

TIMBERLANE POLICY COMMITTEE

FIRST READING

1. **JH – STUDENT ABSENCES AND EXCUSES**

- Updated the language at the request of board members

2. **IKFAA – GRADUATION CEREMONY**

- SB sent this policy back to PC to clean up language regarding others that might qualify to hand out student diplomas

3. **GBGA – PHYSICAL EXAMINATION FOR EMPLOYEES**

- SB sent this policy back to PC to add language regarding TB screening

4. **DFA – INVESTMENT**

- Per district auditors, this policy is to be reviewed on an annual basis
- GS has review language
- Will add this annual review to the annual reorganization agenda

5. **IC/ICA – SCHOOL YEAR/SCHOOL CALENDAR**

- Reviewed and removed language regarding Labor day and the start of school

6. **BDE – BOARD STANDING COMMITTEE**

- PC and Superintendent recommend deferring standing committees to SLT
- Policy committee to remain school board established committee as required by statute

7. **BDEA – SUPERINTENDENT LEADERSHIP TEAM’S STANDING COMMITTEES**

- PC and Superintendent recommend reconfiguring and repurposing these committees with recommendation for board action presented by Superintendent.

8. **IHCA – SUMMER ACTIVITIES**

- Updates recommended by PC.

Timberlane Regional School District	Policy Code: JH
Adopted: 07-99 Revised: 01-08-09 Revised: 09-02-10 Revised:	Page 1 of 2

STUDENT ABSENCES AND EXCUSES

Students between the ages stated in RSA 193:1 are required to maintain regular and punctual patterns of attendance. Each building principal is responsible for overseeing attendance procedures and for ensuring that:

1. Attendance is accurately checked, recorded, and reported to the school office each day for each class.
2. All student absences are recorded.
3. All permanent records of student attendance are maintained at either the school district or SAU central office.

3.4. Students experiencing multiple absences will be referred to the appropriate school team for resolution.

An unauthorized absence (as defined in RSA 189:35-a) is considered truancy and will be treated as such. Truant students may be subject to school disciplinary measures in line with applicable Board policies and school procedures.

Students identified as being truant will be contacted by either a school official or truant officer and brought to school. The school administration will send a letter to parents/guardian of the truant student. If the truancy problem continues, the school administrator will send by registered mail, a letter to the parents of the truant student, indicating the nature and seriousness of the problem and enclose a copy of RSA 193:1.

Parents are required to notify the school either by note the day before or by phone on the morning of the absence.

Absences of more than five (5) consecutive days require a note from a doctor.

After 3 days tardy, parents may receive a phone call from the guidance counselor.

After 6 absences or days tardy in a marking period, parents will receive a letter from the principal.

After nine (9) absences or days tardy, parents will be required to have a meeting with the principal.

After 12 absences or days tardy, a letter will be placed in the student's file.

Appropriate authorities will be contacted after fifteen (15) days absent or tardy.

Frequent early dismissals may be treated as tardies and 5 tardies will equal one (1) absence.

Timberlane Regional School District	Policy Code: JH
Adopted: 07-99 Revised: 01-08-09 Revised: 09-02-10 Revised:	Page 2 of 2

If a child is absent or dismissed for illness, he/she may not attend a school function and the day/evening of the absence.

High school students who are absent beyond 10% of a course will lose credit for that course and may be referred to the Academic Dean for consideration of an appeal from this policy.

Legal References:

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:7 Penalty

RSA 193:8 Notice Requirements

RSA 193:16 Bylaws of Nonattendance

RSA 189:35-a Truancy Defined

NH Code of Administrative Rules, Section ED 306.04(a)(1) Attendance and Absenteeism

NH Code of Administrative Rules, Section ED 306.04(c) Policy Relative to Attendance and Absenteeism

Timberlane Regional School District	Policy Code: IKFAA
Adopted:	Page 1 of 1

GRADUATION CEREMONY

The conferring of high school diplomas at graduation is the responsibility of the Board of Education. At the graduation ceremony, the chairman of the School Board or his or her designee will partner with the Superintendent of Schools and the High School Principal to confer diplomas to students who have met graduation requirements and other obligations, as certified by the High School Principal (i.e. disciplinary obligations, collection of school materials and paid account balances).

The development of the graduation ceremony program, the presentation of awards, the selection of speakers and vetting of student speeches is the responsibility of the High School Principal. The following individuals will have the option of delivering a speech at graduation: one School Board member chosen by the School Board chairperson, the Superintendent of Schools or his or her designee, and the High School Principal or his or her designee.

Any current district employee or School Board member who is a parent or guardian of a graduating senior, may be granted the opportunity to hand out the diploma to the student at the graduation ceremony. Requests not meeting the current employee or board member criteria must submit a written request to the Superintendent of Schools/or designee for consideration no less than 30 days prior to the date of the graduation ceremony. The Superintendent's/designee's decision will be at his/her sole discretion and will be final.

Timberlane Regional School District	Policy Code: GBGA
Adopted: 01-01-85 Revised: 04-04-91 Revised: 02-24-05	Page 1 of 2

PHYSICAL EXAMINATION FOR EMPLOYEES

I. Medical Examination of School Personnel

All school personnel shall be required to have a pre-employment, post offer, medical examination by a licensed physician. Any person who objects to all or part of any medical examination because of religious beliefs shall be exempt from said examination, except that no such exemption shall be granted if state or local authorities determine that such exemption would constitute a hazard to the health of persons exposed to the unexamined individual. All employees and bus drivers shall be screened for tuberculosis as part of the pre-employment physical examination and at intervals as recommended by the New Hampshire Division of Public Health based on the incidence of tuberculosis in the area of employment.

II. Additional Examinations

The Superintendent may request a medical examination for any employee, if at any time he/she has reason to believe that the employee's physical or mental health may be detrimental to the welfare of pupils or other employees. The cost of such examination will be borne by the District.

III. Responsibility

It is the responsibility the Superintendent of Schools or his/her designee to keep accurate records as evidence of compliance with the above policy.

The principal of each School is instructed to take such action as is required to implement this policy and to supervise the necessary record keeping to substantiate test results.

Legal Reference:

RSA 200:36, Medical Examination of School Personnel

RSA 200:37, Medical Examination of School Bus Operators

~~A Physical Examination shall be required of all employees prior to employment and as required by the Superintendent of Schools, thereafter. Supplementary screening of custodians and cafeteria personnel, by the school nurse shall be conducted at least every two years. Bus drivers will be examined by the school physician or at their own expense, by their family physician and annually, thereafter, in accordance with New Hampshire RSA 200:37 and contractual agreement with the transportation provider.~~

~~All bus drivers must meet the physical and medical requirements of US DOT Regulation A9 CFR 391.41. All employees and bus drivers shall be screened for tuberculosis as part of the pre-employment physical examination and at intervals as recommended by the New Hampshire Division of Public Health based on the incidence of tuberculosis in the area of employment.~~

Timberlane Regional School District	Policy Code: GBGA
Adopted: 01-01-85 Revised: 04-04-91 Revised: 02-24-05	Page 2 of 2

~~The Superintendent may require a medical examination for any employee if s/he has reason to believe that the employee's health is injurious to the welfare of pupils or other employees. The cost of such examination shall be borne by the district.~~

~~The school district recognizes its obligation under New Hampshire RSA 200:36 and 275:3.~~

Timberlane Regional School District	Policy Code: DFA
Adopted: 10-07-99 Revised: 10-16-08 Revised:	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 [GFOA*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.

Timberlane Regional School District	Policy Code: DFA
Adopted: 10-07-99 Revised: 10-16-08 Revised:	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 ~~periodically~~ review the investment policy *annually*.

Statutory Reference:

RSA 197:23-a

RSA 383:22

DFA - INVESTMENT

DFA - INVESTMENT

Timberlane Regional School District	Policy Code: IC/ICA
Adopted: 06-16-83 Revised: 05-02-91 Revised: 02-24-05 Revised: 04-03-08 Revised: 12-15-11 Revised:	Page 1 of 1

SCHOOL YEAR / SCHOOL CALENDAR

The school calendar will be developed by the Superintendent and approved by the Board. Any exceptions or revisions to the calendar must be approved in advance by the Board. The Superintendent shall ensure that the calendar conforms to the number of actual days of instruction and employment as required by law, board policy, and staff contracts.

To the extent possible, the calendar will be coordinated with the school calendars of the area vocational schools, regional special education programs, and other districts in the SAU.

The school year shall be a minimum of 190 days, including a minimum of 180 instructional days for students and additional days for the teaching staff, emergency days, etc.

Any days that the schools are closed for emergency reasons will be made up at the end of the school year, during recess periods or as otherwise approved by the Board upon the Superintendent’s recommendation. Under special circumstances the Board may request an exception to this requirement from the State Board of Education.

Alternatively, the school year may consist of the number of hours as required by New Hampshire Department of Education Rules. In the event schools are closed for excessive days for emergency reasons, the Superintendent may recommend to the School Board a revised schedule that satisfies all Department of Education requirements, but which may amend the number of days in the school year.

~~Instructional days will begin the day after Labor Day when Labor Day falls on September 1, 2, or 3. Instructional days will begin the week before Labor Day when Labor Day falls on September 4, 5, 6 or 7.~~

Legal Reference:

- RSA 189:1, Days of School*
- RSA 189:24, Standard School*
- NH Code of Administrative Rules, Section Ed. 306.18*
- NH Code of Administrative Rules, Section Ed. 306.19*
- NH Code of Administrative Rules, Section Ed. 306.27*

<p>Timberlane Regional School Board</p>	<p>Policy Code: BDE</p>
<p>Revised: 12-03-98 Revised: 02-24-05 Revised:</p>	<p>Page 1 of 1</p>

BOARD STANDING COMMITTEES

The Board may have the following standing committees as deemed necessary:

- ~~1. Facilities~~
- ~~2. Curriculum and Assessment~~
- ~~3.1. Policy~~
- ~~4. Safety~~
- ~~5. Personnel~~

Standing and special committees and delegations shall be appointed by the Chairperson of the Board and approved by vote of a majority of the Board. ~~The~~ committees will meet as needed on ~~problems-challenges and opportunities~~ pertaining to said committee and will make recommendations for action by the full Board.

Only members of the committee may vote on committee matters and at least half of the board member committee members must be present to hold a meeting.

See also policy BDEA.

Timberlane Regional School Board	Policy Code: BDEA
Adopted:	Page 1 of 1

SUPERINTENDENT LEADERSHIP TEAM’S STANDING COMMITTEES

The School Board shall authorize the Superintendent to establish the following standing committees:

- 1. Facilities
- 2. Curriculum and Assessment
- 3. Safety
- 4. Personnel

These committees will meet as needed on challenges and opportunities pertaining to said committees.

At least two school board members, appointed by the School Board Chair, shall sit on each committee. Only members of the committee may vote on committee matters and at least half of the school board committee members must be present to hold a meeting.

Any and all recommendations from these committees shall be made by the Superintendent for action by the full Board.

BDEA – SLT’S STANDING COMMITTEES

<p>Timberlane Regional School District</p>	<p>Policy Code: IHCA</p>
<p>Adopted: 07-21-99 Revised: 04-03-08 Revised:</p>	<p>Page 1 of 1</p>

SUMMER ACTIVITIES

The Board recognizes that student learning is an ongoing process and that it is important for students to engage in learning activities even when not attending school. Therefore, the Board encourages students to have a plan for summer activities that support student learning. Such activities may include a summer book reading list, attending an education-themed summer camp, engaging in extended learning opportunities, or other activities that support student learning. *The Board also encourages all levels of schools within the district to offer enrichment type classes and for-credit classes, both for credit recovery and other reasons, at the high school as well.*

Credit can be given upon the successful completion of an approved summer school program. These credits will carry the same value as those earned during the school year. ~~Summer school credits are normally given only for a course that is being repeated, and must be approved in advance by the principal or designee.~~ If a student in grade 9-12 wishes to take a summer course for credit that is an addition to the student's program rather than for a course that is being repeated the course shall be taken at an approved summer school, and the course must have the prior approval of ~~the Principal or his/her designee~~ *his/her guidance counselor if inside the school district or by the principal or his/her designee if outside the school district.*

Legal Reference:

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