



The Timberlane Regional School District will host a Policy Committee (PC) meeting on April 4, 2024 at 5:00 PM in the SAU Boardroom.

The Policy Committee will be reviewing/further discussing the following policies:

1. **IKFC Alternate Diploma for Students with Significant Cognitive Disabilities** [Rici requested to review and provided Sanborn's policy for reference. TRSD does not have this policy. TRSD has procedure IKFC-R.]
2. **EBBB Accident/Injury/Incident Reports** [Brought back from 03-07-24 PC meeting. Includes Nurse Kate's revisions. Ginger to provide recommendations.]
3. **KI Visitors to Schools** [Approved for first read but returned by SB to define "school day," and to reference policy BHC: Board-Employee Communications]
4. **DJE Bidding Requirements** [Approved for first read but returned by SB to add language to give the Superintendent/designee and/or SB chair authority in response to emergencies; J.Sapia requested to reduce services/purchases over \$50,000 to \$20,000 to require the district to seek competitive bids and purchases over from \$10,000 to \$5,000 to require three quotes]
5. **ECA Building and Grounds Security** [In compliance with policy KI, review who should give authority to be on school grounds; policy states, "Authorization may be granted only by the School Board, by the Superintendent of Schools and their staff, or by the principal of the school"]
6. **Telecommuting Policy, Procedure, and Form** [Brought back from 03-07-24 PC meeting. TRSD does not have this policy. NHSBA's suggested policy code is GCEE.]

Policy Suggestions for Next Meeting:

1. **IHBAA Evaluation Requirements for Children with Specific Learning Disabilities** [Tabled by PC on 12/7/23; Tabling review to allow for time to look over with Elementary teams.]
2. **EB Workplace Safety Program & Joint Loss Management Committee** [Bring back in May after Joint Loss committee]
3. **EG District Communication Plan** [Communication Committee to review the policy.]
4. **EHA Computer, Security, E-Mail and Internet Connections** [KH to research other districts' amounts of days in bullet 12. Change word "removal" to "removable".]
5. **JLC Student Health Services** [Revisions to JLC include the recent requirement that school nurses have DOE certification, a title change, reference to individual health care plans, and clarification of some of the responsibilities relative to school nurses and school health services in general.]
6. **GBCD Background Investigation and Criminal History Records Check** [Approved for first read by PC on 12/7/23; Tabled to investigate financial impact of also covering seniors.]
7. **KFA Conduct on School Property** [Tabled from 03 07 24 PC Meeting]
8. **IJOA Student Trips** [Returning at May 2024 PC meeting.]

Advisory: If you were tasked with following up with a policy, please reference the policies below.



The Policy Committee has moved/tabled the following policies:

1. AC Nondiscrimination, Equal Opportunity Employment and District Anti-Discrimination Plan [adopted 7/20/23]
2. BEDG Minutes [adopted 10/5/23]
3. BEDH Participation at School Board Meetings [adopted 7/20/23]
4. EBB School Safety [moved from Safety Committee. Waiting on legal review]
5. EBCA Crisis Prevention and Emergency Response Plans [moved from Safety Committee. Waiting on legal review]
6. EEAEA Mandatory Drug and Alcohol Testing-School Bus Drivers [sent to SLT]
7. EB Safety Program [moved to Safety Committee]
8. EBCB Fire Drills [moved to Safety Committee for review]
9. EF Food Service Management [adopted 7/20/23]
10. FAA Annual Facilities Plan [moved to Board for second read 4/4/24]
11. FEH Supervision of Construction [adopted 10/5/23]
12. GBK Employee Complaints and Grievances [Tabled until legal review]
13. GBEB A Dress Code [tabled for TELA review]
14. GBEBD Employee Use of Social Networking Websites [FD to check other districts' policies]
15. GBED Prohibitions Regarding Use of Tobacco [adopted 9/7/23]
16. GCCBC Family and Medical Leave [moved to Board for first read 3/21/24]
17. GCF Professional Staff Hiring [moved to Board for second read 4/4/24]
18. GDR Work Rules for Staff [repealed on 10/5/23]
19. IC School Year and School Year Calendar [adopted 10/5/23]
20. IHBA Programs for Pupils with Disabilities [adopted 10/5/23]
21. IHBG Home Education Instruction [adopted 9/21/23]
22. IIB Class Size [adopted 9/21/23]
23. IKFC Graduation of Home Education Students [repealed 9/21/23]
24. JBAB Transgender and Gender Non-Conforming Students [tabled for legal advice]
25. JH Student Absences and Excuses [Status quo operationally. Tabled for feedback on attendance procedures for remote attendance]
26. JICA Student Dress Code [Creating a committee]
27. JICD Student Discipline and Due Process [adopted 10/19/23]
28. JIH Interrogations and Searches [moved to Board for second read 4/4/24]
29. JKAA Use of Restraints and Seclusion [adopted on 1/4/24]
30. JLCA Physical Examinations [Adopted on 1/4/24]
31. JLCE/EBBC Emergency Care and First Aid [moved from Safety Committee. Waiting on legal review]
32. JLCF Wellness [Adopted 8/17/23]
33. JLCJ Concussions and Head Injuries [tabled for Nurse/Director review]
34. KCD Public Gifts and Donations [revised 11/2/23]
35. **KEC Reconsideration of Library or Instructional Materials** [Model policy developed by Atty. O'Shaughnessy]

SANBORN REGIONAL SCHOOL DISTRICT

SRSB File: IKFC

ALTERNATE DIPLOMA FOR STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES

Statement of Purpose:

The purpose of this policy is to meet the requirements of the federal Every Student Succeeds Act ("ESSA") to establish and allow the awarding of a District Alternate Diploma to certain students with the most significant cognitive disabilities.

Statement of Policy:

Under ESSA, states may adopt alternate content standards and alternate assessments for students with the most significant cognitive disabilities. In states that have adopted such alternative content standards, ESSA allows local school boards to adopt policies allowing certain students with significant cognitive disabilities the ability to earn an Alternate Diploma based on the alternative content standards.

An Alternate Diploma provides students who may have ordinarily earned certificates of attendance, or completion under New Hampshire Administrative Rule Ed. 306.27(q), with the option to earn a diploma. New Hampshire has adopted Dynamic Learning Maps (DLM) as an alternate assessment tool. The DLM assessment measures yearly student progress, and provides independent standards which align with the NH Statewide Assessment.

Accordingly, this policy authorizes the District to award an Alternate Diploma in accordance with the below requirements and conditions.

Eligibility:

Consistent with ESSA, the Alternate Diploma may be awarded to students who:

1. Have significant cognitive disabilities;
2. Have a current Individualized Education Program ("IEP"); and
3. Participate in the state authorized alternate assessment (currently DLM).

The Alternate Diploma is NOT available to students without IEP's, including students with Section 504 plans.

Determination of Award:

The determination to award and the Alternate Diploma is the responsibility of the student's IEP team, including the student's parent(s)/guardian(s). The IEP team's consideration of the appropriateness of an Alternate Diploma should be included in transition planning beginning at age sixteen (16). Details of this decision shall be included in the student's IEP transition plan in accordance with Ed. 1109.03.

Time of Award:

The student may choose (individually or through the IEP team) to receive the Alternate Diploma at one (1) of three (3) times:

1. At graduation with common age peers;
2. At the conclusion of the student's IEP; or
3. Upon reaching age twenty-one (21).

If the student participates in the traditional graduation ceremony, the student will be included in the graduation program with no difference in listing from his/her peers awarded a regular diploma. The student may only attend one graduation ceremony.

Effect of Award and Continued Eligibility:

1. Under 34 CFR 300.102 (a)(3), the awarding of any document other than regular high school diploma shall not terminate a child's eligibility for a free and appropriate public education ("FAPE"). Accordingly, earning an Alternate Diploma does not end a student's eligibility for special education services. Rather, students who have earned the Alternate Diploma, and are otherwise eligible for special education services, may continue to receive such services and may continue working towards meeting the requirements for the regular high school diploma.
2. Alternate Diplomas awarded under this policy are counted in the state graduation rate, while certificates of attendance or equivalency are not.

Implementation

The Superintendent, with the assistance of the Director of Student Services is directed to establish, and make available procedures and administrative rules to implement this policy.

Legal References:

- 20 U.S.C. §7801 (23) - Every Student Succeeds Act (§ 8101(a)(23))
- 34 CFR 300.102 (a)(3); 300.43; and 300.320(b)
- RSA 193-E - Adequate Public Education
- Ed 306.27(q)(4)- Minimum Standards/High School Requirements/Equivalency Diplomas
- Ed 1109.03- When and IEP is in Effect...Transition Services

History:

New: May 1, 2019

Timberlane Regional School District	Procedure Code: IKFC-R
Adopted: 02-16-95 Reaffirmed: 02-24-05	Page 1 of 1

PROCEDURE FOR PARTICIPATION IN THE TIMBERLANE REGIONAL HIGH SCHOOL DIPLOMA PROGRAM FOR HOME EDUCATION STUDENTS

The Timberlane Regional High School offers the following program for home education students who wish to receive a Timberlane Regional High School diploma with all the rights and privileges pertaining thereto. The following steps represent the process to be used:

1. Parent/guardian(s) will meet with the high school principal at Timberlane Regional High School before June 1 of the year preceding the student's Freshman (Grade 9) year and Sophomore (Grade 10) year. The parent/guardian(s) and the principal or his designee will review the requirements for graduation from Timberlane Regional High School.
2. The parent/guardian(s) will prepare a home education plan for Grades 9 and 10 which meet graduation requirements. The proposed plan will be submitted to the Superintendent's office, with a copy to the high school principal.
3. By age sixteen (16), or at the completion of the student's Sophomore (Grade 10) year, and before June 1, the parent/guardian(s) will meet with the principal to specify the course of study, and will enroll their child for the Junior and Senior years of schooling.
4. It is understood that the enrolled student must comply with all rules and regulations and will complete the course of study specified under Step 3 above with passing grades.

Policy IKFC: Alternative Diploma for Students with Cognitive Disabilities

Status: ADOPTED

Original Adopted Date: 05/01/2018 | Last Revised Date: 08/01/2022 | Last Reviewed Date: 08/01/2022

Category: Recommended

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**ADOPTION/REVISION NOTES -**

Text between the highlighted lines “~~~~”, and highlights in this sample should be removed prior to FINAL adoption, but policy committee and/or board should review before removal.

- a. **USER SUGGESTION** - Because of ADA compliance requirements, and other technological restrictions, some intended formatting does not appear on sample policies available through the NHSBA main policy database page. For MS Word versions of the samples (after 2008), we recommend accessing samples through the “Previous Policy Updates” link on the bottom of the NHSBA policy homepage. The password is the same as for the main policy database page.
- b. **General** - As with all sample policies/procedures, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- c. **General** - **Highlighted language** or blank, underscored spaces indicate specific areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- d. **General** - **[\*\*]** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- e. **General** - Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

**NHSBA history:** Revised – August 2022; New policy – May 2018.

**NHSBA revision notes, August 2022**, revised to reflect 2022’s SB 394 and HB 1513 which both amend the definition in RSA 186-C:2 of “child with a disability” to include persons up to 21 years of age (inclusive). **May 2018** This is a new policy intended to adopt the provisions of the federal Every Student Succeeds Act (“ESSA”) which allow the awarding of a “state-defined” Alternate Diploma to certain students with the most significant cognitive disabilities. NHSBA adoption consideration: If adopting this sample policy, language of the designated parties should be checked for consistency with District personnel (e.g., Director of Special Education, Student Services Director, etc.).

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A. PURPOSE. The purpose of this policy is to meet the requirements of the federal Every Student Succeeds Act (“ESSA”) to establish and allow the awarding of a District Alternate Diploma to certain students with the most significant cognitive disabilities.

B. INTRODUCTION. Under ESSA, states may adopt alternate content standards and alternate assessments for students with the most significant cognitive disabilities. In states that have adopted such alternative content standards, ESSA allows local school boards to adopt polices allowing certain students with significant cognitive disabilities the ability to earn an Alternate Diploma based on the alternative content standards.

An Alternate Diploma provides students who may have ordinarily earned certificates of attendance, or completion under New Hampshire Administrative Rule Ed 306.27(q), with the option to earn a diploma.

New Hampshire has adopted Dynamic Learning Maps (DLM) as an alternate assessment tool. The DLM assessment measures yearly student progress, and provides independent standards which align with the NH Statewide Assessment.

Accordingly, this policy authorizes the District to award an Alternate Diploma in accordance with the below requirements and conditions.

C. ELIGIBILITY.

Consistent with ESSA, the Alternate Diploma may be awarded to students who:

- 1. Have significant cognitive disabilities;

2. Have a current Individualized Education Program ("IEP"); and
3. Participate in the state authorized alternate assessment (currently DLM).

The Alternate Diploma is NOT available to students without IEP's, including students with Section 504 plans.

D. DETERMINATION OF AWARD.

The determination to award the Alternate Diploma is the responsibility of the student's IEP team, including the student's parent(s)/guardian(s). The IEP team's consideration of the appropriateness of an Alternate Diploma should be included in transition planning beginning at age sixteen (16). Details of this decision shall be included in the student's IEP transition plan in accordance with Ed 1109.03.

E. TIME OF AWARD.

The student may choose (individually or through the IEP team) to receive the Alternate Diploma at one (1) of three (3) times:

1. At graduation with common age peers;
2. At the conclusion of the student's IEP; or
3. Upon reaching age twenty-two (22).

If the student participates in the traditional graduation ceremony, the student will be included in the graduation program with no difference in listing from his/her peers awarded a regular diploma.

F. EFFECT OF AWARD AND CONTINUED ELIGIBILITY.

1. Under 34 CFR 300.102 (a)(3), the awarding of any document other than regular high school diploma shall not terminate a child's eligibility for a free and appropriate public education ("FAPE"). Accordingly, earning an Alternate Diploma does not end a student's eligibility for special education services. Rather, students who have earned the Alternate Diploma, and are otherwise eligible for special education services, may continue to receive such services and may continue working towards meeting the requirements for the regular high school diploma.
2. Alternate Diplomas awarded under this policy are counted in the state graduation rate, while certificates of attendance or equivalency are not.

G. IMPLEMENTATION.

The Superintendent, with the assistance of the **Director of Special Education/Student Services Director** is directed to establish and make available procedures and administrative rules to implement this policy.

District Policy History:

First reading: _____
Second reading/adopted: _____

District revision history:

Timberlane Regional School District	Policy Code: EBBB
Adopted: 01-01-83 Reaffirmed: 02-07-91 Revised: 10-07-99 Revised: 04-03-08 Revised: 11-16-17 Revised:	Page 1 of 3

ACCIDENT / ~~INJURY~~ / INCIDENT REPORTS

~~In case of accident/injury/incident, the responsible party (supervising adult) must fill out an accident/injury/incident form the day of any accident/injury/incident that involves the student, staff, or visitor.~~

~~The procedures for accidents/injuries/incidents and accident/injury/incident reporting are to be reviewed at the start of each school year by the Principals and the staffs of each school.~~

~~All accidents/injuries/incidents judged to be other than minor require an accident/injury/incident report to be filled out by the responsible party (supervising adult) and filed with the Principal and the School Nurse within 24 hours of the accident/injury/incident. If the accident/injury/incident involves the services of a physician and/or is likely to result in an insurance claim, a copy of said report will be forwarded to the TRSD Business Administrator. If the accident/injury/incident is not one involving a physician's care and is unlikely to be an insurance case, it will be sufficient to prepare one copy to be filed with the School Nurse. In all cases in which the School Nurse provides the care, documentation will be made on the individual student's health record.~~

~~If the accident/injury/incident is one involving the use of an Automated External Defibrillator (AED), the School Nurse, or his/her designee, shall report all instances of the AED use with the New Hampshire Department of Safety. See incident report forms at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf~~

~~See also policies EBBC & JLCE~~

Legal Reference:

~~NH Code of Administrative Rules - Section Ed. 306.12(b)(1), School Health Services
 NH Code of Administrative Rules - Section Ed. 311, School Health Services
 RSA 200 Health and Sanitation~~


***Appendix EBBB-R
 EBBB-X***

Timberlane Regional School District	Policy Code: EBBB
Adopted: 01-01-83 Reaffirmed: 02-07-91 Revised: 10-07-99 Revised: 04-03-08 Revised: 11-16-17 Revised:	Page 2 of 3

A. General Accident Reporting: An accident report shall be required whenever an accident occurs:

1. in a school;
2. on a school playground; or
3. at any school-sponsored activity

which requires a student or employee to be:

1. out of class or absent from school;
2. necessitates the services of a health care provider (physician, advanced registered nurse practitioner, licensed physician’s assistant or dentist);
3. requires first aid;  or
4. which might reasonably be anticipated to give cause to an insurance or liability claim or case for liability at a later date.

The school district employee who witnessed or first responded to the accident must fill out an accident form as soon as possible, but in no event more than 24 hours of the accident. The form shall be submitted to the building principal and forwarded to the Superintendent. The building principal, or in the principal’s absence the supervisor on duty at the time of the accident, shall assure that an accident form is completed in a timely manner.

B. Insurance Notification: For accidents which might lead to an insurance or liability claim, the Superintendent shall notify the District’s liability carrier promptly.

C. Additional Reporting Required for Accidents Involving Death or Serious Injuries.

a. Within eight (8) hours of any accident involving a death which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the death to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the body of the deceased person was sent.

b. Within twenty-four (24) hours of any accident involving a serious injury which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the serious injury to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the injured person was sent for medical evaluation or treatment. For the purposes of this provision, “serious injury” means an incident that results in amputation, lost or fracture of any body part, head injury or internal injury that necessitates hospitalization.

D. Training: All staff shall receive annual training relative to accident and accident reporting protocols.

Timberlane Regional School District	Policy Code: EBBB
Adopted: 01-01-83 Reaffirmed: 02-07-91 Revised: 10-07-99 Revised: 04-03-08 Revised: 11-16-17 Revised:	Page 3 of 3

Legal References:

RSA 200, Health and Sanitation

RSA 277:15-b, Reports of Death or Serious Injury

N.H. Code of Administrative Rules, Section Ed 306.12, School Health Services

N.H. Code of Administrative Rules, Section Ed 311, School Health Services

Policy EBBB: Accident Reports

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 06/30/2020 | Last Reviewed Date: 06/30/2020

Category: Recommended

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**ADOPTION/REVISION NOTES -**

**Text between the highlighted lines "~~~~~", and highlights in this sample should be removed prior to adoption.**

- a. General – As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures.
- b. **Highlighted language** or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- c. **{\*\*}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

**NHSBA history:** Revised – September 2008, October 2005, November 1999 and July 1998.  
**NHSBA revision notes, June 2020,** NHSBA revised this policy to reflect requirements imposed by the 2019 passage of HB406 (codified as RSA 277:15-b) on all employers to report workplace accidents involving death or serious injuries. (Note: while 277:15-b relates to “workplace accidents”, the language of the reporting requirement applies to death/serious injury of “any person”.) Additionally, the June 2020 revisions included a general overhaul of the policy language. The June 2020 revision of EBBB was completed with the assistance of the NH School Nurses Association. **September 2008,** NHSBA recategorized EBBB as “R” recommended, rather than “P” required by law.

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A. General Accident Reporting: An accident report shall be required whenever an accident occurs:

- 1. in a school;
- 2. at any school-sponsored activity
- 3. on a school playground; or

which requires a student or employee to be:

- 1. out of class or absent from school;
- 2. necessitates the services of a health care provider (physician, advanced registered nurse practitioner, licensed physician’s assistant or dentist);
- 3. requires first aid; or
- 4. which might reasonably be anticipated to give cause to an insurance or liability claim or case for liability at a later date.

The school district employee who witnessed or first responded to the accident must fill out an accident form as soon as possible, but in no event more than 24 hours of the accident. The form shall be submitted to the building principal and forwarded to the Superintendent. The building principal, or in the principal’s absence the supervisor on duty at the time of the accident, shall assure that an accident form is completed in a timely manner.

B. Insurance Notification: For accidents which might lead to an insurance or liability claim, the Superintendent shall notify the District’s liability carrier promptly.

C. Additional Reporting Required for Accidents Involving Death or Serious Injuries.

- a. Within eight (8) hours of any accident involving a death which occurs during the school day, or on school

Timberlane Regional School District	Policy Code: KI
Adopted: 01-01-83 Reaffirmed: 08-08-91 Revised: 10-05-95, <u>02-24-05, 06-16-11</u> Revised: 02-24-05 Revised: 06-16-11	Page 1 of 2

VISITORS ON SCHOOL GROUNDS

~~For purposes of this policy, “school property” means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school sponsored event, and school grounds.~~

~~Visitors are welcome on school property, provided their presence will not be disruptive. Classroom visitors will only be allowed with the permission of the school principal or designee. All visitors must initially report to the building principal’s office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher’s conference/preparation period.~~

~~The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:~~

- ~~1. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;~~
- ~~2. Damage or threaten to damage another’s property;~~
- ~~3. Damage or deface School District property;~~
- ~~4. Violate any New Hampshire law, or town or county ordinance;~~
- ~~5. Smoke or otherwise use tobacco products;~~
- ~~6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;~~
- ~~7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);~~
- ~~8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;~~

Timberlane Regional School District	Policy Code: KI
<p>Adopted: 01-01-83 Reaffirmed: 08-08-91 Revised: 10-05-95 Revised: 02-24-05 Revised: 06-16-11</p>	Page 2 of 2

- ~~9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;~~
- ~~10. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding; or~~
- ~~11. Violate other District policies or regulations, or an authorized District employee's directive.~~

~~Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds.~~

~~Additionally, the District reserves the right to issue "no trespass" letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district's educational purpose.~~

Legal References:

RSA 635:2, Criminal Trespass

All persons, other than staff and pupils enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office. Employees of the school system (directors, coordinators, maintenance staff members, and others) are to advise the school Principal or Secretary that they are in the building. A visitor (a person not employed by the school system) must report to the school office and receive permission to be on the school grounds.

Persons wishing to meet with a teacher for the purpose of discussing a particular problem and/or any other purpose shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may do so by securing an appointment with the teacher through the office of the principal or by direct contact with the teacher.

No person shall visit a school without first reporting to the office of the principal as to the purpose and place of the visit.

Timberlane Regional School Board	Policy Code: BHC
Adopted: 04-21-83 Revised: 11-01-90 Revised: 02-24-05 Revised: 06-16-11 Reaffirmed: 02-18-21 Revised: 12-02-21	Page 1 of 1

BOARD-EMPLOYEE COMMUNICATIONS

The Board desires to maintain open channels of communication between itself and the employee. The basic line of communication will, however, be through the Superintendent of Schools.

Staff Communications to the Board

All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other employees shall be submitted through the Superintendent.

Board Communications to Staff

All official communications, policies, and directives of employee interest and concern will be communicated to employees through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep employee fully informed of the Board's actions and concerns.

Visits to School

Individual Board members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the principals of the various schools. Such visits shall be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of the Superintendent and principals.

Social Interaction

Employees and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general school district problems. However, staff members are reminded that individual members have no special authority excepting when they are convened at a legal meeting of the Board or vested with special authority by Board action. There, discussions by either party of personalities or personnel grievances will be considered as evidence of unethical conduct.

Policy KI: Visitors to the Schools

Status: ADOPTED

Original Adopted Date: 07/01/1998 | **Last Reviewed Date:** 10/01/2004

Category: Recommended

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**ADOPTION/REVISION NOTES -**

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- c. **{\*\*}** indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. *Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.*

**NHSBA history:**

Reviewed: October, 2004

Revised: July, 1998

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All persons, other than staff and pupils enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office. Employees of the school system (directors, coordinators, maintenance staff members, and others) are to advise the school Principal or Secretary that they are in the building. A visitor (a person not employed by the school system) must report to the school office and receive permission to be on the school grounds.

Persons wishing to meet with a teacher for the purpose of discussing a particular problem shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may do so by securing an appointment with the teacher through the office of the Principal or by direct contact with the teacher.

No person shall visit a school without first reporting to the office of the Principal as to the purpose and place of the visit.

District Policy History:

First reading: _____

Second reading/adopted: _____

District revision history:

Timberlane Regional School District	Policy Code: DJE
Adopted: 01-03-91 Revised: 06-19-08, <u>05-08-14, 10-04-18,</u> <u>12-01-22</u> Revised: 05-08-14 Revised: 10-04-18 Revised: 12-01-22	Page 1 of 1

BIDDING REQUIREMENTS

The Superintendent is required to get written competitive bids on purchases of supplies, materials, equipment, and contractual services in the amount of \$50,000 or more. Purchases of \$10,000 or more will require at least three competitive documented quotes for the open market. All purchases made in the open market shall be consummated after careful evaluation.

When bidding procedures are used, bids shall be advertised appropriately, ~~including on the district website~~. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Superintendent, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The School Board with input from the Superintendent reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. The School Board with input from the Superintendent also reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified, shall not be considered. The School Board with input from the Superintendent also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the district with appropriate bonding. Contractors shall be required to provide a certificate of insurance.

Specialized educational and related services are exempt from this policy when the interests of children so dictate (i.e. textbook purchases, psychological services, etc.).

Existing services that continue to meet the needs of the district shall be subject to an annual review by the board and may not need to go out to bid.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards

Policy DJE: Bidding Requirements

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 03/01/2004 | Last Reviewed Date: 03/01/2004

Category: Recommended

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**ADOPTION/REVISION NOTES -**

Text between the highlighted lines "~~~~", and highlights in this sample should be removed prior to adoption.

- a. General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
- b. Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- c. {\*\*} indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

**NHSBA history:**

- Revised: March, 2004
- Revised: November, 1999
- Revised: July, 1998

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All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$5,000 or more, shall be based, when feasible, on at least three competitive bids. All purchases less than \$5,000 in amount may be made in the open market but shall, when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the District.

District Policy History:

First reading: _____
Second reading/adopted: _____

District revision history:

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

BUILDING AND GROUNDS SECURITY

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

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

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

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

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

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

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

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

~~The building principal is responsible for enforcing this policy.~~

~~School District buildings constitute one of the greatest investments of the School District. It is deemed in the best interest of the District to protect the investment adequately.~~

~~Security means not only maintenance of a secured (locked) building but protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The School Board requires and encourages close cooperation with local police, fire departments, insurance company inspectors, and emergency medical services.~~

~~Records and funds shall be kept in a safe place and under lock and key when required.~~

~~Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. An adequate entry control system, including keys, shall~~

be established which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons.

School buildings shall be closed and locked after the last school activity has concluded in the afternoon except in those instances when there is continuous activity into the evening, in which case securing of the building shall be accomplished at the conclusion of such activity.

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

No unauthorized person or group shall be granted access to a secured building by any employee. Authorization may be granted only by the School Board, by the Superintendent of Schools and their staff, or by the principal of the school.

Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation.

The Superintendent and building principal are responsible for enforcing this policy.

Policy ECA: Buildings and Grounds Security

Status: ADOPTED

Original Adopted Date: 07/01/1998 | Last Revised Date: 02/01/2008 | Last Reviewed Date: 02/01/2008

Category: Recommended

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**ADOPTION/REVISION NOTES -**

Text between the highlighted lines "~~~~", and highlights in this sample should be removed prior to adoption.

- a. General - As with all sample policies, NHSBA recommends that each district carefully review this sample prior to adoption/revision to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.
- b. Highlighted language or blank, underscored spaces indicate areas which Boards should review, change or complete to reflect local personnel titles, internal/ external policy references, duty assignments etc.
- c. (\*\*) indicates a reference to another NHSBA sample policy. A district should check its own current policies and codes to assure internal consistency.
- d. Withdrawn & earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

**NHSBA history:**

Revised: February 2008  
Reviewed: April 2004  
Revised: July 1998, November 1999

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

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

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

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

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

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

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

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

The building principal is responsible for enforcing this policy.

District Policy History:

First reading: _____
Second reading/adopted: _____

District revision history:

Timberlane Regional School District
Telecommuting Policy and Procedure for SAU Non-Affiliated Staff

Objective

Telecommuting allows employees to work at home, traveling or in a satellite location for all or part of their workweek. The Timberlane Regional School District considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with The Timberlane Regional School District.

Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with Timberlane Regional School District for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Equipment

On a case-by-case basis, The Timberlane Regional School District will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and IT departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Timberlane Regional School District accepts no responsibility for damage or repairs to employee-owned equipment. The Timberlane Regional School District reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all The Timberlane Regional School District property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

The Timberlane Regional School District will reimburse the employee for business-related supplies, expenses, such as phone calls and shipping costs, which are incurred in conducting the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. The Timberlane Regional School District will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the district's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of

locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Timberlane Regional School District's time-keeping system. Hours worked more than those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

**Timberlane Regional School District
Telecommuting Application Form**

Name _____ Position Title _____

Department _____ Supervisor _____

Short Term Telecommuting Assignment - # of days _____

Long Term Telecommuting Assignment – from _____ to _____

Please describe how you think your job responsibilities are suited for telecommuting:

SUPERVISOR

I have discussed the possibility of telecommuting with the above mentioned employee. I believe this employee is a good candidate based on job responsibilities and performance in their current position.

Supervisor's Signature _____ Date _____

TELECOMMUTING APPLICANT

I have discussed telecommuting with my supervisor and understand that my application does not guarantee that I will be eligible to telecommute. I have read the telecommuting policy and understand that it is not an entitlement and that it is not appropriate for every employee. I understand that telecommuting can be terminated at any time by The Timberlane Regional School District or me.

Telecommuting Applicant's Signature _____ Date _____

HUMAN RESOURCES

Approved _____ Not Approved _____

Reason for Non-Approval:

Signature _____ Date _____

Date _____

Superintendent's Signature

GCEE-REMOTE WORK POLICY

See also: Acceptable Use Policy: Responsible Use of Technology Procedures for Employees

The School District considers remote work to be a viable, flexible work option when both the employee and the job function are suited to such an arrangement. A temporary remote work arrangement may be appropriate for some employees and jobs but may not be for others. Working remotely is not an entitlement, it is not a district wide benefit, and it in no way changes the terms and conditions of employment with the School District.

Procedures

Remote work can be informal, such as working from home for a short-term project, or a formal set schedule working away from school for a predetermined period of time. An employee's performance when working remotely will be monitored in the same manner as all employees at their assigned school or office, unless otherwise specified in writing.

Any remote work arrangement made will be temporary and on a trial basis and may be discontinued at will and at any time at the request of either the remote worker or the School District.

Temporary remote work arrangements may be approved for circumstances such as inclement weather, special projects, or other unusual or personal circumstances. These aforementioned arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Authorization to work remotely will be determined at the sole discretion of the Superintendent or Superintendent's designee. There are no grievance or appeal rights in the Superintendent's decision to authorize remote work.

Eligibility

Before entering into any remote work agreement, the employee and supervisor, with the assistance of the human resources and technology departments as needed, will evaluate the suitability of such an arrangement. This will include an evaluation of the following:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- Tax, payroll and other legal implications.

Final approval of the arrangement will be made by the Superintendent or Superintendent's designee only. Employees approved to work from home must be available by telephone, email or video conferencing to the same extent that they would be during an on-site workday.

Evaluation of employee's performance while working remotely will include regular interaction by phone, video conference and/or email between the employee and the supervisor, and possible weekly meetings to discuss work progress and problems. The supervisor will evaluate the arrangement and make recommendations for continuance or modifications.

Equipment

Equipment supplied by the District will be maintained by the District. Equipment supplied by the employee, if deemed appropriate by the District, will be maintained by the employee. Users may not attach unauthorized equipment, including personal laptops, tablets, printers, and handheld devices, to the District network except in accord with the District's Acceptable Use Policy and Data Governance Plan or with specific permission from the **Principal or Director of Technology**.

The School District accepts no responsibility for damage or repairs to employee-owned equipment. The School District reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the District is to be used for research, education, and school related business and operation purposes only. Employees must agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, or upon approved Leave of Absence, all District property will be returned to the District, unless other arrangements have been made.

The employee will establish an appropriate work environment within his or her home for work purposes. The School District will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

As outlined in the _____'s School District's Acceptable Use Procedures a system administrator or other authorized District staff member may, at any time and without advance notice to staff, monitor, access, modify, remove, review, retrieve and or disclose the subject, content and appropriateness of any and all information stored or transmitted on District technology resources, including information that may have been deleted but still exists on the system.

Security and Confidentiality

Consistent with the district's expectations of information security for employees working at the office, in accordance with the School District's Acceptable Use Policy _____, employees approved to work remotely will be expected to ensure the protection of student and or employee personally identifiable information ("PII") and other confidential information accessible from their home workspace. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures as outlined in District policies or administrative directives.

Employees need to be cognizant of others in their workspace at home and consider confidentiality when talking with students, parents and/or staff via telephone, email and video conferencing.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties **may or may not be covered** by the company's workers' compensation policy. Employees working remotely are responsible for notifying the supervisor of such injuries as soon as practicable. Employees are responsible for filling out the Employee's First Report of Injury form and submitting this to their supervisor and Human Resources within ____ calendar days after the initial report of the injury to the supervisor supervisor. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Remote work is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, any work schedule must be approved by the Superintendent or his/her designee and the focus of the arrangement must remain on job performance.

Time Worked

Employees working remotely, who are not exempt from the overtime requirements of the Fair Labor Standards Act, will be required to accurately record all hours worked using the School District's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the prior approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work agreement.

Additional Considerations

The employee must determine any tax and or legal implications under IRS, State, and local government laws and or restrictions of working out of a home based office.

Proposed New Policy First Reading: _____