

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, DECEMBER 20, 2012

Regular Meeting - 7:30 PM

Sandown Central Elementary School

Dr. Earl Metzler, II, Superintendent
Winfried Feneberg, Asst. Superintendent

Robert Collins, Chair
Lori Aubrey, Vice Chair

AGENDA

1. **Call to Order – Chair**
2. **Roll Call – Clerk**
3. **Pledge of Allegiance**
4. **Approval of Minutes**
 - a. December 6, 2012 (public and nonpublic)
5. **Delegations or Individuals**
6. **Current Business**
 - a. Sandown Central School Report – INFORMATIONAL (30 minutes)
 - b. Articles of Agreement – ACTION (20 minutes)
 - c. \$1,000 Donation – ACTION (5 minutes)
 - d. Assessment Workshops – ACTION (10 minutes)
 - e. Standards Based Report Card Update – INFORMATIONAL (15 minutes)
 - f. Program of Studies – ACTION (5 minutes)
 - g. TTA Contract – ACTION (10 minutes)
 - h. Policies – ACTION (5 minutes)
 - i. Budget Update – ACTION (15 minutes)
 - j. Florida Trip – ACTION (10 minutes)
7. **Administrator’s Report**
 - a. Update on School Activities – INFORMATIONAL
8. **Personnel Report**
9. **Committee Report/Reports of the School Board**
10. **Correspondence Folder**
11. **Vendor and Payroll Registers**
12. **Other Business**
 - a. Non-public (if needed)
13. **Future Dates**

DATE	MEETING TYPE	LOCATION	TIME
January 3	Regular School Board Meeting	SAU	7:30 pm
January 8	Deadline for Citizen’s Petition	SAU	4:00 pm
January 10	Public Hearing on Budget	PAC	7:00 pm
January 17	Regular School Board Meeting	SAU	7:30 pm
January 23	First Day of Filing Period for Candidates	SAU	8:30-4pm
February 1	Last Day of Filing Period for Candidates	SAU	8:30-5pm
February 7	Deliberative Session	PAC	7:00 pm
February 21	Regular School Board Meeting	SAU	7:30 pm

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

ADMINISTRATOR'S REPORT

To: Timberlane Regional School Board Members

From: Dr. Earl Metzler, Superintendent of Schools

Date: December 14, 2012

Re: Administrator's Report for December 20, 2012 School Board Meeting

1-3. OPEN MEETING Self-explanatory.

4. APPROVAL OF MINUTES

Two sets: December 6th public and nonpublic.

5. DELEGATION OR INDIVIDUALS

6. CURRENT BUSINESS

a. Department Report – Sandown Central – 30 minutes

Doug Rolph and students to present an update on the advances, successes and happenings at Sandown Central. INFORMATIONAL

b. Articles of Agreement – 20 minutes

Roger Barczak to propose amendment to Articles of Agreement relative to the number of representatives from each town. ACTION (Mrs. Kosta to conference call in.)

c. Donation – 5 minutes

Dr. Metzler to request the board accept a donation in the amount of \$1,000 from the NH Charitable Foundation namely the Doris and Vivian Horton Trust Fund for the Mealey's Meals program. The trust is managed by Mrs. Leslie Harrington of Atkinson (a para at Atkinson Academy). The trust fund makes a charitable donation on an annual basis and has chosen Mealey's Meals this year. Mealey's Meals is a fundraiser to help needy families in the Timberlane community. ACTION (see policy KCD)

d. Assessment Workshops – 10 minutes

Dr. Metzler to re-present the assessment workshop schedule and obtain commitment dates from board. ACTION

e. Standards Based Report Card Update – 15 minutes

Mike Hogan, teachers and parents to present latest on the feedback from the first quarter's standards based report card. He will identify successes and areas in need of improvement with plans to come back at the end of the school year for a summary of the initiative. INFORMATIONAL

f. Program of Studies – 5 minutes

This is the second reading/adoption of the program of studies. ACTION

g. TTA Contract – 10 minutes

The TTA ratified the proposed 2013-2016 agreement on Friday, December 7th. The board also needs to ratify. This item will be placed on the 2013 warrant to go before the voters. ACTION

h. Policies – 10 minutes

Michael Mascola to present three policies for second reading/adoption: AA School District Legal Status, GBEBD Employee Use of Social Networking Websites, and KE Public. ACTION

i. Budget and Warrant Update – 15 minutes

George Stokinger to provide latest update on budget process as well a draft of the warrant. Citizens' petition deadline is January 8th. Possible ACTION to move the budget forward for public hearing as the budget commitment may finalize the budget before the meeting.

j. Florida Field Trip – 10 minutes

Tony DiBartolomeo and Timberlane Music Association members Brooke LaMonica and Pam Gallant to request approval for student trip to Florida. ACTION (see policy IJOA)

7-9. REPORTS

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

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

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

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.*

January 3, 2013	
Freshman Academy	<i>New data/Scott</i>
Policies	<i>First Reading</i>
Budget/Warrant Update	
Annual Report	<i>Article for annual report</i>
School Board Photo for Annual Report	<i>Dean to photograph members prior to meeting</i>
Assessment	<i>JL & MP to present common assessments for competency and its implementation at the high school</i>

January 10, 2013	
Public Hearing on Budget	<i>PAC</i>

January 17, 2013	
Policies	<i>Second Reading</i>
NEWEA Data	<i>Scott & Kelli</i>
Math Pilot	<i>Materials distributed at 12/6 mtg</i>
School Calendar	<i>Tentative</i>

Back-Burner List

Committee Self-Evaluations	<i>Waiting on online evaluation/results</i>
Standards-based Report Card	<i>11/15, 2/7, 4/18, & 6/20</i>

Proposed Amendment – Articles of Agreement

2. There shall be nine members of the cooperative school board of the Timberlane Regional School District. The voters of each pre-existing district shall be entitled to elect qualified voters of their district as members of the school board by separate ballot at the annual town meeting held in each pre-existing district. All elected district officials shall be elected in the same manner as school board members. The pre-existing districts of ~~Atkinson, Danville, and Sandown~~, **Plaistow, Atkinson, Danville, and Sandown** shall be entitled to two members **for a three year term and a single roaming member shall be elected to the board for a limited three year term. The roaming member position shall be fulfilled in a recurring sequence by district town beginning with Plaistow in 2014, then Atkinson, Danville, and Sandown.** ~~and the pre-existing district of Plaistow, three members.~~ The members of the cooperative school board who are elected and qualified at the organization meeting shall hold office until their respective successors have been elected at the annual meeting of the cooperative school district held in the years indicated below:

Plaistow

1 member 1965

~~1 member 1966~~

1 member 1967

Atkinson

1 member 1966

1 member 1967

Danville

1 member 1965

1 member 1966

Sandown

1 member 1965

1 member 1967

Roaming

1 member 2014

All members of the cooperative school board shall be elected for three-year terms except those members elected at the organization meeting. The members of the cooperative school board shall assume office at the close of the organization meeting and thereafter at the close of the annual meeting.

ARTICLES OF AGREEMENT AMONG THE TOWNS OF ATKINSON, DANVILLE, PLAISTOW AND SANDOWN, NEW HAMPSHIRE

TIMBERLANE REGIONAL SCHOOL DISTRICT ARTICLES OF AGREEMENT

TIMBERLANE REGIONAL SCHOOL DISTRICT ARTICLES OF AGREEMENT

1	<p>The School District of Atkinson, Danville, Plaistow and Sandown shall be combined to form a cooperative school district which shall be named Timberlane Regional School District.</p>																														
2	<p>There shall be nine members of the cooperative school board of the Timberlane Regional School District. The voters of each pre-existing district shall be entitled to elect qualified voters of their district as members of the school board by separate ballot at the annual town meeting held in each pre-existing district. All elected district officials shall be elected in the same manner as school board members. The pre-existing districts of Atkinson, Danville and Sandown shall be entitled to two members and the pre-existing district of Plaistow, three members. The members of the cooperative school board who are elected and qualified at the organizational meeting shall hold office until their respective successors have been elected at the annual meeting of the cooperative school district held in the years indicated below:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">Atkinson</td> <td style="padding-right: 20px;">1 member</td> <td style="padding-right: 20px;">1966</td> <td style="padding-right: 20px;">Plaistow</td> <td style="padding-right: 20px;">1 member</td> <td style="padding-right: 20px;">1965</td> </tr> <tr> <td></td> <td>1 member</td> <td>1967</td> <td></td> <td>1 member</td> <td>1966</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>1 member</td> <td>1967</td> </tr> <tr> <td style="padding-right: 20px;">Danville</td> <td style="padding-right: 20px;">1 member</td> <td style="padding-right: 20px;">1965</td> <td style="padding-right: 20px;">Sandown</td> <td style="padding-right: 20px;">1 member</td> <td style="padding-right: 20px;">1965</td> </tr> <tr> <td></td> <td>1 member</td> <td>1966</td> <td></td> <td>1 member</td> <td>1967</td> </tr> </table> <p>All members of the cooperative school board shall be elected for three-year terms except those members elected at the organizational meeting. The members of the cooperative school board shall assume office at the close of the organizational meeting and thereafter at the close of annual meeting. All members of the cooperative school board shall be elected by the use of the non-partisan ballot system under RSA 59.</p>	Atkinson	1 member	1966	Plaistow	1 member	1965		1 member	1967		1 member	1966					1 member	1967	Danville	1 member	1965	Sandown	1 member	1965		1 member	1966		1 member	1967
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3	<p>The Timberlane Regional School District shall be responsible for the public education of grades 1 through 12. Pupils in the pre-existing districts shall be assigned by the Regional Board to attend the elementary schools in the pre-existing districts in which they reside for no less than the first five years of formal schooling. Resident parents or guardians may voluntarily request that their elementary student(s) be assigned to another in-district public elementary school on an annual basis as long as seats are available and that no additional costs (transportation, etc.) be incurred by the School District. The Regional School Board may assign pupils to a school other than one in the pre-existing district in which they reside for the purpose of special education not available in the pre-existing district. Grades 6 through 12 may be maintained in central schools within the Cooperative District.</p>																														
4	<p>The Timberlane Regional School District shall acquire all the property, including equipment and district-owned buses, of the several pre-existing districts, and such property shall be conveyed to the Timberlane Regional School District in accordance with RSA 195:9, in order that after appraisal by the State Tax Commission an equity shall be established for each of the pre-existing school districts. The following is the property that will be acquired by the Timberlane Regional School District:</p> <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">Atkinson</td> <td>Rockwell School, Academy School</td> </tr> <tr> <td>Danville</td> <td>Danville Elementary School</td> </tr> <tr> <td>Plaistow</td> <td>Pollard School</td> </tr> <tr> <td>Sandown</td> <td>Sandown Central School</td> </tr> </table>	Atkinson	Rockwell School, Academy School	Danville	Danville Elementary School	Plaistow	Pollard School	Sandown	Sandown Central School																						
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5	<p>The operating expenses of the Timberlane Regional School District payable in each fiscal year shall be apportioned on the average daily membership of pupils residing in each pre-existing district of the cooperative school district during the second preceding fiscal year as determined by the State Department of Education.</p>																														
6	<p>The capital expenses of the Timberlane Regional School District payable in each fiscal year shall be apportioned on the equalized valuation as most currently available as determined by the State Tax Commission.</p>																														
7	<p>A schedule of payments based on the sum of the respective shares of the pre-existing districts for operating expenses and capital expenses shall be established from time to time by the cooperative school board and the selectmen of the several towns.</p>																														

<p>8</p>	<p>The Timberlane Regional School District shall assume all the indebtedness of the pre-existing districts, which is outstanding on the date of operation responsibility.</p>
<p>9</p>	<p>The State Foundation Aid, to which each pre-existing district would be entitled to if it were not part of the cooperative school district, shall be credited to such pre-existing district's share of the total operating budget.</p> <p>Aid which may be available to the Timberlane Regional School District which has been computed by the State solely on a per pupil basis shall be applied to reduce the total operating budget prior to the apportionment of costs under the provisions of Article 5.</p> <p>The State Building Aid which may be available to the Timberlane Regional School District shall be applied to reduce the total capital expenditure prior to the apportionment of costs under the provisions of Article 6.</p> <p>Special School Aid which may be available as a result of legislative action to assist certain specific school districts, to which a pre-existing district of the Timberlane Regional School District may be entitled, shall be credited to that pre-existing district's share of the total operating budget.</p> <p>Any other school aid which may be available shall be credited pursuant to a vote of the cooperative school board, unless otherwise provided by law.</p>
<p>10</p>	<p>All trust funds held by the pre-existing districts shall be held and applied to such pre-existing districts as the terms of the trust indicate.</p>
<p>11</p>	<p>The Timberlane Regional School District shall construct and equip a grade 7-12 Junior-Senior High School in the general location of the Plaistow-Hampstead-Atkinson line.</p>
<p>12</p>	<p>The Timberlane Regional School District shall provide transportation for all pupils grades 1 through 12, to the schools within the district, consistent with the provisions of RSA 189:8, except that until the Timberlane Regional Junior-Senior High School is operative, present regulations pertaining to high school transportation shall apply, and any costs to the Regional School District for this transportation shall be charged to the pre-existing district in which the students reside, who incur this expense.</p>
<p>13</p>	<p>The school property and buildings of the Timberlane Regional School District may be used as they are presently being utilized and for other civic and town purposes, as determined by policies adopted by the cooperative school board. The original Atkinson Academy building shall not have its front or tower altered in any manner which would destroy its historic value and appearance.</p>
<p>14</p>	<p>The date of the operating responsibility of the Timberlane Regional School District shall be July 1, 1965, as provided in RSA 195:5.</p>
<p>15</p>	<p>These Articles of Agreement may be amended by the Timberlane Regional School District, except that no amendment shall be effective, unless the questions of adopting such amendment is submitted at a cooperative school district meeting to the voters of the district voting by ballot with the use of the checklist after reasonable opportunity for debate in open meeting, and unless two-thirds of the voters of the district who are present and voting shall vote in favor of adopting such amendment. Furthermore, no amendment to these articles shall be considered except at an annual meeting of the cooperative school district unless the text of such amendment is included in an appropriate article in the warrant for such meeting. It shall be the duty of the cooperative school board to hold a public hearing concerning the adoption of any amendment to these Articles of Agreement at least ten days before such annual meeting and to cause notice of such hearing and the text of the proposed amendment to be published in a newspaper having a general circulation in the district at least fourteen days before such hearing. Until the date of operating responsibly is assumed, the Regional School Board is empowered to call a special district meeting under the procedures outlined above for the purpose of amending the Articles of Agreement.</p>

Original Approved: April 30, 1964
 Revised Article 3: September 4, 1970
 Revised Article 2: March 11, 1978
 Revised Article 3: March 5, 1994
 Revised Article 3: March 9, 1999

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

PUBLIC GIFTS AND DONATIONS

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

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

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

The Superintendent may accept gifts in the amount of \$500 or less. Gifts in excess of \$500 may only be accepted by the Board. Additionally, pursuant to RSA 198:200-b, gifts in the amount of \$5000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of less than \$5000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

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

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

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

Common Core Standards and Assessment Workshops

Timberlane Regional School Board

Outline of workshops:

All times are approximate and the minimum needed.

1. What do students need to know and be able to do? *Curriculum*
 - a. Workshops on the Common Core State Standards
 - b. Session I (1 ½ hour)
 - i. What are the Common Core State Standards?
 - ii. Where did they come from?
 - iii. How to read the documents
 - iv. Elementary level
 - c. Session 2 (1 hour)
 - i. Secondary Level
 - d. Session 3 (1 ½ hour)
 - i. How will education be different than your education?
 - ii. How will education be different for your child?
 - iii. Major shifts in each area at the elementary level
 - e. Session 4 (1 ½ hour)
 - i. Major shifts in each area at the secondary level
2. How will we teach the Common Core State Standards? (will be done in the spring)
3. How will we know if students have learned the curriculum? *Assessment*
 - a. Session 1 (20 minutes)
 - i. District's comprehensive assessment system—purpose of and types of assessments we currently use
 - b. Session 2 (1 ½ hour)
 - i. NWEA—what the tests are like, what the results are thus far, and how will we use this for instruction
 - ii. Elementary results
 - c. Session 3 (1 hour)
 - i. Middle School results
 - d. Session 4 (1 ½ hour)
 - i. Analyzing data—what does the data tell us and what doesn't tell us
4. What will we do when students have not learned it? What do we do when students have learned it?
 - a. Session 1 (1 ½ hour)

- i. Response to Instruction Model—what is it and what does it look like at the elementary level
- b. Session 2 (1 ½ hour)
 - i. What it looks like at the middle school and high school levels.

School Board Meeting 12-20-12

Abstract:

TRMS is currently piloting a standards-based report card. Significant professional development for staff precluded this event. The goal was to design a report card that showcases student learning over an entire year. The report card was developed last spring and implemented this fall, created by a committee comprised of teachers, parents and administrators. The committee agreed to reconvene in the fall following the completion of one grading cycle. Mr. Hogan agreed to return to the school board to give an assessment of the report card as of Quarter 1 2012.

Implementation:

- TRMS staff spent the previous two years receiving training on the tenets of standards-based grading and assessment.
- Professional development continued during the summer with our PTSA sponsoring Rick Wormeli, author and expert in the field of standards-based assessment and differentiated instruction.
- A letter was sent home with students and posted on the website explaining the process and terminology associated with the grading.
- Students received an explanation of the grading system during the first few days of school by their teachers.
- HomeworkNow was adopted as the vehicle for parents and students to receive updates on the assignments and assessments.
- Parents heard a brief presentation from Mr. Hogan and the Team teachers on Open House Night.
- Progress reports reflected comments on student progress within the standards being taught.
- Report cards were issued in advance of student-led conferences. Parents provided input with exit tickets that evening at each grade level.

Honor Roll:

- 14.1% of students made high honors (Grades A- or better)
- 28.2 % of students made honor roll (Grades of B or better)

Parent response:

- **Positives:**
 - New report card offers more information about student learning and parents are generally pleased with this.
 - As a school our goal isn't to compare students with other students but try to move all students to achieving their highest level.
 - Progress reports were far better than they've ever been!

Next Steps:

- **Aiming for electronic publishing of the report card. Will begin testing process, if possible, with quarter 3 progress reports.**
- **Begin discussing the return to trimesters for longer look at student progress.**
- **Discussed including a grade summary page because some parents had trouble locating the grade on the report card.**
- **Print honors/honors w/distinction on the report card was suggested.**

TIMBERLANE POLICY COMMITTEE

SECOND READING / ADOPTION

1. **AA – SCHOOL DISTRICT LEGAL STATUS**
 - a. last updated in 2001
 - b. NHSBA language proposed
 - c. verified the statute referenced as it relates to Timberlane being an SB2 school district
 - d. added statutory references
2. **GBEBD – EMPLOYEE USE OF SOCIAL NETWORKING WEBSITES**
 - a. new policy drafted by technology
 - b. establishes acceptable uses (work-related)
3. **KE – PUBLIC COMPLAINTS**
 - a. last updated in 1993
 - b. outlines the chain of command for submitting complaints

****KCB – COMMUNITY INVOLVEMENT IN DECISION MAKING – remanded back to PC for revision.**

Timberlane Regional School District	Policy Code: AA
Adopted: 10-04-90 Revised: 10-03-96 Revised: 12-03-98 Revised: 09-20-01 Revised:	Page 1 of 1

SCHOOL DISTRICT LEGAL STATUS

The legal basis for education is vested in the will of the people as expressed in the Constitution of New Hampshire, the statutes* pertaining to education, court interpretation of these laws and the powers implied in them, and the rules and regulations of the State Board of Education

In New Hampshire, school districts are political subdivisions of the state and as such are considered municipal corporations.

~~School district~~*Board* policies are established by the ~~elected local School~~ Board, which serves as an agent of the school district. Funds for school operating expenses are approved by a majority of qualified voters voting by official ballot. *As an SB2 district, -except that* bond issues require a three-fifths vote (60%).

The administration of the schools is under the executive direction of the Superintendent of Schools, who works under the local School Board policies (see BBG) in addition to S.A.U. policies, *state statutes*, and State Board of Education policies, rules and regulations.

Statutory/Case Law References:

- New Hampshire Constitution, Pt. 2 Article 83*
- Claremont School District vs. Governor, 138 NH 183 (1993)*
- RSA Chapter 33, Municipal Finance Act*
- RSA 194:2, School Districts to be Corporations*
- RSA 195:6, Powers and Duties of Cooperative School Districts*
- RSA 197:1, Annual School District Meetings*
- RSA 40:13, Use of Official Ballot*
- Clough v. Osgood 37 NH 444 (1935)*
- * The majority of state laws on education are in RSA Chapters 186 through 200H.*

Timberlane Regional School District	Policy Code: GBEBD
Adopted:	Page 1 of 2

EMPLOYEE USE OF SOCIAL NETWORKING WEBSITES

A. Introduction/Purpose

1. Social networking technology can serve as a powerful tool to enhance education, communication, and learning. This technology can provide both educational and professional benefits, including helping students to succeed in their educational and career endeavors.
2. The School Board is committed to ensuring that all stakeholders who utilize social networking technology for professional purposes, including staff and students, do so in a safe and responsible manner.
3. This policy establishes acceptable use guidelines regarding practices for social networking communication between school district staff, as well as social networking communication between staff and students.

B. Definition of Social Networking

Social networking is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, Internet forums, and wikis. Examples of social networking websites include, but are not limited to, Facebook, Twitter, and Google+.

1. **Professional social networking** is a work-related social networking activity that is district or school based. (e.g., the School District establishing a Twitter account for community communication, or a teacher establishing a Moodle site for his/her class).
2. **Personal social networking** is a non work-related social networking activity (e.g., a staff member establishing a Facebook page or a Twitter account for his/her own personal use).

C. Social Networking Use

1. The School Board strongly discourages school district staff from socializing with students on personal social networking websites. Further, the School District disclaims all liability for any lawsuits, damages, or other actions resulting from said conduct;
2. All school district employees, faculty and staff shall not post any school district data, documents, photographs or other district owned or created information on any personal social networking website;
3. The posting of any private or confidential school district material on any social networking website is strictly prohibited, including but not limited to student education records that are protected by the Family Educational Rights and Privacy Act (FERPA);

Timberlane Regional School District	Policy Code: GBEBD
Adopted:	Page 2 of 2

4. School district employees are prohibited from engaging in conduct on any social networking website that violates the law, school board policies and procedures, or other school district standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable;
5. Acceptable professional use of social networking websites include district provided resources including but not limited to, Moodle and Google Apps for Education, and comparable social networking websites that do not contain offensive or inappropriate textual and/or graphic material;
6. The use of any social networking website for professional purposes must be for educational use only, that directly supports classroom instruction, community communication, or other official district or school business;
7. School district staff shall not post electronic files of student photos and/or videos, etc. of students that they are prohibited from publishing, as previously requested by parents in writing to the school principal;
8. School district staff shall not require other staff members or students to disclose or furnish their credentials to any of their personal social networking website accounts. Doing so may violate their right of privacy.

D. Guidance Regarding Professional Social Networking

1. School district staff should treat professional social networking space and communication like a classroom and/or a professional workplace. The same standards expected in school district professional settings are expected on professional social networking websites;
2. School district staff should not use their personal email address for professional social networking activities. The professional social networking presence should utilize a professional email address and should be completely separate from any personal social networking presence maintained by the staff member;
3. School district staff should use privacy settings to control access to their professional social networking websites to ensure that professional social networking communications only reach their intended audience.

Timberlane Regional School District	Policy Code: KE
Revised: 06-17-93 Revised:	Page 1 of 2

PUBLIC COMPLAINTS

The Board believes that complaints and grievances are best handled and resolved by the parties directly concerned. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

1. *Teacher*
2. *Principal*
3. *Superintendent*

Any complaint presented directly to the Board about school personnel without proper administrative channeling shall be referred back through the proper administrative channels.

If the complaint is escalated from Teacher to Principal to the Superintendent by the person making the complaint, the Superintendent will make the final decision in the matter.

If the person making a complaint is dissatisfied with the Superintendent's decision, the person may make a written request in the form of an appeal for the complaint to be heard by the Board. The Board is not obligated to hear any complaint and there must be a majority vote by the board to accept the appeal to hear the complaint. If the Board votes not to accept the appeal to hear the complaint, then the Superintendent's decision shall continue to remain as final. If the Board votes to accept the appeal and hear the complaint, then all Board decisions shall be final.

~~The Board believes that generally complaints and grievances are best handled and resolved by the parties directly concerned.¹ Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:~~

- ~~1. Teacher~~
- ~~2. Principal~~
- ~~3. Superintendent~~
- ~~4. School Board~~

~~Any complaint presented to the Board about school personnel shall be referred back through proper administrative channels. The Board will not hear complaints from individuals until such complaints have first been brought forth through the appropriate and applicable administrative procedures. Exceptions to this provision are for complaints~~

¹ ~~Certain types of complaints or grievances involving matters such as bullying, harassment and discrimination are addressed in other board policies and procedures. Students who have been suspended or recommended for expulsion have due process rights outlined in other board policies.~~

<p>Timberlane Regional School District</p>	<p>Policy Code: KE</p>
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~~that relate solely to Board actions or Board operations.~~

~~In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:~~

- ~~1. The Board member shall refer the person making the complaint to the Superintendent or for investigation. The Superintendent may delegate the investigation to the Principal.~~
- ~~2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.~~
- ~~3. If the person making a complaint is dissatisfied with the Superintendent's response, the person may request that the complaint be heard by the Board. The Board will hear and act upon the complaint only by majority vote. If the Board does hear and act upon the complaint, all Board decisions shall be final.~~

~~While the School Board recognizes its obligation to be available to the public at all times, it also believes that individual complaints can usually be resolved most effectively by parties directly concerned. The Board, therefore, expects that such complaints be directed first to the child's teacher. If the complaint is not resolved the complaint should be referred to the Principal. If the complaint is not resolved at the building level it should be referred to the District Director of Curriculum, Instruction and Assessment and finally to the Superintendent.~~

Timberlane Music Department Florida Trip '13 Information Sheet

The Timberlane High School Music Department trip to Florida is in the final stages of preparation and is shaping up to be a fantastic trip.

The following is a fact sheet concerning the Music Department Trip to Florida.

- When: Thursday, April 18 – Monday April 22
- Where: Orlando Florida
- Hotel: The Disney All-Star Resort
- 4/18 Departure from Logan: Jet Blue Airlines
- Trip Company: SKI93 Trips Tours and Travel, Bedford, NH 03110
- Student Cost: All-inclusive trip with the *exception of lunches* -- \$1550.
- TMA Trip Co-Chairmen: Brooke LaMonica Brooke.LaMonica@Timberlane.net
 Pam Gallant pgallant@gngsales.com

Trip Highlights

- Round Trip Airline Transportation with Jet Blue Airline Logan Airport
- Four Nights Lodging -- Disney All Star Resort -- students in quad rooms
- Four Breakfasts Disney Resort
- Four day Disney Park Hopper Pass
- Disney Magic Music Day Performance Package including t-shirt and pin
- Cirque de Soliel Performance Orlando
- Chaperone ratio of 1 to 10 students
- Four Disney Meal counter service coupons (good at resort and parks)
- Coach ground transportation in Florida and from TRHS to Logan Airport
- 2 SKI93 escorts

Student Payment Schedule

Checks should be made payable to TMA and sent to
TMA Florida Trip, PO Box 420 Plaistow NH 03865.

Dates indicate the balance that should exist in the student's account.	
September 26	\$250.00 <u>(Non-refundable)</u>
November 19	\$750.00
February 8	\$1550.00

First Student/Parent Trip Meeting
Tuesday September 26, 2012
7:00 PM PAC AUD

Final Student/Parent Trip Meeting
Monday, April 8, 2013
7:00 PM PAC AUD
 9/26/12 4:18 PM

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STUDENT TRIPS

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

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

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

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

Sanctioning Student Trips

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

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

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

Financing Student Trips

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