

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

January 10, 2018 3:30 – 5:00

Central Office

Agenda

- I. Call to Order
  - IHCD – Advanced Course Work/Advanced Placement Courses
    - NHSBA Sample Policy due to Senate Bill 101 (Dual and Concurrent Enrollment Data)
  - ADC - Use of Tobacco Products Strictly Prohibited...
    - Returned to Policy Committee by School Board
  - DGD - School District Credit Card and/or Procurement Cards
    - DGD – R – Procurement Card Operational Procedures
  - DK – Payment Manifest
    - DK-R Payment Manifest Procedure
  - AC – Nondiscrimination/Equal Opportunity
    - Feedback on Policy Addendum for Racism
- II. Questions/Discussion

**Next Meeting:** February 14, 2018

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHCD
Date of Adoption: July 13, 1988      Previously: IGCD Policy Committee Review: May 13, 2015 School Board First Read: May 20, 2015 School Board Second Read/Adoption: June 3, 2015 <a href="#">Policy Committee: January 10, 2018</a>	Page 1 of 1 Category: Priority

## **ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES**

Any student who wishes to do advanced course work or take advanced placement classes while in high school should be permitted to do so provided they meet the pre-requisites. Oyster River Cooperative School District administrators and school counselors will provide assistance to students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the school district, administrators or school counselors are instructed to assist students in identifying alternative means of taking such classes. These means may include taking courses at a different public school or a private school, or through distance education courses, community college, university course or other suitable means.

Credit may be given, provided the course comports with applicable District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses unless approved by the superintendent in advance and budgeted for by the School Board.

[High School and Career Technical Education Center students in grades 11 and 12 may participate in the Dual and Concurrent Enrollment Program, through which a student may earn both High School and College credits by enrolling in a course designated by the Community College System of New Hampshire \(CCSNH\) as part of the dual and concurrent enrollment program. The Superintendent shall designate a point or points of contact for the program who can provide for student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses. The Superintendent or his/her designee\(s\) shall meet regulations for the program](#)

### Cross Reference:

[IHCD-R – Advanced Course Work/Advanced Placement Courses Procedure](#)

### Legal References:

[RSA 188-E:25 through RSA 188-E:28](#)

NH Code of Administrative Rules, Section Ed 306.141 [\(a\)\(6\)\(g\)](#), Advanced Course Work

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHCD- <u>R</u>
<u>Policy Committee: January 10, 2018</u>	

**ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES-  
PROCEDURE**

The Superintendent or his/her designee(s) shall meet regulations for the program which include:

1. Require compliance with measurable educational standards and criteria approved by the CCSNH;
2. Require that courses meet the same standard of quality and rigor as courses offered on campus by CCSNH;
3. Require that program and courses comply with the standards for accreditation and program development established by the National Alliance for Concurrent Enrollment Partnership;
4. Establish criteria for student eligibility to participate in the program;
5. Establish standards for course content;
6. Establish standards for faculty approval;
7. Establish program coordination and communication requirements;
8. Address tuition, fees, textbooks and materials, course grading policy, data collection, maintenance, and security, revenue and expenditure reporting, and a process for renewal of the agreement;
9. Requires annual notification to high school students and their parents of Dual and Concurrent Enrollment opportunities.

Cross Reference:

IHCD – Advanced Course Work/Advanced Placement Courses

## **XXXX – CCSNH ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES**

Any student who is capable of and wishes to do advanced course work or take advanced placement classes while in high school should be permitted to do so. School district administrators and school counselors will provide assistance to students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the School District, administrators or school counselors will assist students in identifying alternative means of taking such classes.

Any student whose eligibility for taking advanced course work is recommended by his/her counselor may enroll in a course. Credit may be given, provided the course comports with applicable District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses.

High School and Career Technical Education Center students in grades 11 and 12 may participate in the Dual and Concurrent Enrollment Program, through which a student may earn both High School and College credits by enrolling in a course designated by the Community College System of New Hampshire ("CCSNH") as part of the dual and concurrent enrollment program. The Superintendent shall designate a point or points of contact for the program who can provide for student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses. The Superintendent or his/her designee(s) shall meet regulations for the program which include:

1. Require compliance with measurable educational standards and criteria approved by the CCSNH;
2. Require that courses meet the same standard of quality and rigor as courses offered on campus by CCSNH;
3. Require that program and courses comply with the standards for accreditation and program development established by the National Alliance for Concurrent Enrollment Partnerships;
4. Establish criteria for student eligibility to participate in the program;
5. Establish standards for course content;
6. Establish standards for faculty approval;
7. Establish program coordination and communication requirements;
8. Address tuition, fees, textbooks and materials, course grading policy, data collection, maintenance, and security, revenue and expenditure reporting, and a process for renewal of the agreement;
9. Requires annual notification to high school students and their parents of Dual and Concurrent Enrollment opportunities.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ADC Category: Required
Review/First Read School Board: December 5, 2012 Second Read/Adoption: December 19, 2012 Policy Committee Review: April 13, 2016 School Board First Read: April 20, 2016 School Board Second Read/Adoption: May 4, 2016 <a href="#">Policy Committee Review: December 13, 2017</a> <a href="#">School Board First Read: December 20, 2017</a> <a href="#">School Board Second Read/Adoption: January 3, 2018</a> <a href="#">Return to Policy Committee by Board: January 10, 2018</a>	Page 1 of 1

USE [AND POSSESSION](#) OF TOBACCO PRODUCTS STRICTLY PROHIBITED  
IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS

No person shall use [and possess](#) any tobacco product in any facility maintained by the Oyster River Cooperative School District, nor on any of the grounds of the District.

"Tobacco products" means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, [vaping products](#), e-cigarettes, liquid nicotine products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Cross Reference:

JICH - Student Tobacco, Alcohol and Drug Use  
JICH-R - Student Tobacco, Alcohol and Drug Use - Procedure

**Legal References:**

RSA 155:64 - 77, Indoor Smoking Act  
RSA 126 - K:6, Possession and Use of Tobacco Products by Minors  
RSA 126 K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DGD
First Read School Board: May 15, 2013 Second Read/Adoption School Board: June 5, 2013 <a href="#">Policy Committee Review: December 13, 2017</a> <a href="#">Back to Policy Committee: January 10, 2018</a>	Page 1 of 1 Category: Optional

SCHOOL DISTRICT CREDIT CARDS ~~AND/OR~~ PROCUREMENT OR OTHER CARDS

The Oyster River Cooperative Superintendent or his/her designee is authorized to procure a credit card, procurement or other cards in the School District's name. Any District ~~credit~~ card will be under the sole supervision of the Superintendent or the Business Administrator.

Use of a District credit card/[procurement card](#) shall be used only for School District purchases. Purchase shall be for items authorized by the adopted school district budget. Use of the District credit card/[procurement card](#) for personal or private purchases is strictly prohibited.

All charges must be [initiated with a purchase order and then](#) verified with receipts.

All received and approved credit card purchases will be included in manifest of invoices.

## **ORCSD PROCUREMENT CARD OPERATIONAL PROCEDURES**

The following general procedures will be followed in the use and administration of the [Oyster River Cooperative School](#) District's P-Card program:

- P-Cards will be issued to employees whose position requires them to make regular purchases for the District. Employees who are required to make periodic purchases will also be considered. Principals and/or Directors must recommend all staff that requires the use of a P-Card. The Business Administrator will be responsible to approve each card issued.
- Each employee recommended for a P-Card will receive a copy of the Procurement Card Program Cardholder Manual. The P-Card Use Agreement and the P-Card Manual Acknowledgement form acknowledging receipt and understanding of the manual must be signed and hand delivered to the SAU 5 Business Office. Once the signed forms are brought in the employee may sign their P-Card. All signatures on the P-Card must include the phrase "See ID" behind the signature so that vendors will be required to request identification verifying that it is the cardholder making the purchase.
- The District Accounts Payable Coordinator will keep a file folder for each card issued that will include:
  - Employee Name
  - P-Card Number
  - Expiration date of the card
  - Original signed copy of the P-Card Use Agreement
  - Original signed copy of the P-Card Manual Acknowledgement form

The following operational procedures will be followed in the use and administration of the District's P-Card program:

1. Prior to the purchase, a purchase order will be entered into the finance software system and all required approvals are needed before the card is used.
2. The requisitions will use \_\_\_\_\_ as the vendor and, in the reference field, please put the actual vendor you will be using.
3. Each P-Card purchase **MUST** be documented with either:
  - A signed detailed charge slip showing the individual items purchased
  - The signed charge slip with a detailed cash register receipt, bill of materials, or packaging slip attached
  - A printout of the detailed "shopping cart" for online purchases
4. **A copy of a signed charge slip that does not itemize the details on what was purchased is not acceptable.**
5. The employee is responsible for:
  - Sending the original card receipt and detailed backup (if needed) to the Business Office within two (2) business days following the purchase.
  - Keeping a copy of the charge receipts to reconcile against their monthly statement.

6. The school copy of each purchase order will be sent to the individual who entered the requisition. The school copy will need to be signed by the school employee who can verify that the items were received and who is authorizing payment of the items.
7. After a purchase has been made with the P-Card, the employee has two (2) business days to forward the approved Purchase Order with the receipts attached to the Business Office.
8. The SAU 5 Business office will keep a separate folder for each issued card as a depository for all purchase receipts and purchase orders. The Business Office will reconcile the monthly statement for each cardholder with the original receipts and the approved purchase order corresponding to each purchase.
9. Each cardholder will be provided with instructions on how to gain online access to his/her statement in order to verify all account charges. In addition, a copy of each cardholder's monthly statement will be sent to each cardholder by the Business Office to review in order to ensure that all materials were received and that there are no outstanding disputes or returns that should not be paid.
10. All requests for temporary increases to credit limits or approved vendor purchase options need to be made to the Business Administrator or alternate plan administrator. Please allow for three (3) business days for processing.
11. School year employees who have been approved to retain possession of their card must return the card to the SAU 5 Business Office prior to their last day at work for each school year. They may retake possession of the P-Card at the start of the next school year.



**ORCSD P-CARD USE AGREEMENT**

**AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, between SAU #5, 36 Coe Drive, Durham, NH 03824, and \_\_\_\_\_, residing at \_\_\_\_\_ (hereinafter the “Employee”).

**WITNESSETH:**

**WHEREAS**, by this Agreement the Employee has been entrusted with a procurement credit card (“P-Card”) for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the District; and

**WHEREAS**, the Employee agrees to abide by the terms and conditions of the P-Card as set forth herein and the District’s *Procurement Card Program Cardholder Manual*.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions set forth herein, it is agreed by the District and the Employee as follows:

1. The District hereby issues the Employee P-Card No. \_\_\_\_\_
2. The Employee hereby agrees to immediately return the P-Card upon request.
3. The Employee shall not use the P-Card for the purchase of any goods or service that is not authorized by the terms of this agreement and by the direct written approval of the Business Administrator, or Superintendent.
4. The Employee shall submit receipts within two (2) business days following an authorized purchase and such other reasonable documentation of goods or services purchased as requested by the Business Administrator, or Superintendent.
5. The Employee shall promptly review monthly P-Card transaction statements for accuracy and shall within three (3) days of receipt of the statement; notify the Business Administrator of any errors, omissions or discrepancies in the statement.
6. The Employee shall immediately notify the bank in the event of a possible loss, theft, or unauthorized use of the card by calling 800-361-3361 or by fax notice to the bank at 888-224-5394. The Employee shall also immediately notify the Business Administrator of possible loss, theft, or unauthorized use of the card.
7. Attached herewith and incorporated by reference herein is the SAU #5 Procurement Card Program Cardholder Manual. The employee understands that the manual, this agreement and employee’s signed P-Card Manual Acknowledgement Form set forth the authority and expressed limits of authority of Employee’s use of the P-Card.
8. The Employee shall defend, indemnify and hold harmless the District for any improper or unauthorized expenditure placed on the P-Card. The Employee will reimburse the District for any and all costs and expenses (including attorneys’ fees and expenses) incurred by the District in recovering any improper or unauthorized expenditures placed onto the P-Card by the Employee. The Employee acknowledges that the Employee’s improper use of the P-Card or violation of the terms of this agreement or any policy related to the P-Card will result in disciplinary action, up to and including termination.
9. This agreement may not be modified in any way without the approval of SAU #5 by its’ Business Administrator or Superintendent.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this agreement the day and year first written above.

SAU #5

\_\_\_\_\_  
[ORCSD](#) Employee

\_\_\_\_\_  
[ORCSD](#) Business Administrator

**ORCSD P-CARD MANUAL ACKNOWLEDGEMENT FORM**

The Procurement Card Program Cardholder Manual (hereinafter “P-Card Manual”) describes important information about SAU 5’s electronic procurement card program controls and processes required to manage the day-to-day operations of the purchasing option. The P-Card Manual is intended to inform cardholders handling P-Card transactions about the formal policy guidelines, processes and responsibilities of the cardholder and other various participants. These policies ensure that P-Card purchasing is consistent with SAU 5’s fiscal and internal control policies and procedures.

Since the information, policies and procedures described in the P-Card Manual are subject to change, I acknowledge that revisions to the P-Card Manual may occur in the future. All policy changes require the appropriate authorized approvals before they are implemented. I understand that revised information may supersede, modify, or eliminate existing policies.

I acknowledge that I have received the P-Card Manual, and I understand that it is my responsibility to read and comply with the policies and the Code of Conduct contained in the manual and any revisions and updates made to it.

\_\_\_\_\_  
ORCSD Cardholder’s Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ORCSD Cardholder’s Name (Typed or Printed)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DK Category: Recommended
Draft to Policy Committee: April 19 & May 17, 201 School Board First Read: May 17, 2017 School Board Second Read/Adoption: June 7, 2017 <a href="#">Policy Committee: January 10, 2018</a>	Page 1 of 1

### PAYMENT MANIFEST

All manifests, supported by original invoices, must be approved and signed by the Manifest Review Committee of the Oyster River Cooperative School Board.

The District's Treasurer will sign all checks that will be mailed from the central office.

Cross Reference: DK-R – Manifest Procedure

Legal Reference:

RSA 197:23-a, Treasurer's Duties

OYSTER RIVER COOPERATIVE SCHOOL BOARD Policy Committee April 19 & May 17, 2017 School Board First Read: May 17, 2017 School Board Second Read/Adoption: June 7, 2017 <a href="#">Policy Committee: January 10, 2017</a>	Policy Code: DK-R
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**Payment Manifest Procedure**

**CENTRAL OFFICE**

1. Checks are prepared according to back up documentation and will not be dispersed until School Board approval is given.  
**Exception:** Payroll and deduction/insurance checks.<sup>1</sup>
2. All items received by Wednesday preceding the scheduled School Board meeting are guaranteed to be on that meetings manifest, provided that all applicable and required information (i.e. signature, W9 form, purchase order copy) is available to the Accounts Payable Clerk at that time.
3. On the Tuesday (no later than 4:00 p.m.) preceding the scheduled School Board meeting the Accounts Payable Clerk will have all applicable documentation in regards to the checks listed on the manifest ready for review by the Director of Accounting.
4. On Wednesday morning of the week of the schedule School Board Meeting the Accounts Payable Clerk will deliver the manifest and applicable documentation to the Director of Accounting for review.
5. The Treasurer will pick up the prepared checks, prepare them for mailing and hold until approval of the manifest is granted by the School Board.  
**Exception:** Payroll and deduction/insurance checks.
6. Wednesday of the week of the scheduled School Board Meeting, the Accounts Payable Clerk will deliver the folder containing the manifest report, no later than 2:00 PM to the Superintendent for his approval and signature. At this time, all applicable back up document will be delivered to the Business Administrator for School Board Review.

**SCHOOL BOARD ACTION**

1. The School Board Chair will appoint 2 members, on a rotating basis to serve on the Manifest Review Committee which will meet as part of scheduled Board meeting to review the manifest and approve payment. 2. On the Thursday following the School Board meeting the Accounts Payable clerk will notify the Treasurer to disperse checks.

Cross Reference – DK – Payment Manifest

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<sup>1</sup> We realize emergencies do arise, but the release of any check will need to be pre-approved by the Superintendent, Business Administrator, or designee.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: AC
Date of Adoption: February 13, 2009 Review School Board First Read: March 13, 2013 School Board Second Read/Adoption: April 3, 2013 Returned to Policy for Review: 10/11/17 and 11/08/17 School Board First Read: November 15, 2017 School Board Second Read/Adoption: December 6, 2017	Page 1 of 1 Category: Recommended

### NONDISCRIMINATION/EQUAL OPPORTUNITY

The Oyster River School District does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its employment, programs and activities. The School District does not tolerate discrimination, harassment or retaliation on these bases and takes steps to ensure students, employees and third parties are not subject to any discrimination or harassment in District programs or activities. The Board directs the school administration to implement a continuing program designed to prevent discrimination against all.

The District will designate a Nondiscrimination Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Nondiscrimination Officer will be a person with direct access to the Superintendent.

The Board directs the administration to implement internal complaint procedures for resolving complaints of discrimination under this policy and to provide adequate notice of the availability of such complaint procedures.

The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

The District will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the District to subscribe to all applicable federal and state laws pertaining to contract compliance.

The Oyster River School District will respond promptly and effectively to allegations of discrimination, harassment, and retaliation. It will promptly conduct investigations and takes appropriate action, including, but not limited to, disciplinary action, against individuals found to have violated its policies, as well as providing appropriate remedies to complaints and the Oyster River community.

Legal Reference: Equal Employment Opportunities Act of 1972 (P.L. 92-261 amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000(e) et seq.)  
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)  
Title VI of the Civil Rights Act of 1964 (P.L. 88-352)  
Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.)  
Equal Pay Act of 1963 (29 U.S.C. § 206)  
Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq.); 34 CFR § 104.7, as amended  
Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), as amended  
Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)  
NH RSA 186:11; 354-A:7  
NH Code Admin. R. Ed. 303.01(i)

Cross Reference: JBAA- Harassment and Sexual Harassment of Students  
JBAA-R – Student Discrimination and Harassment Complaint Procedure  
GBAA - Harassment and Sexual Harassment of School Employees  
GBAA-R – Employee Discrimination and Harassment Complaint Procedure  
JICK – Bullying and Cyberbullying Pupil Safety and Violence Prevention  
JICK-R – Bullying/Cyberbullying Reporting Form  
JICK-R1 – Bullying Investigation Form

Racism is a particularly abhorrent form of discrimination that has a long despicable history in the United States. As such, the ORCSD School Board felt it was imperative to create a unique, stand alone policy addendum specific to racism that supports policies JICK and AC.

Racism in any form is not acceptable in the ORCSD. Racism can take many forms:

1. Personal racism is an expression of racist attitudes or behaviors directed at an individual such as the use of derogatory language, names, poor treatment, deliberate avoidance, threats or acts of violence.
2. Cultural racism is the acceptance of stereotypes concerning different ethnic groups or population groups.
3. Institution racism occurs when a certain group is targeted and discriminated against based upon race.

ORCSD is committed to battling racism K-12. Effectively addressing all forms of racism that may occur in any facility or school property.

There are numerous ways to battle racism. They include, but are not limited to, the following principals:

- a. Teach about other people and their cultures beyond food and festivities.
- b. Talk to children/students about racism, its history and its negative effects.
- c. Warn against stereotyping. Do not participate in or laugh at stereotypical jokes.

Stereotypes are destructive.

- d. Think before you speak. Words hurt whether you mean to or not,
- e. Be a role model against hate speech in any form.
- f. Teach how culture and race enhance your life and those around you. Don't let others get away with discriminatory language or behavior. Speak up and speak out.

This is a policy addendum to Policy JICK – Bullying/Cyberbullying-Pupil Safety and Violence Prevention, and Policy AC – Nondiscrimination/Equal Opportunity. All procedures against discrimination and bullying are addressed in these policies and will be followed accordingly.



## ORCSD Racism Policy Addendum - Referenced Policies JICK, AC

Racism is an abhorrent form of discrimination that has a long despicable history in the United States. To end racism and foster appreciation for all within the ORCSD, the ORCSD School Board felt it imperative to create a unique, stand alone racism policy addendum specifically to denounce racism, this addendum is supported by policies JICK and AC.

Racism in any form is not acceptable nor tolerated in the ORCSD. Racism can take many forms:

1. Personal racism is an expression of racist attitudes and or or behaviors directed at an individual based on their skin melanin content. Personal racism expressed in forms such as: the use of derogatory language, racist jokes, names calling, mis-treatment, deliberate avoidance, threats, and or acts of physical violence to a person.
2. Cultural racism is the willful acceptance of cultural stereotypes of different ethnic groups or population groups, that translates into personal racism inflicted on members of those groups.
3. Institutional racism is systemic racism that has been entrenched and ingrained in the history of the United States, and occurs in covert and subconscious ways across institutions

to specific ethnic groups through targeted discrimination based solely upon race identification.

The ORCSD is committed to battling racism from K-12. Effectively addressing all forms of racism that may occur in and on any facility or school property.

The ORCSD has identified numerous ways to battle the three identified forms of racism. They include, but are not limited to, the following principles:

- a. Educate and bring awareness to all members of the ORCSD about the role of all people and their cultures as contributors to global citizenship extended beyond food and festivities.
- b. Educate and instill appreciation in the students of ORCSD about the contributions of all people to the building of the United States, and about racism, its history and its negative effects on society..
- c. Educate and teach about stereotyping. Inform the ORCSD students about stereotyping and warn students of the ramifications of participating in or laughing at stereotypical jokes. Stereotypes are destructive to the conducive learning environment that ORCSD purposed to foster, for all students..

- d. Educate and remind all students to “Think before you speak” The old adage: “sticks and stones may break my bones, but words can never hurt me” - DO NOT hold true.

WORDS HURT - especially racially charged words.

- e. Be a student role model against hate language and speech in any form.

- f. Educate and Teach how culture and race enhance your life and those around you.

Don't be passive when you witness discriminatory language or behavior. Be an Ally of

Change - Dare to Make a Difference. Speak up and speak out.

This is a Racism Policy Addendum to Policy JICK – Bullying/Cyberbullying-Pupil Safety and

Violence Prevention, and Policy AC – Nondiscrimination/Equal Opportunity. All procedures to

handle any violations of this Addendum, Policies - JICK and AC are addressed in Policies JICK and

AC, and will be followed accordingly.