

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

POLICY COMMITTEE MEETING

January 29, 2014 10:00 – 12:00

Central Office

Agenda

- JFABB – Foreign Exchange Students
- KCD – Gifts to The Schools – Principal Revisions
- FF – Naming of Facilities – Principal Revisions
- KHB - Advertising in the Schools – Principal Revisions
- JJE – Student Fund Raising Activities
- CBI & R – Evaluation of The Superintendent and Procedure
- IKA – Grading System
- JG – Assignment of Students to Classes and Grade Levels
- LDA – Student Teaching and Internship
- KF-R1 – ORCSD Building Rental Fees

Discuss School Board Member list of current ORCSD policies that require review.

Next Meeting: To Be Determined.

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: JFABB |
| Policy Committee Review: January 29, 2014 | Page 1 of 1 Recommended |

FOREIGN EXCHANGE STUDENTS – Participation in Graduation Activities

Definition: A Foreign exchange student is defined as one who is enrolled at Oyster River High School via a recognized and approved exchange program, ~~e.g.~~ such as American Field Service (AFS), Japanese Foundation of Intercultural Exchange (JFIE), Educational Foundation for Foreign Study (EF), etc.

Foreign exchange students who are enrolled in full-time year-long programs, and are returning to their home countries following the completion of one academic year may be allowed to participate in the graduation ceremony and receive a certificate of completion from ORHS at the discretion of the principal and superintendent. Students being granted the privilege of participating in graduation must have maintained good academic and behavioral standing at ORHS and have fulfilled all of the requirements of their individual exchange program.

Cross Reference:

Policy IKF – Graduation

Policy IKFC – High School Diploma- Alternative Program

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: KCD |
| Date of Adoption: July 13, 1988 Recode from KH Date of Revision: April 17, 1996 First Read to SB: September 7, 2011 Second Read/Adoption to SB: October 5, 2011 Reviewed/Revised School Board 1 st Read: February 6, 2013 School Board Second Read/Adoption: March 13, 2013 | Page 1 of 1 Category: Optional Principal Revisions |

GIFTS TO THE SCHOOLS

The Oyster River School Board wishes to encourage gifts, donations, and acts of generosity on the part of citizens, groups of citizens, or other sponsors in the community. However, to ensure the proper handling of such gifts and to discourage both advertising by means of the gift and unwarranted solicitations of such gifts by members of the staff, the following procedures are established:

Governing Principles:

- The **primary** purpose of accepting gifts is to benefit the schools and the students, not to promote specific products or services. **Any recognition of products or service will follow District policies and guidelines.**
- Gifts to the schools will not be accepted when they are in conflict with or endorse values that are in conflict with school district principles, policies or plans.

Authorization:

- Individuals or organizations desiring to contribute supplies or equipment must consult with the Superintendent regarding the acceptability and timing of such contributions.
- Contributions of equipment or services that may involve major costs for installation or maintenance or initial or continuing financial commitments of school funds shall be presented to the Superintendent for consideration and approval.
- Any gift of \$5000 or less offered to the schools will be considered for approval by the Superintendent. A description of the gift, the reason for its offer, and its use and need shall be reported to the School Board or its agent. A gift greater than \$5000 must be approved by the School Board as well as any other gift deemed appropriate by the Superintendent for School Board approval.

Recognition of gifts:

- Appropriate acknowledgment of major gifts will be made by the School Board.

Conditions Upon Acceptance:

- Equipment contributed to the schools becomes the property of the district and is subject to the same controls and regulations that govern the use of other school-owned property.
- In lieu of specific instructions, the school principal shall determine the use of a money gift, grant, or bequest.
- Gifts to the school district become the property of the district and are subject to the same controls and regulations that govern the use of all district-owned property.
- Donations of equipment shall be added to the district's inventory provided it is operative at the time of donation and meets an educational purpose of the district. Gifts which meet the definition of a fixed asset as outlined in district policy DID, inventories must be added to the school's fixed assets inventory.
- Any purchase to be funded by a cash donation must be processed in accordance with district policy.
- Any gift rejected by the School Board or the Superintendent shall be returned to the donor or the donor's estate within 60 days, with a statement indicating the reason for the rejection of the gift.
- A letter of gratitude will be sent to the donor for accepted gifts from the School Board.

Restrictions of Advertising:

- See policy on advertising. (KHB – Advertising in the Schools).

Cross Reference: DID – Fixed Assets

KCD - PUBLIC GIFTS/DONATIONS

(Download policy)

Category O

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

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

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

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

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

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

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

Appendix KCD-R

Revised: February 2008

New policy: March 2005

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: FF |
| Date of Adoption: June 26, 1986 First Read School Board: December 5, 2012 Second Read/Adoption: December 19, 2012 | Page 1 of 1 Category: Optional Principal Revisions |

NAMING OF FACILITIES

District Buildings Facilities:

In the naming of facilities, the board will appoint an advisory committee to provide recommendations to the Board.

1. The name should be easily identifiable with the school.
2. The name should not be in conflict with the names of other schools in the system.
3. If possible, the name should relate to the geographical area of the school, but, most important, it should have significance for the students of the school.
4. The names of people, particularly living people, should be avoided.

School Facilities

~~The board recognizes that rooms, equipment, and materials within the schools, including athletic fields, will not be names.~~

Other Buildings

In the naming of other buildings in the district, the board will appoint an advisory committee to recommend three names in order of preference. The committee will observe these guidelines:

1. The name should be easily identifiable with the building and its function.
2. The name should not be in conflict with the names of schools or other buildings in the system.
3. If possible, the name should relate to the geographical area of the building.
4. The names of people, particularly living people, should be avoided.

[Cross Reference: BDF – Advisory Committees to the Board](#)

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: KHB |
| Date of Adoption: July 13, 1988 Date of Revision: April 17, 1996 First Read to SB: September 21, 2011 Second Read/Adoption to SB: October 5, 2011 Recode from KJ REVIEWED BY POLICY COMM.7/10/13 | Page 1 of 12 Principal Revision |

ADVERTISING IN THE SCHOOLS

Neither the facilities, the name, the staff, nor the children of the Oyster River Cooperative School District schools, school system, not any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that;

- The school may cooperate in furthering the work of any nonprofit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.
- The school may use films or other educational materials bearing only simple mention of the producing or sponsoring firm.
- The school may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools.
- The Superintendent may, at his/her discretion, announce or authorize to be announced any lecture or other community activity of particular educational merit.
- The school may, upon approval of the Superintendent, cooperate with any governmental agency in promoting activities in the general public interest which are nonpartisan and non-controversial and which promote the education or other best interests of the pupils.
- The school may, upon approval of the Superintendent, accept financial or equipment resources in return for recognition of the donor at the athletic venue during the athletic season.
- The school may, upon approval of the superintendent or designee, accept financial or equipment resources in return for short-term or permanent recognition of the donor(s). Short-term recognition will be accepted by the principal or athletic director with superintendent approval, for a limited period of time during a District event. Any permanent recognition of a donor(s) will require School Board approval.
- No significant fundraising activities will be done without prior superintendent approval.
- School publications may accept and publish paid advertising under established procedures.

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: KHB |
| Date of Adoption: July 13, 1988 Date of Revision: April 17, 1996 First Read to SB: September 21, 2011 Second Read/Adoption to SB: October 5, 2011 Recode from KJ REVIEWED BY POLICY COMM.7/10/13 | Page 2 of 2 Principal Revision |

- Promotional literature will not be distributed through the schools except for recognized educational and youth-oriented organizations.

Cross Reference:

KCD – Gifts to the Schools
AC – Non-Discrimination & Equal Opportunity
JJE – Student Fund Raising Activities

NHSBA

KHB - ADVERTISING IN THE SCHOOLS

(Download policy)

Category R

Neither the facilities, the name, the staff, nor the children of the schools, school system, not any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that;

The school may cooperate in furthering the work of any nonprofit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.

The schools may use films or other educational materials bearing only simple mention of the producing or sponsoring firm.

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Promotional literature will not be distributed through the schools except for recognized educational and youth-oriented organizations.

Reviewed: October, 2004

Revised: July, 1998

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EXISTING

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: JJE |
| Date of Adoption: March 26, 1987 Code and Title Change Adopted School Board: May 2, 2012 Previously: IGDF | Page 1 of 1 |

STUDENT FUND RAISING ACTIVITIES

The board recognizes the need for approved student organizations to generate funds through the sale of products or services. However, the board discourages student groups from excessive solicitations. The board believes the decision as to the type and frequency of fund raising activities rests with the building principal.

In fund raising by student organizations, the following regulations shall apply:

1. Any fund raising activity by a student organization must have prior approval of the organization advisor and principal.
2. School clubs, music groups, etc. may be involved in fund raising activities, but should keep in mind a traditional district commitment to avoid competition with local merchants and to patronize, when feasible, local merchants when obtaining merchandise for sale.
3. When organizing fund raising projects, emphasis should be placed on service-type projects where talents of students are used in positive, developmental ways.
4. There shall be no door-to-door canvassing.
5. All sales activities conducted off school premises should be limited to a short duration period, such as three or four days.
6. When commercial products are involved, a reasonable profit commensurate with the time and effort involved should be expected. A reasonable amount of technical assistance from the firm involved should be expected. Agreements between firms supplying fund raising products and student groups should be in writing.
7. The principal and organization advisor shall develop procedures for responsible handling of monies involved.
8. The organization advisor shall be responsible for ensuring that the spirit of this policy is enforced.

PROPOSED

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: JJE |
| Policy Committee Review: 5/4/10 & 7/13 & 1/29/14 | Page 1 of 2 |

FUNDRAISING ACTIVITIES

It is the intent of the School Board of Directors to provide, through the normal budget process, the facilities and resources necessary to support and achieve the educational mission and goals of our schools. Through community involvement, the Board recognizes that appropriate fundraising activities can enrich the educational opportunities and resources available to students and enhance school facilities and equipment. Fundraising activities by students, school-affiliated organizations and community groups in support of the schools must be approved in advance by the administration and comply with the following guidelines. The Superintendent has the authority to develop any administrative procedures necessary to implement this policy.

Fundraising Guidelines

- A. Guidelines Applicable to All Fundraising Activities
1. Fundraising activities must not interfere with the educational program.
 2. The use of instructional time to promote or participate in fundraising activities is discouraged and will be approved only in unusual circumstances.
 3. No student shall be required to participate in fundraising activities as a condition of participating in a required school program.
 4. All students participating in fundraising activities must be supervised by an adult.
 5. Students in the elementary grades are prohibited from participating in fundraising activities involving door-to-door solicitations. ~~unless there is parent approval and supervision.~~ Students in middle school are prohibited from participating in fundraising activities involving door-to-door solicitations unless there is parent approval and supervision. Students in high school are prohibited from participating in fundraising activities involving door-to-door solicitations unless there is parent approval and permission.
 6. Fundraising activities that render a service or product for contributions received are preferred to requests for direct cash donations.
 7. No money may be raised or collected, or binding commitments made to suppliers of any goods or services associated with a fundraising activity, until the activity has been approved.
 8. The school unit and/or school name, logo or other insignia may not be used for fundraising purposes without specific approval.
 9. Fundraising activities must comply with federal, state, and local laws, including those related to the school nutrition program and games of chance, and all applicable Board policies and school rules.
 10. Revenue and expenditure reports for each activity must be submitted to the principal. All fundraising activities shall be subject to the district's accounting and auditing procedures.
 11. Each principal shall maintain a fundraising calendar and organizers are encouraged to schedule activities as far in advance as possible. The principal has the discretion to deny approval of activities if activities overlap or otherwise place an undue burden on the school unit and/or the community.

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: JJE |
| Policy Committee Review: 5/4/10 & 7/13 | Page 2 of 2 |

B. Guidelines Applicable to Activities Involving Alterations/Additions to School Unit Property

1. Any fundraising that will result in alterations or additions to district facilities or property must be approved by the Superintendent and the Board.
2. Any fundraising activity involving permanent donor recognition (such as installation of engraved bricks, tiles, signs, plaques, etc.) shall:
 - a. Include only the donor name (first and last name) ; ~~no nicknames~~ or the name of the person the donor is honoring; or
 - b. In the case of a business, only the business name. Businesses selling services or products not legal for students to purchase or otherwise inappropriate to the public school setting will not be allowed.
 - c. The school unit reserves the right to review and refuse any submission which, in the judgment of administrators, is not appropriate to the public school setting or which includes messages of a personal, political, social or religious nature. Fundraising activities are not intended to create a public forum.
3. Any fundraising activity that involves the installation of art work or any other items created by individuals or groups is subject to any school guidelines for such work.
4. Any items installed or affixed to school property become the property of the school unit. The school unit has complete discretion to remove or replace any item that is damaged, destroyed, becomes outdated or when the area is renovated or remodeled.

Approval Process

1. The person responsible for the proposed fundraising activity must complete a fundraising request form and submit it to the building principal.
2. The principal will review the request to see if it meets the fundraising guidelines and any applicable school rules.
- ~~3.~~ ~~No significant fundraising activities will be done without prior superintendent approval.~~
- ~~3.~~4. The principal will notify the organizer within a reasonable time as to whether the activity is approved or denied.
- ~~4.~~5. The principal will provide the Superintendent with a copy of all fundraising requests and the principal's decision.
- ~~5.~~6. If a principal denies a request, the organizer may ask the Superintendent to review the request. The Superintendent's decision is final.
- ~~6.~~7. As noted above, all fundraising requests that may involve alterations or additions to school unit property must be approved by the Superintendent and the Board. The Board's decision is final.

Cross-Reference: IGDB – Management of Funds
 KG – Use of School Facility
~~KHB – Advertising in Schools~~
 KMA – Relations with Parent Organizations
 KMB – Relations with Booster Organizations.

JJE - STUDENT FUND-RAISING ACTIVITIES

(Download policy)

Category O

The Board recognizes that students may wish to engage in fundraising activities. All such fundraising activities require prior approval of the Superintendent.

Student fundraising activities must be for the support of the school mission. Fundraising will not be school sponsored unless it is approved by the Superintendent. All fundraising money must be deposited in the school activity accounts which shall be maintained according to standards and procedures established by the Superintendent or his/her designee, and these accounts shall be audited annually.

Reviewed: October, 2004

Revised: November, 1999

Revised: July, 1998

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: CBI |
| Revision & First Read: November 18, 2009 Second Read & Adoption: December 2, 2009 Code Revision: November 18, 2009 – previously CBG Reviewed by Policy Committee: August 7, 2013 No Change | Page 1 of 1 |

EVALUATION OF THE SUPERINTENDENT

The superintendent is the executive head of the public schools and shall be responsible for planning and administering their affairs to statutory requirements, the regulations of the State Board of Education, and the policies of the Oyster River Cooperative School District.

The superintendent shall develop and maintain a system of public schools capably staffed to provide quality education and supportive services. The superintendent shall provide, develop, and implement the procedures to achieve educational objectives with the administrative unit.

In performance of these duties, the superintendent shall be directly responsible to the Oyster River Cooperative School Board.

The school board shall evaluate the superintendent on an annual basis utilizing the criteria established under CBI-R. A three person Superintendent’s Evaluation Committee shall be appointed and chaired by the school board chairperson. By November 15 the superintendent shall furnish the committee with a written self-assessment which addresses the performance areas as outlined in CBI-R. The committee shall develop an evaluation statement for review by the full board, making amendments as necessary based on input from board members. The evaluation will be officially accepted by the full board and transmitted by December 30 to the superintendent who will be given the opportunity to discuss the evaluation with the full board and to attach a response to his/her evaluation.

Through evaluation of the superintendent, the board will strive to accomplish the following:

- Clarify for the superintendent his/her role in the school system as seen by the board.
- Clarify for all board members the role of the superintendent in the light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the board and the superintendent.
- Develop harmonious working relationships between the board and superintendent.
- Provide effective administrative leadership for the school system.

The board will provide the superintendent with periodic opportunities to discuss superintendent/board relationships and will inform him/her at least annually of its assessment of his/her performance.

CBI - SUPERINTENDENT EVALUATION AND GOAL SETTING

(Download policy)

Category: Recommended

The Board will annually evaluate the Superintendent based on written criteria as established by the Board. Co-extensive with the Superintendent evaluation, the Board and Superintendent will jointly establish annual goals and objectives. The Board believes that establishing annual goals and objectives will serve as a benchmark and criteria for the Superintendent's annual evaluation.

The Superintendent is responsible for the services described in applicable statute and Department of Education rules. In addition to and related to those responsibilities, the following areas are representative of those in which objectives may be set and progress appraised:

1. Fiscal management
2. Curriculum
3. Pupil achievement and assessment
4. Delivery of instruction
5. Relationship with the school board
6. Administration of educational services
7. Administration of school facilities
8. Governance of pupils
9. Hiring and supervision of school district staff
10. Overall leadership on educational issues

The board may choose not to annually evaluate and review every area listed above.

The Board desires that the annual Superintendent evaluation and goal setting will clarify the Superintendent's role within the school community, address areas for the Superintendent to improve, and address areas for which the Superintendent should be commended.

See Appendix: CBI-R

NHSBA Note, September 2012: This policy has been amended generally and expands the areas of assessment. The areas of assessment are now related to statutory and regulatory duties of superintendents, per NH RSAs and NHDOE rules. Additionally, NHSBA is amending its recommended superintendent evaluation form. Please contact NHSBA for more information.

Legal References:

N.H. Code of Administrative Rules, Section Ed 303.01(k), Substantive Duties of School Boards, Superintendent Evaluation

Revised: September 2012

Revised: July 1998, November 1999, August 2006

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: CBI-R |
| Date: March 1, 1990 Date of Revision: May 20, 1998 Code Revision: November 18, 2009-previously CBG-R Reviewed by Policy Committee: August 7, 2013 - No Change | Page 1 of 3 |

EVALUATION OF THE SUPERINTENDENT

The superintendent, in developing his/her self-assessment report, and each board member, in providing the chair with his/her assessment of the superintendent's performance, will use the following criteria:

PERFORMANCE AREAS

Relationship with the Board

- Keeps the board informed consistently through oral and written communications on important issues and needs of the school district.
- Anticipates sensitive issues and acts proactively to minimize potential difficulties.
- Offers professional advice/recommendations on items requiring school board action or review.
- Feels free to openly express an opinion on a matter under discussion by the school board until a final decision has been reached; then implements the decision in a timely and effective manner regardless of any previously held view.
- Is knowledgeable of, adheres to, and enforces all policies and fulfills all directives of the Oyster River Cooperative School Board.
- Respects the school board's policy making authority and responsibility.
- Alerts board when new policies are needed or old policies need updating.
- Participates actively in the contract negotiations process.
- Deals with each board member equally and refrains from public criticism of board members.

Community Relations

- Keeps the community informed of school district plans, programs, and achievements.
- Demonstrates sensitivity and responsiveness to parental concerns
- Actively solicits participation by community members in the decision-making process whenever appropriate.
- Exhibits awareness of and responds to community concerns as they relate to the school district.
- Works effectively with news media.
- Accepts opportunities to attend or participate in community sponsored activities/organizations whenever possible while balancing other responsibilities or priorities.
- Fosters positive relationships and good communication with community leaders.

Staff/School Relations

- Develops sound personnel practices including, but not limited to, the assessment of staffing needs, nomination of best qualified candidates, assignment of staff, definition of duties, reviewing the evaluations of district staff, and evaluating central office administrative staff and building principals.
- Treats all personnel fairly and impartially while demanding high levels of performance.
- Adheres to all federal and state regulations that govern employment activities.
- Oversees a workable program for staff evaluation.

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: CBI-R |
| Date: March 1, 1990 Date of Revision: May 20, 1998 Code Revision: November 18, 2009-previously CBG-R Reviewed by Policy Committee: August 7, 2013 - No Change | Page 2 of 3 |

EVALUATION OF THE SUPERINTENDENT (continued)

- Organizes and promotes an effective program for professional growth.
- Delegates responsibility/work effectively.
- Establishes clear performance expectations to all with whom he/she works.
- Implements goal setting as a strategy to improving classroom performance.
- Deals with personnel issues impartially and objectively, within a timely manner.
- Keeps informed of current conditions and needs at each of the buildings through good communication with administrators.
- Maintains a high visibility within the schools' facilities.
- Promotes positive morale.
- Readily accepts and abides by the mandates of district employee contracts.

Educational Leadership

- Keeps focus of education on improving student learning.
- Exhibits genuine concern for student welfare and achievement.
- Presents, coordinates and evaluates an effective measurement process for student achievement.
- Possesses awareness of innovative methods for enhancing student achievement.
- Provides leadership in the study and development of curriculum options.
- Promotes and supports efforts to establish and improve K-12 curriculum development.
- Participates with staff, board, and community in the development of educational curriculum, priorities, and opportunities.
- Requires school programs and support services to reflect sound educational practices.
- Resists pressure to take actions contrary to the best interests of students.
- Accepts proposals for educational change from inside and outside the educational community.
- Keeps informed about current developments and research in education and student learning.
- Is knowledgeable of and adheres to all applicable state and federal laws/guidelines.

Fiscal Management

- Uses well designed, user friendly and effective budget reporting procedures.
- Develops and recommends the annual budget to the school board within stated school board objectives.
- Maximizes the use of all available resources.
- Monitors the ongoing physical/financial needs of the school system.
- Provides leadership in identifying, planning, and implementing capital improvements.
- Assures that school facilities are maintained in an optimal cost effective manner.
- Regularly provides financial reports to the school board.
- Oversees the district's equipment inventory and procurement process, ensuring that bid processes are consistent and cost efficient.
- Implements and adheres to the budget as directed by the school board.
- Administers expenditures consistent with appropriations.

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: CBI-R |
| Date: March 1, 1990 Date of Revision: May 20, 1998 Code Revision: November 18, 2009-previously CBG-R Reviewed by Policy Committee: August 7, 2013 - No Change | Page 3 of 3 |

EVALUATION OF THE SUPERINTENDENT (continued)

Personal Qualities

- Is respected in the schools, community, and profession.
- Works well with others.
- Is suitably attired and well groomed.
- Communicates clearly and effectively.
- Is poised and effective in a crisis.
- Maintains good physical and mental health.

Goals and Objectives

- Assists the school board in the development of attainable goals and objectives.
- Develops effective programs/procedures to achieve both short and long term goals within established time frames.
- Monitors progress toward goals and informs school board.
- Establishes personal goals and monitors progress toward achievement.

NHSBA

EVALUATION OF THE SUPERINTENDENT

The SAU Board shall conduct a minimum of one (1) annual formal evaluation of the Superintendent.

Members of the Board will first evaluate the Superintendent independently, using a written form adopted by the Board for this purpose. The Board will convene to discuss the assessments and to prepare a composite evaluation. The composite evaluation will be discussed by the full Board and the Superintendent. The Board and the Superintendent will each retain a copy of the written evaluation report.

Evaluation of the Superintendent shall be conducted in such manner as to:

- 1. Provide positive and constructive feedback to the Superintendent that will support and promote the Superintendent's professional growth and development;
2. Help the Board evaluate its work in planning the educational program in this community; and
3. Strengthen the working relationship between the Board and the Superintendent by providing a comprehensive vehicle of communication.
4. Identify strengths and weaknesses of the Superintendent, and make appropriate recommendations.

See Superintendent Evaluation Form

-- Sample --

SUPERINTENDENT EVALUATION FORM

Name of Superintendent _____ Date _____

All items rated with a "1" require additional explanation. The reverse side of the page may be used for explanations and additional comments.

3 - Commendable 2 - Meets Expectations 1 - Needs Improvement

ADMINISTRATION

3 2 1

1. Exerts strong educational leadership, develops a strong management team, and delegates responsibility.

2. Establishes and maintains a sound plan of organization and assignment of staff personnel which will provide the proper framework for accomplishing District objectives.

3. Fulfills the Board's goals and policies successfully. _____
4. Demonstrates skill in developing long-range planning activities based on program needs and enrollment projections. _____
5. Employs a team effort in analyzing, planning, implementing, and evaluating policies, programs, and personnel. _____
6. Implements procedures to carry out a continuous program of evaluation. _____
7. Recommends for employment personnel who have proper certification and skills for the position. _____
8. Organizes the roles and responsibilities of staff members so as to optimize their effectiveness and to encourage harmonious relationships among various segments of the school system. _____
9. Provides to the Board and the general public an organized and informative annual report of the state of the District. _____
10. Maintains liaison with state and federal legislators, as well as other outside agencies, in efforts to accomplish legislation needed for school improvement. _____

Rating for this

Category

In the area of administration, what is the strongest asset? _____

COMMENTS:

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

What specific area could be most improved? _____

INSTRUCTION

3

2 1

1. Provides overall leadership in the development and implementation of a productive instructional delivery system. _____
2. Identifies and facilitates instruction and student achievement as the focal point of the School District. _____
3. Identifies instructional objectives in terms of students and implements programs to meet the diverse needs of students. _____
4. Capitalizes on the abilities and talents of the professional staff in curriculum development, implementation, and evaluation. _____
5. Provides to staff throughout the system the time for organization and the resources required to improve instruction. _____
6. Provides for continued monitoring and evaluation of instructional activities. _____
7. Promotes high academic expectations and standards for students. _____
8. Incorporates useful new ideas into the instruction program. _____
9. Maintains a working knowledge of current educational research, reports useful new concepts and shares that information with the Board. _____
10. Keeps the Board informed on the analysis, planning, implementation, and evaluation of instructional activities. _____
11. Keeps the community informed of the program of instruction and plans for improvement. _____

Rating for this Category

COMMENTS: _____

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

In the area of instruction, what is the strongest asset? _____

What specific area could be most improved? _____

RELATIONSHIP WITH THE BOARD

3 2 1

1. Works with the Board in the areas of analyzing, planning, implementing and evaluating policies. _____
2. Informs the Board on issues, operations, the instruction program, and needs of the school system. _____
3. Informs the Board on educational activities at the state and national levels. _____
4. Has an harmonious working relationship and maintains a professional relationship with members of the Board. _____
5. Interprets and supports Board policy and decisions to the public and staff. _____
6. Provides the Board members with reports and information which will enable them to sufficiently review the operations of the district. _____
7. Gives constructive advice and guidance to the Board regarding possibilities for District improvement. _____
8. States his/her convictions in matters before the Board. _____
9. Utilizes the strengths of individual Board members and the Board itself in the decision-making process. _____
10. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis. _____

Rating for this Category

COMMENTS: _____

3 - Commendable 2 - Meets Expectations 1 - Needs Improvement

In the area of Board relationship, what is the strongest asset? _____

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What specific area could be most improved? _____

RELATIONSHIP WITH THE STAFF

3 2 1

1. Includes the participation of faculty and staff in the establishment and the implementation of District-wide goals, objectives, and programs. _____
2. Facilitates high standards of performance for all staff members. _____
3. Facilitates evaluation of staff performance as required by state law and by Board policy. _____
4. Facilitates two-way communication and interaction with staff. _____
5. Promotes programs for staff growth and development. _____
6. Strives to maintain positive morale by:
 - a. minimizing arbitrary decision-making and favorites; _____
 - b. giving fair and impartial treatment to all parties in a dispute; and
 - c. giving recognition and appreciation for a job well done. ✓
7. Instills confidence and self-respect among staff. _____
8. Meets and confers with employee groups representing the interests and directives of the Board. _____
9. Communicates effectively the concerns of employee groups to the Board and Board responses to these concerns to employee groups. _____

Rating for this Category

COMMENTS: _____

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

In the area of staff relationship, what is the strongest asset? _____

What specific area could be most improved? _____

RELATIONSHIP WITH THE COMMUNITY

3 2 1

- 1. Facilitates communication within the community through an effective public information program based on the needs and successes of the district. _____
- 2. Seeks meaningful community involvement in the establishment, implementation, and evaluation of district-wide goals, objectives, priorities, and programs. _____
- 3. Develops and maintains a cooperative relationship with the news media. _____
- 4. Establishes a procedure for studying and acting on complaints, criticisms, and concerns of individuals and/or community. _____
- 5. Is actively involved in community arenas. _____
- 6. Maintains a professional posture with other public officials and community leaders. _____
- 7. Has the ability to face controversy and work effectively with it. _____
- 8. Understands and responds to the unique and changing needs of the community. _____
- 9. Accepts and solicits input from interested groups and individuals in the decision-making process. _____

_____ Rating for this Category

COMMENTS: _____

_____ In the area of community relationships, what is the strongest asset? _____

_____ What specific area could be most improved? _____

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

PERSONAL QUALITIES

3

2 1

- 1. Sustains physical and mental health and appropriate energy to

- cope with the Superintendent's tasks. _____
2. Defends principle and conviction in the face of pressure and partisan influence, yet is able to compromise. _____
 3. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters. _____
 4. Uses English effectively in dealing with staff members, the Board and the public. _____
 5. Speaks well before large and small groups, expressing ideas in a logical and forthright manner. _____
 6. Accepts and shares failure as well as success. _____
 7. Is able to identify and discuss own strengths and weaknesses. _____
 8. Welcomes questions and open discussion when presenting ideas. _____
 9. Exercises good judgment and involves appropriate others in the decision-making process. _____
 10. Maintains a balance of professional development by reading, attending conferences, working on professional committees, visiting other Districts and meeting with other Superintendents. _____

Rating for this Category

COMMENTS: _____

In the area of personal qualities, what is the strongest asset? _____

What specific area could be most improved? _____

3 - Commendable

2 - Meets Expectations

1 - Needs Improvement

In the area of Board relationship, what is the strongest asset? _____

What specific area could be most improved? _____

FINANCIAL

3 2

1

1. Keeps informed of the needs of the school program -- supplies, equipment, plant, and facilities. _____
2. Assumes responsibility for overall financial planning for the District, including short-term priorities and long-range planning. _____
3. Coordinates the preparation of the annual budget utilizing teacher and staff input; submits the budget to the Board for input and approval. _____
4. Evaluates financial needs and makes timely recommendations for adequate funding. _____
5. Determines that funds are spent and invested wisely; ensures that adequate controls and accounting are achieved. _____
6. Provides leadership in solving major problems and achieving maximum utilization of resources. _____

Rating for this Category

In the area of finances, what is the strongest asset? _____

What specific area could be most improved? _____

COMMENTS: _____

Signed: _____

President of the Board

Superintendent

Date: _____

See Policy CBI

| | |
|--|------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: IKA |
| Date of Adoption: September 21, 1988 Revision/Code Change SB 1 st Read: 7/14/10 Revision/Code Change SB 2 nd Read/Adoption: 8/11/10 Previously IK | Page 1 of 1 |

GRADING SYSTEM

The belief of the Oyster River Cooperative School District concerning academic achievement as well as children's social growth and development is based on the premise that children have diverse capabilities and individual patterns of growth and learning.

Therefore, the board feels it important that teachers have as much and as accurate knowledge of each student as possible in order to assess his/her needs, growth, and make instructional plans for him/her. Thus a sharing of information among parent, teacher, and student is essential.

The Superintendent and the building Principals will develop a grading system appropriate for the grade levels of the respective schools. The grading system will be approved by the Board and published in the Parent-Student Handbook. All grading decisions shall be made at the building level and the decision shall be final.

NHSBA

IKA - GRADING SYSTEM

(Download policy)

Category R

The Superintendent and the building Principals will develop a grading system appropriate for the grade levels of the respective schools. The grading system will be approved by the Board and published in the Parent-Student Handbook. All grading decisions shall be made at the building level and the decision shall be final.

Reviewed: July 2004

Revised: July 1998

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| | |
|---|---------------------------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: JG Category: Priority |
| DRAFT to Policy Committee: May 9, 2011 Policy Committee: December 12, 2012 First Read School Board: February 6, 2013 School Board Second Read/Adoption: March 13, 2013 | Page 1 of 1 |

ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

All students who are included under the compulsory attendance law must be enrolled and required to attend all classes prescribed by the state and the district unless exempt by the state. Such assignments will be made by the principals of each building.

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

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

Cross Reference:

JEAB – School Assignment (Student District Placement)

Legal References:

NH Code of Administrative Rules, Section Ed 302.02(l), Duties of Superintendent
NH Code of Administrative Rules, Section Ed 306.14(a), Instructional Program;
Appropriate Assignment of All Incoming Students

JG - ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS

(Download policy)

Category P

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

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

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

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

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

Legal References:

NH Code of Administrative Rules, Section Ed 302.02(l), Duties of Superintendent

NH Code of Administrative Rules, Section Ed 306.14(a), Instructional Program;

Appropriate Assignment of All Incoming Students

Revised: May 2008

New Policy: November 2007

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| | |
|--|---|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: LDA Category: Recommended |
| Date of Adoption: 9/71 Previously LEA Review/First Read School Board: December 5, 2012 Second Read/Adoption: December 19, 2012 | Page 1 of 1 |

STUDENT TEACHING AND INTERNSHIPS.

Classroom instruction remains the responsibility of the classroom teacher. The Oyster River School Board recognizes the student teacher program as an important aspect of a future teacher's education. Therefore, the Board will cooperate with institutions of higher education in training student teachers.

All persons involved in this program must recognize that the first and primary responsibility of the District is to the students within its schools. If at any time a student teacher becomes unacceptable, the District reserves the right to refuse that student teacher further teaching experience within the District.

Student teachers who work in the District shall be accepted only after approval of the Superintendent and the Principal of the building in which the person is to teach.

Student teachers are restricted to not more than three non-consecutive days of substitute teaching, except in emergency situations.

Student teachers shall be subject to a Criminal History Records Check prior to working in the District. The cost of the Criminal History Records Check is to be paid by the student teacher.

BUILDING RENTAL FEES

School Board Approval: November 14, 2012 KF-R1

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

STAFF FEES:

| | |
|---------------------|---------------------------------------|
| Custodial Fee | \$40.00 per hr. minimum charge 3 hrs. |
| Kitchen Fee | \$40.00 per hr. minimum charge 3 hrs. |
| Auditorium Tech Fee | \$25.00 per hr. minimum charge 3 hrs. |
| Application Fee | \$25 per event |

Audio/Visual

| | |
|----------------------|--------------------------------|
| Audio/Visual | \$20.00 per day |
| Piano | \$50.00 per day |
| Tables and Chairs | \$10 per table \$1 per chair |
| Gym Floor Cover Tarp | \$800 per set up and breakdown |

SCHOOL RENTAL FEE

SEATING CAPACITY

**Non Profit
Outside
District**

**Profit
In/Outside
District**

MOHARIMET SCHOOL

| | | | |
|------------------------------|---|-------------------|-------------------|
| Multi-Purpose Room/Stage | 336(lecture style)174(with tables/chairs) | \$200 | \$500 |
| Multi-Purpose Room/Cafeteria | 336(lecture style)174(with tables/chairs) | \$125 | \$200 |
| Kitchen | | \$75 | \$100 |
| East Commons | 50 | \$75 | \$150 |
| West Commons | 50 | \$75 | \$150 |
| Library | 44 | \$100 | \$200 |
| Sports Field | | \$20 (per hr min) | \$75 (per hr min) |
| Classroom | 30 | \$50 | \$100 |

MAST WAY SCHOOL

| | | | |
|--------------------------|---|-------------------|-------------------|
| Multi-Purpose Room/Stage | 250(lecture style)134(with tables/chairs) | \$200 | \$500 |
| Cafeteria | 225(lecture style)170(with tables/chairs) | \$125 | \$200 |
| Kitchen | | \$75 | \$100 |
| North Commons | 40 | \$75 | \$150 |
| Library | 44 | \$100 | \$200 |
| Classroom | 30 | \$50 | \$100 |
| Sports Field | | \$25 | \$75 |
| | | \$20 (per hr min) | \$75 (per hr min) |

MIDDLE SCHOOL

| | | | |
|--------------------------|--|--------------------|--------------------|
| Gymnasium | 1170(w/o bleachers)550(with tables/chairs) | \$250 | \$650 |
| Cafeteria | 428(lecture style)200(with tables/chairs) | \$125 | \$200 |
| Kitchen | | \$40 | \$100 |
| Multi-Purpose Room/Stage | 336(lecture style)174(with tables/chairs) | \$225 | \$500 |
| Library | 64 | \$100 | \$200 |
| Classroom | 30 | \$50 | \$100 |
| Open Field | | \$175 (per hr min) | \$200 (per hr min) |
| Softball Field | | \$175 (per hr min) | \$400 (per hr min) |

HIGH SCHOOL

| | | | |
|-------------------------------|--|--------------------|--------------------|
| Auditorium/stage & Music Room | 523 seats | \$350 | \$850 |
| Gymnasium | 1000(w/o bleachers)467(with tables/chairs) | \$350 | \$750 |
| Multipurpose Room/Stage | | \$225 | \$500 |
| Locker Rooms | | \$50 | \$50 |
| Cafeteria | 428(lecture style)200(with tables/chairs) | \$100 | \$200 |
| Kitchen | | \$75 | \$100 |
| Library | 64 | \$100 | \$200 |
| Music Room | 40 | \$125 | \$225 |
| Classroom | 30 | \$50 | \$100 |
| Varsity Soccer Field | | \$200 (per hr min) | \$450 (per hr min) |
| JV Soccer Field | | \$175 (per hr min) | \$400 (per hr min) |
| Field Hockey Field | | \$175 (per hr min) | \$400 (per hr min) |
| Baseball Field | | \$175 (per hr min) | \$400 (per hr min) |
| Softball Field | | \$175 (per hr min) | \$400 (per hr min) |
| Tennis Courts | | \$75 (per hr min) | \$200 (per hr min) |

Groups with less than 75% of Lee, Durham, Madbury residence will be charged \$5 per person per season per sport.

IRS Tax Exempt Certificate may be required to substantiate non-profit.

When there are two events held: one in the afternoon and one in the evening - a separate fee is charged for each event, providing there is an admission fee charged for each event.

Note: Use of gymnasiums or fields for basketball or other recreation type of activity by locally sponsored groups will be charged a flat rental fee as follows:

High School \$ Middle School \$ Mast Way and Moharimet \$

| CODE | TITLE | DATE | NOTES |
|-------|-------------------------------------|--------|--|
| AD | Philosophy of School District | 5/12 | model |
| AE-E | Philosophy of Ind. Instruction | 3/97 | |
| CB | Evaluation of Superintendent | 8/7/13 | 01/29/14 Policy Mtg |
| CB-R | Procedure/Evaluation of Super | | 01/29/14 Policy Mtg |
| GCA | Professional Staff Positions | 7/88 | |
| GCNA | Supervision of Instrctnl Staff | 7/88 | Title change 2012 |
| GDO | Eval of Support Staff | 12/91 | Title change 2012 |
| GDR | Work Rules for Staff | 7/88 | Contract language |
| HE | Board Negotiating Agents | 7/88 | |
| IA | Instructional Goals | 9/99 | |
| IFA | Instr. Needs of Students w/Dif Tlnt | 8/10 | |
| IHAЕ | Physical Education | 5/12 | |
| IHAH | World Language Program | 9/10 | |
| IHBH | Extended Learning Opportunities | 5/12 | |
| IHBI | Alternative Learning Plans | 6/10 | |
| IHCD | Advanced Coursework/AP Courses | 6/10 | |
| IHH | Individualized Instruction | 5/96 | |
| IKA | Grading System | 3/10 | 01/29/14 Policy Mtg |
| IL | Evaluation of Curricular Program | 10/10 | |
| IMAA | Extended Learning Opportunities | 6/08 | |
| JG | Assignment Students/Class/Grade | 3/13 | Prior school year- 01/29/14 Policy Mtg |
| KI-R1 | Facility Fee | 11/12 | Budget trigger-01/29/14 Policy Mtg |
| LTA | Student Teaching and Internship | 12/12 | 01/29/14 Policy Mtg |