is included in the annual Participation Fee, as described in section 2, and would be provided to the teacher at no additional charge. The cost for the laptop and general software including the operating system, anti-virus, internet access, word processing, and presentation programs will vary depending on the purchase contracts and purchase choices the district makes. The specifications for the computers used in PLTW courses are posted on the PLTW website.

8) Providing teachers in the PLTW Launch Program with a tablet.

The Launch Program is for elementary students in kindergarten to grade 5. That program is not currently offered at any school in the Timberlane Regional School District, and the cost for any items associated with the Launch program would only be incurred if the district decides to offer that program.

9) Providing required equipment and software including equipment and software from vendors designated by PLTW.

Districts only need to purchase the materials and supplies needed for the course being offered and in sufficient quantities to meet the needs of the enrolled students. The necessary materials and supplies for each course are listed in the PLTW Program Inventory Guide posted on the PLTW website. The cost for the materials required for each course offered at the school will depend on what equipment and supplies are already available at the school. In general, if the school is already offering a PLTW course and has already purchased the durable goods, the cost for materials will be the cost to replenish the consumables. This cost will vary depending on number of students enrolled in each class and the current inventory of materials available at the school.

At times revisions are made to the PLTW curriculum that necessitate the transition from one equipment platform to another, or the replacement of some durable item that is not considered consumable. When this occurs notice is provided to school personnel via the PLTW Action Bulletin for Schools and a transition period, often of several years, is specified. As long as the course affected by the equipment transition is not a foundation course or unit required for a PLTW program, the district may choose to no longer offer the course or unit and not purchase the new equipment. In order for the school to remain in the PLTW network the specifications related to course offerings for that program must be met. In the case of the Engineering Program the minimum number of courses to be offered to students each year is three, and the two foundation courses, Introduction to Engineering Design and Principles of Engineering, must be available to students.

A few items in the Inventory Guide are available solely from specific vendors. In those cases PLTW specifies the vendor to ensure the item purchased is as specified in the curriculum. Otherwise the district may purchase items from any vendor.

10) Providing safety controls and security measures to protect the software and program.

The cost for these safety and security measures should be covered by the measures already employed by the district to prevent the theft of physical property or the unauthorized access to software or information stored on a computer or computer network. All appropriate safety procedures and equipment must be available to protect teachers and students in the PLTW classes.

11) Administering the most current version of the End-of-Course Assessment to students.

Student access to and the scoring of the appropriate online End-of-Course Assessments is included in the annual Participation Fee, as described in section 2. The cost to administer the Assessment is the cost to provide appropriate computer and Internet access to each student in each PLTW class. Each teacher schedules when their students will take the Assessment, allowing for coordination of computer use.

All students in all PLTW classes must be rostered with PLTW. This provides students with access to the curriculum and End-of-Course Assessments. The rostering process requires the person designated by the district as the District Administrator, or designated by the school principal as the School Administrator, to electronically query the district's database and assemble the requested information into a spreadsheet. That spreadsheet is then uploaded to the PLTW Learning Management System so the system recognizes the student and knows which curricula and assessments that student needs. The cost incurred for this process would be the time required for the appropriate administrator to complete this task and will vary.

12) Participating annually in the PLTW online systematic assessment and evaluation process.

This is the rostering of all students in all PLTW classes and the administration of the End-of-Course assessments. The costs associated with each of these processes were described in section 11.

13) Supporting the program administratively.

The costs to administratively support the PLTW program would be included in the district's cost to administratively support all the academic programs at the school. As with all academic programs the administrative costs include the ordering of materials, identifying and enrolling students, maintaining student records, and any other tasks required in order to support the students and teachers in the program. These costs vary and cannot be determined by PLTW.

The only administrative expense specific to the PLTW program is the online rostering of students as described in section 11. That cost will vary depending on the number of students enrolled in the courses and the pay grade of the administrator completing the process.

14) By the end of the second year, establishing and operating a PLTW Partnership Team.

The PLTW program at Timberline High School was established in 2004, and therefore the Partnership Team should already be established. If the Team has lost members or is not operating, the cost would be the time to contact community members including business, industry, and post-secondary academic professionals to see if they would be interested in joining and participating on the Team. The Partnership Team members are community volunteers who assist the teachers, counselor, and administrators with the PLTW program implementation and potentially act as mentors, guest speakers, field-trip organizers, and/or role models for the students. At least one PLTW teacher and school administrator should be on the team, and the cost for their participation will vary with the specific employment contract of the individuals. The Participation Team is expected to hold formal meetings at least twice a school year.

15) Promoting and publicizing the PLTW program.

The costs to promote and publicize the PLTW program would be included in the district's cost to promote and publicize any school program through the course catalog provided to students

and parents, inclusion on the school's website, and the generation of press releases to spotlight student and teacher success in the program.

Electronic materials to promote the PLTW program are available at no charge on the PLTW website. These materials include PDF version of brochures describing the PLTW programs, videos, and sample press release templates.

The PLTW Agreement is automatically renewed in order to save PLTW and the district the cost of annual generating and processing an Agreement. The district may terminate the Agreement at any time by notifying PLTW in writing of the desire to terminate. The district would then immediately cease to use any PLTW curriculum materials, and remove any mention of PLTW or display of PLTW materials from the school building, course catalog, and website. The letter indicating the desire to terminate the Agreement should be sent to the PLTW National Office.

If the desire is to have specific language changes made to the PLTW STEM Agreement, including removal of the automatic renewal provision, please contact the school support team at schoolsupport@pltw.org or by phone at 877-335-7589 and they will connect you with the appropriate PLTW Legal Representative.

If you have any further questions about the costs associated with the PLTW Engineering Program currently offered at Timberlane Regional High School don't hesitate to email me at cmalstrom@pltw.org or to call me at 518-320-6909.

Sincerely,



Carolyn Malstrom
Senior Director of School Engagement, East Region
cmalstrom@pltw.org
phone 518-320-6909

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PETER C. PHILLIPS
MAUREEN L. POMEROY

January 3, 2014

CONFIDENTIAL ATTORNEY CLIENT COMMUNICATION

VIA E-MAIL (earl.metzler@timberlane.net) & U.S. MAIL

Dr. Earl Metzler, II, Superintendent
Timberlane Regional School District SAU #55
30 Greenough Road
Plaistow, New Hampshire 03865

Re: Timberlane Regional School District – Advisory Committee

Dear Superintendent Metzler:

Gordon Graham asked me to address your concerns about the PLTW Agreement which Cathy Belcher e-mailed to our office on December 23, 2013. Your concerns include: (1) the financial impact to the School District; (2) the School District's obligations; and (3) termination provisions. As explained below, the Agreement imposes many obligations upon the School District. However, it does not specify the financial impact to the School District to meet all those obligations. Although PLTW can terminate the Agreement immediately, the School District cannot even if PLTW materially breaches it.

The PLTW Agreement's initial term begins on the date the Agreement is signed and ends on June 30. The Agreement is automatically renewed for additional one-year terms from July to June 30 unless a party terminates the Agreement by providing written notice no later than April 1. During the annual term, the School District cannot terminate the Agreement even if PLTW materially breaches the Agreement. If PLTW materially breaches the Agreement and does not cure the breach within fifteen (15) days of written notice of the breach, the Agreement terminates at the completion of the academic year. In contrast, PLTW can immediately terminate the

Agreement if the School District fails to make timely payments or fails to timely and properly implement required courses.

The Agreement imposes many requirements and obligations upon the School District. Those obligations include:

- 1) Implementing all requirements of the program which include offering the specified courses over a number of academic years and in the sequence specified;
- 2) Implementing the most recent version of the curricula for each PLTW course used;
- 3) Paying an annual Participation Fee for each school or site;
- 4) Meeting the minimum requirements for teachers instructing a PLTW course, unit, or module;
- 5) Paying all fees and expenses associated with Core Training of teachers including costs as determined by the Agreement governing the teacher;
- 6) Paying all fees and expenses for certain on-going teacher training;
- 7) For PLTW Counselor Training, paying for one advisor/counselor to attend the annual conference;
- 8) Providing each teacher participating in the PLTW Teaching Training Program with a laptop and software solely for the teacher's use;
- 9) Providing teachers in the PLTW Launch Program with a tablet;
- 10) Providing required equipment and software including equipment and software from vendors designated by PLTW;
- 11) Providing safety controls and security measures to protect the software and program;
- 12) Administering the most current version of the End-of-Course Assessment to students;
- 13) Participating annually in the PLTW online systematic assessment and evaluation process;
- 14) Supporting the program administratively;

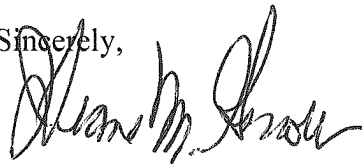
- 15) By the end of the second year, establishing and operating a PLTW Partnership Team;
- 16) Promoting and publicizing the PLTW Program.

Although the Agreement imposes many obligations upon the School District, it does not specify the costs associated with those obligations except for Participation Fees.

Please be aware that Section 16 of the PLTW Agreement establishes a mutual indemnification requirement. If the School District does intend to enter into the Agreement, please make sure before doing so that the School District's insurer or risk pool reviews Paragraph 16 and finds it acceptable.

If you have questions, please let me know.

Sincerely,



Diane M. Gorrow

E-mail: gorrow@soulefirm.com

DMG:sdb

Cc: Cathy Belcher, Administrative Assistant (via e-mail)



PLTW AGREEMENT

3939 Priority Way South Drive, Suite 200
Indianapolis, IN 46240

PLTW Agreement

AGREEMENT by and between Timberlane Regional School District (the "Entity"), located in Plaistow, NH and **PROJECT LEAD THE WAY, INC.**, a New York charitable not-for-profit corporation having an address at 3939 Priority Way South Drive, Suite 200, Indianapolis, IN 46240 ("PLTW, INC." and, collectively with the Entity, the "parties").

WITNESSETH:

WHEREAS, PLTW, INC. has established a comprehensive program and curricula for STEM education (the "PLTW Program") and supports a network of school districts, colleges, universities, and private sector collaborators (the "PLTW Network"); and

WHEREAS, the Entity desires to implement the PLTW Program; which consists of various curricular programs (the "PLTW Curricular Program(s)") and

WHEREAS, the Entity shall have access to all PLTW Program curricula and annual updates as well as access to the PLTW electronic communication network, online systematic assessment and evaluation, online on-going training, online program support and additional benefits; and

WHEREAS, the parties desire to work together to maximize the benefit of the PLTW Program to students by maintaining the quality standards and practices necessary to ensure the efficient and effective delivery of the PLTW Program.

NOW, THEREFORE, the parties agree as follows:

1. Registration and Information.

The Entity has registered online with PLTW, INC. on December 19, 2013 for one or more schools or sites, and identified which PLTW Curricular Program it wishes to implement. The Entity represents that the information contained in the registration remains accurate as of the date of this Agreement. In the event that Entity elects to have additional schools or sites added, or elects to make other material changes such as additional PLTW Curricular Programs, the Entity must first complete the necessary data entry and/or information reasonably required by PLTW, INC. The registration or site add-on data/information may be amended by PLTW, INC. from time to time in its discretion.

2. PLTW Requirements for Implementation.

The Entity agrees to implement the PLTW Program according to the program and implementation requirements established by PLTW, INC. ("PLTW Program Requirements" or "Program Requirements"), which shall include, but not be limited to, Program Requirements governing, participation fees, sequencing, courses, training, certification or maintenance of program standards, and other aspects of a successful implementation of the PLTW Program and PLTW courses by participating entities. Program Requirements are available on the PLTW, INC. website and may be modified from time to time by PLTW, INC. in its reasonable discretion.

3. PLTW Curricular Programs.

The Entity agrees to follow the **PLTW** curricula and to meet **PLTW** quality standards and practices including any concurrent student course requirements as reasonably established by PLTW, INC. for students to be successful in the **PLTW** Program. Curricula, including concepts and objectives, must be taught in its entirety without interruption or any unauthorized modification. Additional information is found in the Program Requirements.

4. PLTW Software.

The **PLTW** curricula are supported by certain software programs that align with the **PLTW** curricula to provide students with rigorous and relevant application of skills. The Entity must obtain or purchase annual or other available rights to the software programs which are integrated into the **PLTW** Program courses in that academic year. These rights may be subject to limitations established by the owner of the software, which may include school or site restrictions, as outlined in the Program Requirements. If the right to use the software is on an annual basis, then the term for the rights is the then current academic year of this Agreement, after which the Entity must cease the use of the software unless this Agreement is renewed for additional terms. All software shall be subject to the standard end-user license agreement from the software vendor, a copy of which is included with the software, and copyright for each software package remains with its owner and is protected by applicable copyright law. The Entity agrees to maintain reasonable security measures to protect the software, and to prohibit its unlawful use. When not in actual use, the Entity agrees to secure the software. Additional information is found in the Program Requirements.

5. PLTW Curricular Program Participation Fee.

PLTW Curricula are provided at no charge to participating schools. For other **PLTW** Program benefits, the Entity will be assessed an annual participation fee for each school or site participating in the **PLTW** Program. The participation fee(s) shall be due and payable no later than August 31st of each year this Agreement is in effect. Current participation fees are set forth in the Program Requirements. The participation fee covers required software rights, program support features to the curriculum for which a school has trained teachers, as well as the associated support systems such as end of course assessments and teacher online on-demand professional development offered by PLTW, INC. A full list can be found in the Program Requirements. PLTW, INC. may adjust any participation fees on an annual basis in the sole discretion of PLTW, INC., provided, however, that PLTW, INC. shall provide notice no later than March 1 of each year of any such increases or decreases for the following academic year. Additional information is found in the Program Requirements.

6. PLTW Partnership Team.

The objective of the **PLTW** Partnership Team is to provide optimal support and to facilitate the operation of the entire **PLTW** Program, while building community support and advocacy. By the end of the second year, the Entity shall establish and operate a **PLTW** Partnership Team and is responsible for selecting all members. Additional information is found in the Program Requirements.

7. Required Training.

A. PLTW Teacher Training. Teachers are required to successfully complete course specific **PLTW** Teacher Training for each **PLTW** course they will instruct. The Entity will select each teacher for participation in the **PLTW** Teacher Training program. It is the sole responsibility of the Entity to ensure that every teacher meets all Federal, State and local requirements to teach each respective **PLTW** course. The Entity shall register each teacher being selected for training with PLTW, INC. by the date required under the Program Requirements. PLTW, INC. reserves the right to accept or reject any training candidate. Additional information is found in the Program Requirements.

B. PLTW Counselor Training. Counselors/Advisors are required to successfully complete **PLTW** Counselor Training. Additional information is found in the Program Requirements.

8. Equipment Used in the PLTW Program.

A. Equipment. To assure that the Entity's school or site facilities properly support the **PLTW** Program, and to provide special purchase or license agreements and other costs savings practices negotiated by PLTW, INC., the **PLTW** Purchasing Manual includes details on equipment, supplies and other items (collectively referred to as "equipment" in this Agreement) that are required to implement the **PLTW** Program. In some instances, it is required that specific equipment (including software), be used due to curricular requirements. Unless specific equipment is required by PLTW, INC., the Entity may implement the **PLTW** Program using equipment purchased from vendors not listed in the **PLTW** Purchasing Manual, provided such equipment meets or exceeds program specifications and adequately supports the **PLTW** Program. The Entity shall be responsible for ensuring that equipment will meet or exceed Program Requirements and adequately support the **PLTW** Program. Additional information is found in the Program Requirements.

B. Safety. The Entity is solely responsible for the safe and proper implementation of the **PLTW** Program at its sites and schools. The Entity hereby covenants and agrees that any facility used to teach the **PLTW** Program shall be adequately equipped to operate the equipment safely and properly and that such facility and any equipment used thereon shall at all times comply with applicable standards and/or customary practices relating to safety and reasonable use. The Entity shall be solely responsible for providing its faculty with appropriate safety training relating to the implementation of the **PLTW** Program.

9. Assessment and Evaluation of Results.

PLTW, INC. assists and supports participating entities and the quality of the **PLTW** Program through studying and evaluating the effectiveness of the **PLTW** Program on an ongoing basis in order to update instructional, curricular and assessment materials and otherwise improve the instruction that **PLTW** participating entities provide to students. These efforts include the development, validation, and administration of assessments, examinations, surveys and/or other measurement tools on behalf of entities during their participation in the **PLTW** Program. PLTW, INC.'s ongoing studies review longitudinal student achievement data. PLTW, INC. retains data for four to six academic years after a student's estimated matriculation date, after which time the data is destroyed; at the request of the Entity, a copy of the data will be returned to the Entity prior to destruction. In support

of these efforts, Entity acknowledges its participation annually in the **PLTW** systematic assessment and evaluation process. PLTW, INC. will provide, and the Entity will participate in, the **PLTW** online systematic assessment and evaluation process conducted by PLTW, INC. and/or its designated representatives, which includes online teacher registration, online student rostering/registration, and full participation in various assessments, examinations, surveys and/or other measurement tools using technology and other support services provided by PLTW, INC. The Entity and PLTW, INC. acknowledge and agree that the personally identifiable data is confidential, and shall be used, shared and maintained for the purposes set forth above and only in accordance with reasonable privacy/security measures, proper professional practices, student confidentiality and applicable laws, including FERPA. Use or access to any protected data obtained as a result of these studies will be limited to representatives with a legitimate interest in accessing this data and re-disclosure of any personally identifiable information will be done in limited instances only, and only as allowed by, and consistent with, applicable laws. The Entity shall be responsible for implementing annual notifications, record-keeping and other such privacy requirements relating to these services.

10. Delivery of Materials and Communication.

In order to facilitate the delivery of the **PLTW** curricula and other **PLTW** Program materials to the Entity, and to facilitate communication for the **PLTW** Network, PLTW, INC. will use various internet applications and systems. PLTW, INC. shall determine which systems and applications will be used, in its sole discretion, and will implement reasonable security measures to safeguard sensitive data. Schools will implement appropriate measures to facilitate communication with these applications and systems. Additional information is found in the Program Requirements.

11. License.

A. Scope. The Entity acknowledges that PLTW, INC. retains all rights and title to its marks, curricula, framework, methodologies, processes, information, materials and other intellectual property (collectively referred to in this Agreement as “materials”). PLTW, INC. grants to the Entity a non-exclusive, non-transferable license to reproduce and use, to the extent authorized herein, printed or electronic materials developed and/or used in connection with the **PLTW** Program, for the sole purpose of instruction to students at registered schools or sites that are actively providing **PLTW** instruction, and appropriate training for authorized faculty. Any other use, reproduction, disclosure or distribution of such materials, including but not limited to commercial use, shall be strictly prohibited.

B. Program Identification. **Project Lead The Way, PLTW**, the **PLTW** “atom” logos, **Gateway To Technology, Innovation Portal** and other marks used in the **PLTW** Program are service/trademarks of PLTW, INC. During the term of this Agreement, the Entity shall use the appropriate logos, marks and other identifying materials on all **PLTW** Program materials and communications with faculty, students, officials and community constituents. PLTW, INC. will supply the Entity with appropriate instructions and labels relating to such identifying material to facilitate the proper promotion of the **PLTW** Program. Upon termination of this Agreement, the Entity shall cease using any such identifying material and shall make no representations linking any of its own educational programs to the **PLTW** Program without the prior written consent of PLTW, INC. All press releases and other public pronouncements involving the **PLTW** Program shall be subject to the advance approval of PLTW, INC. through PLTW, INC.’s designated representative. The Entity agrees to reasonably promote and publicize the **PLTW** Program in order to encourage student participation, and to retain

its distinct character.

C. Termination. The license granted hereunder shall cease upon the earliest to occur of: (i) the termination of this Agreement; or (ii) PLTW, INC. providing sixty (60) days written notice to the Entity of its election to revoke the license. Upon termination of the license all material shall cease to be used and, at the election of PLTW, INC., all materials, including any reproductions thereof, shall be immediately returned to PLTW, INC., and in no event later than fifteen (15) days after the effective date of termination.

12. Representations and Warranties of the Entity.

The Entity hereby makes the following representations and warranties: (a) This Agreement has been duly approved by the governing authority of the Entity, and the person executing this Agreement on behalf of the Entity has been duly authorized to so act by such Entity; (b) This Agreement is a legally binding agreement whose rights and obligations run only between the Entity and PLTW, INC. and the Entity's execution of this Agreement does not create rights in any other party; and (c) The terms of this Agreement do not violate or conflict with the Entity's charter or any other of its rules of governance, the laws of the Entity's State or any subdivision thereof, or any other agreement to which the Entity is a party.

13. Default.

A. Material Breach and Cure Period. Upon a material breach of this Agreement by either party which is not cured within fifteen (15) days after written notice is mailed to the defaulting party, this Agreement shall terminate effective upon the completion of the then-current academic year.

B. Non-payment or Failure to Implement Program. If the Entity fails to make prompt payment of the participation fee in accordance with the terms of this Agreement or to implement the PLTW Program for the academic year immediately following the date of this Agreement, then this Agreement may immediately terminate, at the option of PLTW, INC. In the event that Entity implements one or more courses, but fails to timely and properly implement the courses required for the Entity's PLTW Curricular Program(s), then, this Agreement may immediately terminate, at the option of PLTW, INC.

C. Other Remedies. In addition to the right to terminate the Agreement upon a breach thereof, the parties shall also have the right to exercise all of their respective remedies, both legal and equitable, as a result of the breach.

14. Term: Annual Renewal of Agreement.

The initial term of this Agreement shall begin as of the date of signing and shall end on June 30th of the following year; this Agreement shall be automatically renewed for additional contract years (July 1 – June 30) unless a party terminates the Agreement by notice to the other party in writing no later than April 1 preceding the commencement of the next Contract Year.

15. Protection of Intellectual Property.

The Entity agrees to adhere to any and all restrictions in connection with equipment, software and other intellectual property use agreements between PLTW, INC. and software producers, vendors or other such entities, and to take proactive measures to protect intellectual property used or available under such agreements, as shall be requested by PLTW, INC. or the owner of the intellectual property. Upon a termination of this Agreement, the Entity shall discontinue use of all software or other intellectual property provided to them pursuant to this Agreement or through special agreements relating to the Entity's participation in the PLTW Program. PLTW, INC. assumes no liability for the non-performance of the software or other intellectual property but will provide reasonable assistance to resolve non-performance issues with the owner of the software or other intellectual property. The Entity agrees that if it materially breaches these restrictions, its right to use such software or other intellectual property will be terminated and all software or other intellectual property shall be immediately returned to PLTW, INC. or the owner. The Entity shall solely be responsible for any remedies sought by the owner relating to the Entity's breach of these provisions, and PLTW, INC. shall not be liable in any way for such breach.

16. Responsibility of Parties.

To the extent permitted by law, the Entity hereby agrees to indemnify, defend and hold harmless PLTW, INC. from and against, and in respect to, any and all losses, expenses, costs, obligations, liabilities and damages, including interest, penalties and reasonable attorney's fees and expenses, that PLTW, INC. may incur as a result of any negligent or willful act of the Entity or any of its agents or employees or the failure by such Entity to perform any of its representations, warranties, commitments, or covenants under this Agreement.

To the extent permitted by law, PLTW, INC. hereby agrees to indemnify, defend and hold harmless the Entity from and against, and in respect to, any and all losses, expenses, costs, obligations, liabilities and damages, including interest, penalties and reasonable attorney's fees and expenses, that the Entity may incur as a result of any negligent or willful act of PLTW, INC. or any of its agents or employees or the failure by PLTW, INC. to perform any of its representations, warranties, commitments, or covenants under this Agreement.

17. Miscellaneous Provisions.

A. Assignment. The Entity is prohibited from assigning to or in any other way enabling any of its rights under this Agreement to inure to any third party without the prior written consent of PLTW, INC. This prohibition on assignment shall be a material term of this Agreement and any violation of this Section shall be a material breach of this Agreement, which shall allow PLTW, INC. to terminate this Agreement.

B. Notices. Legal notices or communications required under this Agreement shall be in writing and shall be sent by registered or certified mail, return receipt requested, or by overnight delivery, as follows:

If to the Entity:

Timberlane Regional School District
36 Greenough Road
Plaistow, NH
03865

If to PLTW, INC.:

Project Lead The Way, Inc.
Attn: PLTW Agreements
3939 Priority Way South Dr, Ste 200
Indianapolis, IN 46240
ph: 877-335-7589

Other notices or communications permitted under this agreement shall be sent via the PLTW electronic communication network.

C. Benefit. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective successors and permitted assigns.

D. Entire Agreement. This Agreement, including any instruments of agreements attached hereto as exhibits or incorporated herein by reference, contains the entire understanding of the parties with respect to the subject matter hereof. This Agreement supersedes all prior agreements and understandings between the parties with respect to such subject matter.

IN WITNESS WHEREOF, the parties have each executed this Agreement on the dates indicated below.

Timberlane Regional School District

Date: _____

By: _____

Entity Superintendent or School Board
President/Chairperson, or their legally
authorized designee

Name: _____

Title: _____

Project Lead The Way, Inc.

Date: _____

By: _____

Andrea E. Croslyn, Ph.D.
Executive VP, Chief Operating Officer

PLTW AGREEMENT PROGRAM REQUIREMENTS

*This document and the **PLTW** Agreement each contain legally binding obligations for participating entities. In order for a full understanding of the **PLTW** Program Requirements, the two documents must be reviewed together.*

Entities are required to consult with their State Education Departments and **PLTW** state teams to ensure that they understand and follow important factors and implications in their states, which include funding requirements and opportunities, and state department of education guidelines.

I. DEFINITIONS

Entity: There are various types of organizations that implement the **PLTW** Program. In order to encompass all of these various types, we are using the term “Entity or entity,” which includes districts, participating schools, or other organizations that are authorized to enter into the **PLTW** Agreement with PLTW, INC.

Requirement: A Requirement must be followed when implementing the **PLTW** Program. Unless an entity is provided with a waiver from a Requirement, the Entity is responsible for implementing the Requirement into its **PLTW** Program.

PLTW Curricular Programs:

- Pathway To Engineering
- Biomedical Sciences
- Gateway To Technology
- **PLTW Launch**

II. PLTW CURRICULAR PROGRAM – PATHWAY TO ENGINEERING

The **PLTW** engineering curricular program, **Pathway To Engineering** (PTE), is a high school program of study including courses that prepare students for college majors in engineering and engineering technology fields, or other post-secondary experiences related to engineering. The following are the minimum implementation requirements:

The Entity must offer its students a minimum of three **PLTW** Pathway To Engineering courses within a period of three academic years from the date that it commences the curricular program. During the first year of implementation, schools are required to offer at least one of the two foundation courses. In subsequent years, schools should develop a plan to offer both foundation courses and one or more of the specialization courses. These courses are:

Foundation Courses:

- Introduction to Engineering Design (IED) (for New York State – Design and Drawing for Production following **PLTW** IED curriculum)
- Principles of Engineering (POE)

Specialization Courses:

- Digital Electronics (DE)
- Computer Integrated Manufacturing (CIM)
- Aerospace Engineering (AE)
- Biotechnical Engineering (BE)
 - Note: Biotechnical Engineering (BE) will sunset after 2016-17 and will be replaced by a new course, Biological Engineering (BioE).
- Civil Engineering and Architecture (CEA)
- Engineering Design and Development (EDD)

*Among other factors, it is particularly important that Entities check with their state education departments and **PLTW** state teams to determine state-level minimum course requirements which may be higher.*

All **PLTW Pathway To Engineering** courses require concurrent enrollment in (or satisfactory prior completion of) appropriate grade level math and science courses. Grade level courses should be those that support a student's requirements towards matriculation.

The most recent version of the curricula for each **PLTW** course must be used.

All **PLTW Pathway To Engineering** courses are designed as year-long courses on a standard 45-50 minute schedule. For schools using alternative scheduling formats, for example, double period or block scheduling, these courses can be completed in a semester (or, for example, a trimester) as long as the course is completed in its entirety.

The Entity will determine the sequence of **PLTW** courses for implementation.

III. PLTW CURRICULAR PROGRAM – BIOMEDICAL SCIENCES

Biomedical Sciences (BMS), a high school biomedical sciences curricular program, is a sequence of courses, with each course building on the skills and knowledge students gained in the preceding courses. The following are the minimum implementation requirements:

The Entity must offer its students a minimum of three **PLTW** Biomedical Sciences courses within a period of three academic years from the date that it commences the curricular program. These three courses are:

- Principles of the Biomedical Sciences (PBS)
- Human Body Systems (HBS)
- Medical Interventions (MI)

Additional Biomedical Sciences courses include Biomedical Innovation (BI).

*Among other factors, it is particularly important that Entities check with their state education departments and **PLTW** state teams to determine state-level minimum course requirements which may be higher.*

Schools must offer the **PLTW** courses in sequence. Although the curricular program is designed to be a sequence with students taking one course each year of high school, this does not mean that students cannot take two courses simultaneously.

The most recent version of the curricula for each **PLTW** course must be used.

All **PLTW Biomedical Sciences** courses require concurrent enrollment in (or satisfactory prior completion of) appropriate grade level math and science courses. Grade level courses should be those that support a student's requirements towards matriculation.

All **PLTW Biomedical Sciences** courses are designed as year-long courses on a standard 45-50 minute schedule. For schools using alternative scheduling formats, for example, double period or block scheduling, these courses can be completed in a semester (or, for example, a trimester) as long as the course is completed in its entirety.

IV. PLTW CURRICULAR PROGRAM – GATEWAY TO TECHNOLOGY

The **PLTW** middle school engineering curricular program, **Gateway To Technology**, is designed to challenge and engage the natural curiosity of students and provide a connection to the PTE and BMS programs.

There are eight **PLTW Gateway To Technology** units. The units are designed for 45 class periods (each approximately 45 minutes long).

Schools implementing the **PLTW Gateway To Technology** Curricular Program are required to offer at least the two foundation units, Design and Modeling (DM) and Automation and Robotics (AR). Both foundation units must be implemented within two years.

Additional **PLTW Gateway To Technology** specialization units that may be offered include the following:

- Energy and the Environment (EE)
- Flight and Space (FS)
- Green Architecture (GA)
- Magic of Electrons (ME)
- Science of Technology (ST)
- Medical Detectives (MD)

PLTW Gateway To Technology units shall be offered in a manner consistent with the Entity's existing scheduling format. However, each unit must be taught in its entirety without interruption.

The most recent version of the curricula for each **PLTW** unit must be used.

V. PLTW CURRICULAR PROGRAM – PLTW Launch

The **PLTW Launch** elementary curricular program is designed to provide primary school students (grades K-5) with the foundations in STEM that will encourage collaboration, analysis, problem solving, and computational thinking and provide a cohesive introduction to the **PLTW** middle and high school programs.

There are 24 elementary modules, with four (4) modules aligned to each grade level which are mapped to Common Core State Standards (CCSS) for math and English and Next Generation Science Standards (NGSS). Each module provides 10 hours of instruction and is designed for flexibility. These modules can be implemented at the grade level chosen by the Entity, provided that the students have the appropriate background in math and science fundamentals to successfully engage in the program.

Modules are designed in pairs so that they can be taught in succession for an extended experience if desired.

PLTW Launch modules that may be offered include the following (subject to modification):

| Section | Title | Aligned to Standards |
|---------|---|-----------------------|
| K.1 | Structure and Function | Kindergarten |
| K.2 | Structure and Function: Pushes and Pulls | Kindergarten |
| 1.1 | Light and Sound | 1 st Grade |
| 1.2 | Light: Observing Earth, Sun, Moon, and Stars | 1 st Grade |
| 2.1 | Materials Science: Properties of Matter | 2 nd Grade |
| 2.2 | Materials Science: Form and Function | 2 nd Grade |
| 3.1 | Motion and Stability: Science of Flight | 3 rd Grade |
| 3.2 | Motion and Stability: Forces and Interactions | 3 rd Grade |
| 4.1 | Energy: Collisions | 4 th Grade |
| 4.2 | Energy: Conversion | 4 th Grade |
| 5.1 | Robotics: Power of Automation | 5 th Grade |
| 5.2 | Robotics: Challenge | 5 th Grade |

The most recent version of the curricula for each **PLTW Launch** module must be used.

VI. PLTW CERTIFICATION

PLTW Program Certification can be attained by a school or site for a program that has demonstrated fidelity of implementation and a high level of program quality. The Entity must complete the **PLTW** Program Certification process individually for each high school curricular program. To achieve **PLTW** Program Certification, entities must execute all required elements of the **PLTW** Agreement and Program Requirements, in accordance with the PLTW Program Certification Process.

VII. PLTW PROGRAM IMPLEMENTATION EXAMPLES

PLTW, INC. encourages collaboration and networking. The Entity will make its participating schools or sites available for observation by other participating entities and exchange information concerning the **PLTW** Program with other participating entities.

VIII. PARTNERSHIP TEAM

A **PLTW** Partnership Team should be established by the end of the second year and consist of community advisors with backgrounds and qualifications germane to the **PLTW** Curricular Program(s) offered at a participating Entity. Entities with more than one **PLTW** Program can have one **PLTW** Partnership Team for the district. The Entity is responsible for selecting members. Ideally, these representatives will advise on the implementation of high-quality programs and will help nurture and support the academic rigor and relevance of the Program. Partnership Teams can include representatives from local organizations including, but not limited to, business/industry, education, non-profit, or other relevant community stakeholders.

IX. PARTICIPATION FEES

As stated in the **PLTW** Agreement with additional detail, an annual participation fee is assessed for each school or site participating in a **PLTW** Curricular Program. The fees per program and per school or site are as follows:

| | |
|-------------------------------|---------|
| Pathway to Engineering (PTE): | \$3,000 |
| Biomedical Sciences (BMS): | \$2,000 |
| Gateway to Technology (GTT): | \$750 |
| PLTW Launch: | \$750 |

(PLTW, INC. is honoring our commitment to existing (2012-13 or earlier) **PLTW** schools that purchased the Autodesk **PLTW-ADA** perpetual license by setting the annual Participation Fee for Pathway to Engineering for these schools at \$1,750.)

The participation fee covers program support features including; but not limited to:

- Online, on-demand readiness and on-going professional development training for teachers. (Costs for core training are not covered under the participation fee.)
- Required software
- School and technical support
- Student recognition and scholarship opportunities
- Networking opportunities through the **PLTW** Alumni Association
- Post-secondary opportunities, such as college credit and preferential admissions
- Opportunities to interact with **PLTW** corporate partners
- Best practice sharing
- Expanded teacher pipeline

Single sign-on access to a suite of support applications, including but not limited to:

- Learning Management System
- End of Course Assessments
- Teacher Professional Learning Communities
- e-Catalog
- Reporting tools
- Registration and rostering system
- Score reporting tool

As part of its charitable mission, the **PLTW** curriculum is provided at no charge to participating schools.

In addition, optional industry certification opportunities are offered to **PLTW** schools at reduced fees.

Participation fees are due no later than August 31 of each year. If an Entity does not pay the participation fees by the due date, it may have interrupted access to the program support features or support applications made available by PLTW, INC.

X. TEACHER TRAINING

PLTW Teacher Training is a three-phase professional development program designed to provide educators with the opportunity to increase their depth of content knowledge, skills, and pedagogy related to specific **PLTW** course, unit, or module instruction. The professional development model is structured to empower teachers by focusing on proper preparation, in-depth training, and continuing education.

Readiness Training is the first phase of the **PLTW** Professional Development Model. It is focused on ensuring participants have basic programmatic, technical, and content knowledge prior to participating in pedagogy, skill, and knowledge enhancement training experiences. Participants must successfully complete Readiness Training prior to attending Core Training.

Core Training is the second phase of the **PLTW** Professional Development Model. It is focused on providing participants with an in-depth and hands-on, immersive course-, unit-, or module-specific training experience focused on pedagogy, skill and knowledge enhancement, and creating professional learning communities. Participants must successfully complete Core Training for each **PLTW** course, unit, or module they will teach.

Ongoing Training is the third phase of the **PLTW** Professional Development Model. It is designed to provide **PLTW** teachers with opportunities for continuous professional development to further their understanding related to course, unit, or module specific pedagogy, equipment, software, content, and knowledge.

Training Schema:

- For the PTE, BMS, and **GTT** programs, a Master Teacher who is trained by PLTW, INC. will provide training to teachers in Core Training.
- For the **PLTW Launch** elementary program, an additional role called the Lead Teacher exists. Lead Teachers, who are trained at Core Training by Master Teachers, will be responsible for training additional elementary teachers at their building and provide continued guidance on the implementation and inventory management. The Entity will be responsible for ensuring that all teachers are certified in the module they are teaching.
- Each **PLTW Launch** program implementation will have at least one (1) Lead Teacher per program.

Readiness Training:

- A teacher must successfully complete Readiness Training prior to attending Core Training.
- PLTW, INC. will provide required online, on-demand Readiness Training delivered through the **PLTW** electronic communications network, as part of the participation fee.
- Any additional training necessary for the teacher to successfully complete Readiness Training is the sole responsibility of the Entity.

Teacher Selection:

Teachers instructing a **PLTW** course, unit, or module should have as a minimum a Bachelor's Degree, and be in compliance with applicable state teacher licensure or certification requirements. Additionally, for the **PLTW** Biomedical Science Curricular Program, teachers should have successfully completed at least two semesters of college level biology, and it is preferred that teachers have experience in the techniques and methods of modern biology, molecular biology, or physiology. PLTW, INC. reserves the right to accept or reject teacher candidates for Core Training, and has the ultimate discretion to determine a teacher's successful completion of Core Training. **PLTW** teacher training is open to all licensed teachers and individuals on a certified pathway to licensure. **PLTW Launch** training is open to all licensed teachers, individuals on a certified pathway to licensure, and those individuals from Entities providing the **PLTW** elementary program in a non-school based model.

***PLTW** teacher training is one qualification for eligibility to teach **PLTW** courses, units or modules. Individuals seeking to teach **PLTW** Curricular Programs are advised to understand state requirements for teaching these programs.

Core Training:

- The Entity must require all teachers to successfully complete course, unit, or module specific Core Training prior to teaching that **PLTW** course, unit, or module to their students.
- The Entity shall be responsible for all fees and expenses associated with Core Training, including costs as determined by the agreement governing such teacher.
- The Entity shall register teachers through PLTW, INC. systems for Core Training. In the event the Core Training is not offered (or is full) within their state, or a scheduling conflict exists, the Entity will contact their in-state Affiliate.
- In the event a participating school or site of the Entity loses a teacher during the academic year, the Entity should contact PLTW, INC. PLTW, INC. will work with the Entity to create a Professional Development Plan to support the teacher until the next available Core Training session.

Ongoing Training:

- All trained teachers must be properly trained in and teaching the latest version of the **PLTW** course, unit or module.
- All **PLTW** Program revisions will be released with ongoing training focused on updates for that **PLTW** course, unit or module. All trained teachers must complete ongoing training for **PLTW** Program updates through one of the following options:

- Online, On-demand Training: PLTW, INC. will provide required online, on-demand training as part of the participation fee.
- Repeat of Core Training: PLTW, INC. permits previously trained teachers to repeat Core Training. The Entity shall be responsible for all fees and expenses associated with Core Training.

Update Training:

- PLTW, INC. encourages all trained teachers to participate in update training: on-site professional development opportunities offered through the **PLTW** Affiliate network.
- **PLTW** Affiliates, as deemed appropriate and necessary, will provide on-site, update training. The Entity will be responsible for all fees and expenses associated with on-site training.

XI. COUNSELORS AND OTHER SCHOOL SUPPORT

The **PLTW** Counselor Conference is a professional development conference for school counselors, post-secondary advisors, principals, teachers and school administration to learn more about the **PLTW** Program as well as why and how they should encourage students to enroll in the **PLTW** Program.

PLTW Counselor Training:

- **PLTW** Affiliates provide **PLTW** Counselor Training annually, in the form of a Counselor Conference.
- Although it is suggested to have all advisors/counselors attend a **PLTW** Counselor Conference at least once, each participating school or site of the Entity will send a minimum of one advisor/counselor per annual conference, giving priority to the counselor (or equivalent) in the first year of implementation.
- The Entity will permit the attendance of appropriate advisors/counselors and shall pay all fees and expenses in conjunction with this **PLTW** Counselor Training.

XII. SOFTWARE AND EQUIPMENT

Teacher Equipment:

The Entity shall provide each teacher selected to participate in the **PLTW** Teacher Training program with a laptop computer and software (each meeting the specifications established by PLTW, INC.), to be delivered to the teacher prior to attending Core Training. In addition, teachers of the **PLTW Launch** program should also be provided with a tablet. The laptop (and tablet, as applicable) must be able to support the software required by the curricular program over time. The laptop computer and software will be used in the **PLTW** Teacher Training program as well as throughout the instruction of the **PLTW** Program at each participating school or site of the Entity. The laptop computer and software shall remain in the possession of and be for the sole use of the teacher as long as the teacher is teaching **PLTW** courses, units or modules.

Prioritization of Use:

The use of the equipment and software by students participating in the **PLTW** Program shall take precedence over all other use. No other program or activity or student internships will interfere, substitute for or reduce student contact time in connection with the **PLTW** Program.

Required Equipment, Software and Terms:

As stated in the **PLTW** Agreement, there are requirements with respect to software for use with the **PLTW** Curricular Programs.

Required software is listed, by course, unit or module, in the Software Table, as found on our web site.

Annual software rights are subject to limitations established by the owner of the software, which are outlined in the Software Reference Document, as found on our web site.

Required equipment for implementing the **PLTW** Program includes any of the items designated as sole source in the **PLTW** e-Catalog.

Note: The **PLTW** Agreement should be reviewed closely for guidance on the requirements of all equipment to meet or exceed state specifications.

XIII. SAFETY

PLTW, INC. does not control the day-to-day implementation of the **PLTW** Program by the entities; safety in the delivery of the **PLTW** Program is the sole responsibility of the entities. It is therefore important for each Entity to implement appropriate safety protocols for the implementation of the **PLTW** Program at its participating schools and sites, including any required, recommended or appropriate training for faculty/staff, and adherence to required, recommended or appropriate safety measures and appropriate supervision of students.

XIV. ASSESSMENT AND EXAMINATIONS

Each entity must administer the most current version of the End-of-Course (EoC) Assessment provided by PLTW, INC. to its students at the end of each High School Curricular Program course (excluding the *Engineering Design and DevelopmentTM* and *Biomedical Innovation* courses). The Entity shall administer such assessments in a computer-based format in accordance with the online systematic evaluation process, as determined by PLTW, INC. in its sole discretion. The Entity must administer the EoC Assessments in accordance with guidelines specified by PLTW, INC, and any deviation from those guidelines must be preapproved and documented. PLTW, INC. shall take reasonable measures to ensure that protected student information is safeguarded and kept private in accordance with applicable law.

XV. DATA PRIVACY AND SECURITY

PLTW, INC. works to ensure that data and other records are protected in keeping with the letter and spirit of applicable law. Education records are administered consistent with the Family Educational Records and Privacy Act ("FERPA") and other applicable laws. PLTW,

INC. may also have access to other information which is not subject to these laws. PLTW, INC. implements reasonable safeguards and precautions to secure data and protect against unauthorized access to its systems and data, and generally will only share information that it collects or receives as required for administrative purposes, to further its charitable mission, or as permitted by law.

PLTW, INC. assists and supports participating entities and the quality of the **PLTW** Program through studying and evaluating the effectiveness of the **PLTW** Program on an ongoing basis in order to update instructional, curricular and assessment materials and otherwise improve the instruction that **PLTW** participating entities provide to students. These efforts include the development, validation, and administration of assessments, examinations, surveys and/or other measurement tools on behalf of entities during their participation in the **PLTW** Program. PLTW, INC. retains data for four to six academic years after a student's estimated matriculation date, after which time the data is destroyed; at the request of the Entity, a copy of the data will be returned to the Entity prior to destruction. (De-identified data may be retained in a secure area and used for historical purposes relating to the continued support of the **PLTW** Program.) The Entity will annually participate in the **PLTW** online systematic assessment and evaluation process conducted by PLTW, INC. and/or its designated representatives, which includes online teacher registration, online student rostering/registration, and full participation in various assessments, examinations, surveys and/or other measurement tools using technology and other support services provided by PLTW, INC. The Entity and PLTW, INC. acknowledge and agree that the personally identifiable data is confidential, and shall be used, shared and maintained for the purposes set forth above and only in accordance with reasonable privacy/security measures, proper professional practices, student confidentiality and applicable laws, including FERPA. Use or access to any protected data obtained as a result of these studies will be limited to representatives with a legitimate interest in accessing this data and re-disclosure of any personally identifiable information will be done in limited instances only, and only as allowed by, and consistent with, applicable laws. The Entity shall be responsible for implementing annual notifications, record-keeping and other such privacy requirements relating to these services.

XVI. LICENSE TO PLTW MATERIALS

Any use or distribution of **PLTW** materials (which includes the marks, curricula, framework, methodologies, processes, information, materials and other intellectual property owned by PLTW, INC.) is subject to the terms and limitations of the license provided to each entity in its agreement with PLTW, INC. No participating entities may post or otherwise distribute **PLTW** curricular and assessment materials on the internet or any extranet. PLTW, INC. has made a significant investment in curricular and assessment materials (which includes items such as the curriculum, teacher training materials, assessments, answer keys and all other such materials), as well as its framework, methodologies and processes, in order to achieve its charitable mission, and has developed these materials in accordance with rigorous standards. If **PLTW** materials are not appropriately protected, this would compromise the integrity of these materials, increase program costs and impair the viability of the **PLTW** Program and PLTW, INC.'s charitable mission.

XVII. MARKETING AND PUBLIC RELATIONS

PLTW, INC. recommends entities to market the **PLTW** Program in the following ways:

- Advertise the **PLTW** Program's existence in the school via a banner or display near the entrance of the school – this may be done through a certification banner, **PLTW** Program general banner, or flag, which can be purchased via shopPLTW.org.
- Use the official and current logo and boiler plate language in marketing materials and press releases that include information about the **PLTW** Program.
- Mention the school's participation in the **PLTW** Program, along with the **PLTW** logo, on the school or district's website.

Approved logo files and boiler plate language are available by request from PLTW, INC.'s Communications Department. Past (obsolete) **PLTW** logos should not be used in a school or on program materials. PLTW, INC. requires that any marketing or communications materials that include information about PLTW, INC. be submitted for prior approval. PLTW, INC. has a dedicated communications staff that will review requests and respond within four business days of an entity or site's/school's request. PLTW, INC. encourages entities to work with the organization to promote the **PLTW** Program in a manner that is consistent with the national branding of the organization.

XVIII. INTERNET TECHNOLOGIES AND ELECTRONIC COMMUNICATIONS

PLTW, INC. will leverage a variety of internet applications and systems to facilitate the delivery of content and curriculum to teachers and students across the entire network. PLTW, INC. shall determine these systems at its sole discretion and will ensure that proper security is provided to safeguard sensitive data. PLTW, INC. will use these systems from time to time to communicate with members of the **PLTW** network. The Entity shall ensure that it has employed sufficiently current web browser technology to allow teachers and students to access the PLTW, INC. systems. This could include emails sent from PLTW, INC. to **PLTW** network members, notifications in various systems such as online assessment platforms or other internet based systems. **In order to facilitate these various types of communications including email communication with schools and teachers, the Entity shall add the PLTW.org domain name to safe sender or white list registers at the district, school and individual user levels.** In the case of organizations with firewalls or other filtering technology in place to support their security needs, the Entity shall make accommodations to its infrastructure to ensure that PLTW, INC.'s electronic communications are received by recipients within the Entity's network. In cases where PLTW, INC. uses specific internet based systems for delivery of curriculum, assessments or other relevant content to schools, teachers and students, the Entity shall ensure annually that all programs and users are properly registered and rostered into these systems in keeping with the policies and procedures PLTW, INC. puts in place to ensure secure access to relevant information.

XIX. IMPORTANT ADDITIONAL REQUIREMENTS

In the event that the Entity does not implement the **PLTW** Program for the fall or spring semester of the academic year immediately following the date of this Agreement (for any of Entity's sites or schools registered as of the date of the agreement), or for the fall or spring semester following registration, as applicable (for any of Entity's sites or schools registered

after the date of this agreement), then the Entity must notify PLTW, INC. within ten days of the commencement of the then academic year to determine a mutually agreeable new implementation schedule.

Entity agrees to support the program administratively. Currently, a key role in the process is the District Administrator (or their delegate) who at a minimum must manage the related Agreement processes and also keep contact information updated.

Thank you for your close review of these important Program Requirements, which are legally binding as part of the **PLTW AGREEMENT**. If you have any questions, please contact the **PLTW School Support Team**.

TIMBERLANE POLICY COMMITTEE

FIRST READING

1. IHBH HOMEBOUND INSTRUCTION

- this policy was scheduled for 1st reading for March 6 but was pulled for further review
- revised to reflect district process and relevant laws
- language now includes collaboration of responsibilities and SPED clause

2. ECAC VANDALISM

- last updated in 2008
- proposed change does not alter the language/intent, but does reflect how the policy is implemented at the building level

3. EDCA EMPLOYEE USE OF PERSONAL ELECTRONIC DEVICES

- last updated in 2009
- Updated to include all personal electronic devices (not just cell phones)
- proposed change eliminates paragraph that is not needed as the district does not issue phones
- a line was added to help enforce the policy

4. EEAEC STUDENT CONDUCT ON SCHOOL BUSES

- last updated in 2001
- NHSBA proposed
- Outlines district's jurisdiction and protocol for conflict resolution

5. JICC STUDENT CONDUCT ON SCHOOL BUSES

- recommend repealing and referencing EEAEC to eliminate duplicity

6. JG ASSIGNMENT OF STUDENTS TO CLASSES & GRADE LEVELS

- last updated in 2008
- language consistent with NHSBA
- recommend re-affirming

7. JHC STUDENT EARLY RELEASE PRECAUTIONS

- recommend including language to address students who drive themselves to school
- SLT updated procedure JHC-R

8. JICD STUDENT DISCIPLINE AND DUE PROCESS

- added provision to include principal "or designee" and a notation about identified students

TIMBERLANE POLICY COMMITTEE

- added statement regarding students with disabilities

9. JKB DETENTION OF STUDENTS

- last updated in 2005
- changes made to align with practice
- Also included note regarding the rule of 3: always having 3 people in attendance during detention sessions

| | |
|---|--------------------------|
| Timberlane Regional School District | Policy Code: IHBF |
| Adopted: 01-01-83 Revised: 05-02-91 Revised: 02-24-05 Revised: | Page 1 of 1 |

HOMEBOUND INSTRUCTION

Home or hospital instruction shall be authorized by the Superintendent and/or ~~his/her~~ designee:

1. To any child with a health or physical impairment which, in the opinion of a licensed medical examiner, will cause him/her to be absent from school for more than two consecutive weeks and who school personnel determine can educationally benefit from such a program, ~~or~~.
2. To any child whose educational needs, as determined by a case study and reviewed in a multi-disciplinary staff conference, are most appropriately and effectively met by such a program.
3. *When applicable, the Academic Concussion Protocol will be followed.*

The ~~School Nurse~~ *Guidance Director in collaboration with the school guidance counselor and school nurse* will make preliminary arrangements for students to receive home instruction or school-to-home instruction whenever the need is apparent. When a student is ill with a non-contagious disease or illness under the conditions that would not endanger the health of a home instructor, or when a student has had an accident (broken limb), or an operation, any of which confines him to his home, the services of a home instructor should be arranged as soon as feasible.

~~State law requires that we provide a minimum of two hours per week of instruction must be provided.—For students with disabilities, the provision of New Hampshire Rules for the Education of Children with Disabilities shall apply. Special education related services (PT, OT, SLP, etc.) shall be in addition to academic instruction.~~

~~This h~~Home instruction ~~program~~ is to be coordinated through the Director of ~~Student~~ *Pupil Personnel* Services.

~~In situations in which a student has sustained a concussion, the Academic Concussion Protocol will take effect.~~

~~Home Education may be authorized by the School Board in those instances where the parent or guardian has met all the criteria as established by the State Department of Education on Home Education. This program is administered by the Assistant Superintendent.~~

| | |
|---|--------------------------|
| Timberlane Regional School District | Policy Code: ECAC |
| Adopted: 10-07-99 Revised: 10-16-08 Revised: | Page 1 of 1 |

VANDALISM

Vandalism is defined as the willful damaging, destruction or defacing of school-owned property.

This definition also applies to any deliberate tampering with or misuse of district computer network services or equipment. It shall also include the willful damaging, destruction or defacing of property used by the school district in conjunction with related services such as school buses, on field trips, and other school-sponsored events that may occur off-campus.

Students found to have vandalized school property will face discipline in accordance with applicable Board policies. *If vandalism is significant the building principal will report the act of The Building Principal is authorized to report such acts of vandalism to local law enforcement authorities. the central office and the Superintendent will determine the reporting needed as mandated by the Safe Schools Act.* Additionally, the District may seek financial reimbursement from either the student(s) or the students' parent/legal guardians for such damage caused.

If the vandalism is caused by someone other than a student of the District, the District may proceed with all legal remedies available to it under the law, including criminal prosecution.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If students have taken part in vandalism, the Building Principal shall:

1. Identify the students involved;
2. Notify the students' parents/legal guardians;
3. Decide upon disciplinary and/or legal action;
4. Take any constructive actions needed to guard against further student misbehavior; and
5. Seek appropriate restitution.

Students and community members are strongly urged to report incidents of vandalism and to cooperate with school officials in identifying the individuals responsible for causing vandalism.

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| <p>Timberlane Regional School District</p> | <p>Policy Code: EDCA</p> |
| <p>Adopted: 01-08-09 Revised:</p> | <p>Page 1 of 1</p> |

EMPLOYEE USE OF ~~CELLULAR TELEPHONES~~ *PERSONAL ELECTRONIC DEVICES*

~~District-owned cellular telephones and other devices will be used for authorized District business purposes, consistent with the District's mission and goals. Personal use of such equipment is prohibited except in emergency situations. Any expenses incurred for such personal use shall be reimbursed to the District.~~

Use of Personal Cell Phones and Communication Devices

Employees are strongly discouraged from using their personal ~~cell phone~~ *electronic devices* during the school days *for business unrelated to school*. When necessary, employees may use their personal ~~cell phones~~ *electronic devices* and similar communication devices only during non-instructional time. In no event shall an employee's use of ~~a~~ *an cell phone* ~~electronic device~~ interfere with the employee's job obligations and responsibilities.

Emergency Use Exception

~~Students and staff are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff or other individuals.~~

~~A school bus driver is prohibited from operating a school bus while using a cellular telephone except: (1) during an emergency situation; (2) to call for assistance if there is a mechanical breakdown or other mechanical problem; (3) when the school bus is parked.~~

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| <p>Timberlane Regional School District</p> | <p>Policy Code: EEAEC</p> |
| <p>Adopted: 01-01-83 Reaffirmed: 06-06-91 Revised: 05-02-96 Revised: 10-07-99 Revised: 09-20-01 Revised:</p> | <p>Page 1 of 2</p> |

STUDENT CONDUCT ON SCHOOL BUSES

Students using District transportation must understand that they are under the jurisdiction of the school from the time they arrive at the bus stop, until they exit the bus stop.

Pupils transported in a school bus or similar school district vehicle shall be under the authority of the District and under control of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a pupil to be denied the privilege of transportation in accordance with the regulations of the Board.

The driver of the bus shall be held responsible for the orderly conduct of the pupils transported.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses and these shall be printed in the Parent-Student Handbook.

Resolution of Conflicts

A parent who wishes to request a change or exemption from any of the Student Transportation policies shall direct that request first to the SAU Transportation Coordinator. If the parent is not satisfied by the ruling of the SAU Transportation Coordinator, he or she may appeal the ruling within five days to the Transportation Committee. If the parent is again not satisfied by the ruling, he or she may appeal to the Superintendent within the next five-day period. As a last appeal, the parent may request to appear before the School Board.

Legal References:

RSA 189:9a, Pupils prohibited for Disciplinary Reasons

~~Students are under the jurisdiction of the School District from the time they arrive at a school bus stop in the morning until they exit the school bus stop in the afternoon.~~

~~The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's principal.~~

~~The Superintendent or his representative is authorized to suspend the right of pupils from riding in a school bus when said pupils fail to conform to reasonable rules and regulations promulgated by the School Board. Parents of children, whose pattern of behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance~~

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| Timberlane Regional School District | Policy Code: EEAE C |
| Adopted: 01-01-83 Reaffirmed: 06-06-91 Revised: 05-02-96 Revised: 10-07-99 Revised: 09-20-01 Revised: | Page 2 of 2 |

~~with the student discipline code. Any suspension which lasts beyond twenty school days must be approved by the School Board. Suspension shall not begin until the next school day following the day notification of suspension is sent to the pupil's parent or legal guardian.~~

~~The parent or guardian of a pupil who has been denied the right to ride a school bus for disciplinary reasons for more than ten (10) days, may appeal the suspension to the School Board. Such appeals shall be in writing and shall be sent to the Superintendent of Schools.~~

~~Until the appeal is heard or if the suspension of the pupil's right to ride the school bus is upheld, it shall be the parent or guardian's responsibility to provide transportation to and from school for that pupil for the period of suspension.~~

See also policy JICG.

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| <p>Timberlane Regional School District</p> | <p>Policy Code: JICC</p> |
| <p>Adopted: 01-01-83 Reaffirmed: 06-06-91 Revised: 05-02-96 Revised: 10-07-99 Revised: 09-20-01 Revised: 04-03-08</p> | <p style="text-align: center;">—Page 1 of 1 REPEALED</p> |

STUDENT CONDUCT ON SCHOOL BUSES

~~Students using District transportation must understand that they are under the jurisdiction of the School from the time they board the bus until they exit the bus.~~

~~Students transported in a school bus shall be under the authority of the District and under control of the bus driver. The driver of the bus shall be held responsible for the orderly conduct of the students transported. Each driver has the support of the Board in maintaining good conduct on the bus.~~

~~Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a student to be denied the privilege of transportation in accordance with the regulations of the Board. If a student is to lose the privilege of riding the bus, advance warning will be given, except for extreme misconduct.~~

~~The Superintendent or his/her designee will develop rules and regulations for conduct on buses, and these shall be printed in a district publication, and made available in another language or presented orally upon request.~~

~~See also policies EEA, EEAEC, & JIC.~~

Legal Reference:

- RSA 189:6-a*
- NH Code of Administrative Rules, Section Ed. 306.04(d)(1)*
- NH Code of Administrative Rules, Section Ed. 306.04(f)(4)*

Appendix JICC-R Repealed by the Timberlane Regional School Board on _____. See policy EEAEC.

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| Timberlane Regional School District | Policy Code: JG |
| Adopted: 04-03-08 Re-affirmed: | Page 1 of 1 |

ASSIGNMENT OF STUDENTS TO CLASSES & GRADE LEVELS

Students will be enrolled in grades and classes in which they can be expected to master established district instructional and learning objectives. All students who are included under the compulsory attendance law must be enrolled and required to attend all classes prescribed by the state and the district unless exempt by the school authorities.

Students will be placed in the grade level and class that best meets the student’s academic needs, after consultation between the building principal and the student’s parent/guardian.

Students transferring into the school district will be placed in the grade level and class that best meets the student’s needs, after review of the records from the student’s prior school, and after consultation between the building principal and the student’s parents.

Students receiving special education services will be placed in accordance with applicable laws.

The decision of the building principal regarding student placement may be appealed to the Superintendent, and then to the School Board. The School Board will give significant consideration to the principal’s and Superintendent’s recommended placement.

Legal Reference:

NH Code of Administrative Rules Section Ed. 302.02(1)

NH Code of Administrative Rules Section Ed. 306:14(e)

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| <p>Timberlane Regional School District</p> | <p>Policy Code: JHC</p> |
| <p>Adopted: 07-99 Revised: 04-19-12 Revised:</p> | <p>Page 1 of 1</p> |

STUDENT EARLY RELEASE PRECAUTIONS

School district staff will not permit a student to leave school during the school day unless the student is accompanied by the student’s parent/guardian, or other person so authorized by the school district and the student’s parents/guardians. *Students who transport themselves to and from school may be released without being accompanied by an adult as long as the student’s parent/guardian has provided a signed note.* In all situations, the *building p*Principal *or designee* shall approve the early release.

School officials will presume that each parent has equal authority to exercise rights ~~of visitation, removal of the student from school, the right to inspect and review educational records, and all other rights and privileges extended to parents~~ *to permit a student to leave school during the school day.* Requests from parents asking the school to restrict the release of a student to the other parent will not be honored unless accompanied by a court order or other legally binding document which corroborates the request.

The Principal is authorized to establish additional procedures necessary to ensure the proper and safe release of students.

Appendix JHC-R

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| Timberlane Regional School District | Policy Code: JHC-R |
| Adopted: 04-19-12 Revised: 02-19-14 | Page 1 of 1 |

STUDENT EARLY RELEASE PRECAUTIONS

The Principal is authorized to establish additional procedures necessary to ensure the proper and safe release of students. Such procedures must adhere to the following rules:

1. Students will only be released to the parent, guardian, or written designee of the parent or guardian, or to other individuals or agencies as permitted or required by law. Students who transport themselves to and from school may be released without being accompanied by an adult as long as the student's parent/guardian has provided a signed note.
2. The District will release a student to either parent unless the District has a valid court order directing otherwise or unless the parent requesting the release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.
3. Independent students must validate their own attendance and dismissal.
4. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. The parent or guardian will still be required to enter the school building and sign the student out.
5. If it is determined that a student who is ill or sick should be taken home, the school nurse will contact the student's parent or guardian to arrange for an early release. The school nurse will also notify the Principal or designee.

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| Timberlane Regional School District | Policy Code: JICD |
| Adopted: 02-24-05 Revised: 01-03-08 Revised: 09-02-10 Revised: 12-15-11 Revised: | Page 1 of 3 |

STUDENT DISCIPLINE AND DUE PROCESS

Definitions

1. Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.
2. Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.
3. Detention means the student's presence is required during non-school hours for disciplinary purposes. The building principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school.) Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.
4. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.
5. An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to school rules or policies.
6. A restriction from school activities means a student will attend school and classes and practice but will not participate in school extra-curricular activities.
7. Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.
8. Expulsion means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

Standards for Removal from Classroom and Detention

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers may assign students to detention for similar conduct.

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| <p>Timberlane Regional School District</p> | <p>Policy Code: JICD</p> |
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The building principal *or designee* may assign students to detention under the same standard.

Standards for In-School Suspension, Restriction of Activities, and Probation

The building principal *or designee* is authorized to issue in-school suspensions, restrictions of activities, or place a student on behavior probation for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other board Policies or is otherwise inappropriate is prohibited.

Process for Out-of-School Suspension:

The power of suspension is authorized as follows:

1. The building principal *or designee* is authorized to suspend a student for 10 school days or less for gross misconduct or for neglect or refusal to conform to school district policies or rules. The principal *or designee* shall consult with the Superintendent prior to issuing any suspension.
 - A. Pursuant to Ed 317.04(a)(1), a suspension of 10 school days or less shall be considered a “short-term suspension” and may be issued for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school under RSA 193:13,I.
2. The Superintendent is authorized to continue the suspension of a pupil for a period in excess of 10 school days. Prior to this extended suspension, the Superintendent will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the school board.
 - A. Pursuant to Ed 317.04(a)(2), a suspension in excess of 10 school days shall be considered a “long-term suspension” and may be issued for an act of theft, destruction, or violence as defined in RSA 193-D, or for possession of a pellet paint ball gun or BB gun or rifle under RSA 193:13,II.
3. Any suspension in excess of 10 school days, as described in Paragraph 2 of this Section, is appealable to the school board, provided the Superintendent receives the appeal in writing within 10 days after the issuance of the Superintendent’s decision described in Paragraph 2. Any suspension in excess of 10 school days shall remain in effect while this appeal is pending.
4. Due process standards for short-term suspensions (10 days or less) will adhere

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| <p>Timberlane Regional School District</p> | <p>Policy Code: JICD</p> |
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to the requirements of Ed 317.04(d)(1).

5. Due process standards for long-term suspensions (more than 10 days) will adhere to the requirements of Ed 317.04(d)(2).

Process for Expulsion

1. Any pupil may be expelled by the School Board for gross misconduct, or for neglect or refusal to conform to District rules or policies, or for an act of theft, destruction, or violence, as defined in RSA 193-D:1, or for the possession of a pellet or BB gun, rifle, or paint ball gun.
2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than 12 months.
3. The District will ensure that the due process standards set forth in Ed 317.04(d)(3) are followed.
4. The Superintendent is authorized to modify the expulsion requirements of any student on a case-by-case basis.

NOTE: Students with disabilities and/or students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual with Disabilities Education Act (IDEA). Discipline matters for students with disabilities will be addressed on a case by case basis by administration. As such, and depending on the disability, consequences set forth in the Code of Discipline may vary or be waived, in whole or in part.

See also policies JI, JIA, JIC, JICC, JICD, JICK

Legal References:

- RSA 193:13, Suspension & Expulsion of Pupils*
- NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline*
- NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline*
- NH Code of Administrative Rules, Section Ed 317.04, Standards and Procedures For Suspension and Expulsion of Pupils Assuring Due Process*
- NH Rules for the Education of Children with Disabilities, Part ED 1124, Disciplinary Procedures for Children with Disabilities*

See Appendix: JICD-R

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| <p>Timberlane Regional School District</p> | <p>Policy Code: JKB</p> |
| <p>Adopted: 02-24-05 Revised:</p> | <p>Page 1 of 1</p> |

DETENTION OF STUDENTS

A school ~~A~~administrator or ~~T~~teacher may detain a ~~S~~student for disciplinary reasons during school hours. Further, a school ~~A~~administrator or ~~T~~teacher may detain a ~~S~~student for disciplinary reasons ~~after-beyond the~~ school hours, ~~provided the parent has been notified of the detention and, in the case of bus Students, arrangements have been made for the Student's transportation home. In cases where transportation is required, Students assigned a detention will be given a~~ 24-hour notice ~~will be given~~ so that transportation may be arranged.

Parents may be asked to arrange for the transportation of the detained ~~S~~student.

~~Detention on one day is to be a minimum of 25 minutes and a maximum of 60 minutes. Detentions on school days may not exceed 60 minutes. Detentions on Saturdays may not exceed 3 hours.~~

Note for school district staff: The rule of three shall apply whereby there shall be a minimum of three people in attendance at all times during detention sessions.