

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

May 14, 2014 3:30 – 5:30

Central Office

Agenda

- I. Call to Order by Superintendent
- II. Nominate Chairperson for committee
- III. Questions and Protocol for Future meetings
- IV. Review List of Current Policies and Status
- V. Policies Changes for Review from April 2, 2014 School Board Meeting
  - EEA – Student Transportation Services
  - BHC – Board Employee Communications
  - BGF – Suspension of Policies
  - KHB – Advertising in Schools
  - GCO – Teacher Performance and Evaluation System
- VI. Policies Requested for Review and Mandatory Policy
  - IIB – Class Size Guidelines
  - BCA – School Board Member Ethics
  - JLCJ – Concussions and Head Injuries

**Next Meeting:** TBD

P= Priority  
R= Recommended  
O= Optional

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Updated 05/12/14

<b>POLICY</b>		<b>DESCRIPTION</b>	<b>APPROVED</b>	<b>NOTES</b>
<b>A</b>		<b>Foundations &amp; Basic Commitments</b>		
AC	R	Nondiscrimination/Equal Opportunity	4/3/2013	
ACE	P	Non-Discrimination on the Basis of Handicap/Disability	12/19/2012	
ACE-R		Procedural Safeguards/Non Discrimination	12/1/2011	
AD	R	Philosophy of the School District	5/2/2012	
ADB	P	Drug-Free Workplace/Drug-Free School	11/9/2012	
ADC	P	Use of Tobacco Products Strictly Prohibited in/on....	12/19/2012	
AE	O	Accountability	12/19/2012	
AE-E		Philosophy of Individualized Instruction	3/1/1997	Needs Review
<b>B</b>		<b>School Board Governance &amp; Operating</b>		
BAA*		Evaluation of the Board	9/19/2012	replaced by BA -SB Self Eval.
BB	O	School Board Legal Status	9/19/2012	
BBA	R	School Board Powers and Duties	9/19/2012	
BBAA	R	School Board Member Authority	1/13/2014	
BBBE		Unexpired Term Fulfillment	9/19/2012	Revised NHSBA need review
BBBF	O	Student Representatives to the School Board	9/19/2012	
BBBF-R		Student Representatives to the School Board-Procedure	9/19/2012	
BCA	R	School Board Member Ethics	9/19/2012	
BCA-R		School Board Member Ethics - Acknowledgement	9/19/2012	
BCB	R	Conflict of Interest-Nepotism	11/18/2009	
BDB	R	Board Officers/Board Organization Meeting	1/13/2014	
BDB-R		Job Descriptions: School District Clerk & Treasurer		
BDD	R	Board-Superintendent Relationship	10/3/2012	
BDD-R		Job Description: Superintendent		
BDF	O	Advisory Committees to the Board	1/13/2014	
BDG	O	School Attorney	1/13/2014	
BEA	R	Regular Board Meetings	1/13/2014	
BEAB	O	SB Use of Electronic Communication Devives	10/24/2012	
BEC	R	Non-Public Sessions	1/13/2014	
BEC-R		Non-Public Minutes		
BEDB	R	Agenda Preparation and Format	10/7/2011	
BEDB-R		Agenda Preparation and Format		
BEDD	O	Rules of Order	1/13/2014	
BEDG	R	Minutes	1/13/2014	
BEDH	R	Public Participation at Board Meetings	1/13/2014	
BG	R	Board Policy Process	10/24/2012	
BGA	R	Policy Development System	10/24/2012	
BGB	R	Policy Adoption	10/24/2012	
BGC	R	Policy Review and Evaluation	10/24/2014	
BGF	R	Suspension of Policies	4/2/2014	Pending Review
BHC	o	Board-Employee Communication	11/14/2012	Pending Review
BHE	R	School Board Use of Email	1/13/2014	
BHE-R		School Board Use of Email	10/24/2012	
BHE-R1		Email Retention	7/20/2011	
BHE-R2		Record Retention Schedule	7/20/2011	
BIB	R	Board Member Development Opportunities	11/14/2012	

BIB-R		Board Member Development Opportunities	11/14/2012	
BIE	R	Board Member Indemnification	11/14/2012	
<b>C</b>		<b>General School Administration</b>		
CA	R	Administration Goals	11/14/2012	
CB	R	School Superintendent	11/14/2012	
CBB	O	Hiring of Superintendent	11/14/2012	
CBG	O	Superintendent's Development Opportunities	10/24/2013	
CBI	R	Evaluation of the Superintendent	4/2/2014	
CBI-R		Evaluation of the Superintendent - Procedure	11/18/2009	
CCB	R	Line of Responsibility	11/14/2012	
CHCA	R	Approval of Handbooks and Directives	7/17/2013	
CHD	R	Administration in Policy Absence	11/14/2012	
CM	R	Annual Reports	11/6/2013	
<b>D</b>		<b>Fiscal Management</b>		
DA	R	Fiscal Management	6/5/2013	
DB	R	Annual District Budget	6/5/2013	
DBD*		Budget Planning/Budget Preparation	6/5/2013	possibly DBC - Budget Prep.
DBI	R	Budget Implementation	6/5/2013	
DBJ	O	Transfer of Appropriations	6/5/2013	
DFA	P	Investment	5/8/2013	
DFE		Gate Receipts and Admissions	6/5/2013	
DGD	O	School District Credit Cards and/or Procurement Cards	6/5/2013	
DH	R	Bonded Employees	6/19/2013	
DIA	R	Fund Balance	10/5/2011	Pending - Sue
DID	R	Fixed Assets Policy	5/22/2013	Pending - Sue
DJ	R	Purchasing	6/19/2013	
DJ-R		Purchasing Requirements - Procedure	6/19/2013	
DJ-R1		Manifest Procedure	12/19/2012	
DJC	R	Petty Cash Accounts	6/19/2013	Create "R" Procedure
DJGA		Sales Calls and Demonstrations	5/1/2013	possibly DJG Vendor Relat.
DKC	O	Expense Reimbursement	6/19/2013	
DM	R	Cash in School Buildings	6/22/1988	Pending - Sue
<b>E</b>		<b>Support Services</b>		
EB	P	Safety Program	11/6/2013	
EBBD	P	Indoor Air Quality	1/2/2013	
EBCD	R	Emergency Closings	1/2/2013	
EC	O	Building and Grounds Management	1/2/2013	
ECAC	O	Vandalism	1/2/2013	
ECAF	R	Audio & Video Surveillance on School Buses	3/13/2013	
ECB		Buildings and Grounds Maintenance	6/29/1988	Pending - Jim R.
ECFA		Environmental Sustainability Policy	6/5/2013	
ECFA-R		Environmental Sustainability Policy - Procedure	5/21/1980	
EDC	O	Authorized Use of School Owned Materials	12/4/2013	
EDCA	O	Employee Use of Cell Phones & Other Electronic Device	3/13/2013	
EEA	R	Student Transportation Services	9/22/2010	Pending Policy Comm.Reviev

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EEAEA	P	Mandatory Drug & Alcohol Testing-Bus Drivers	3/13/2013	
EEAF	O	Special Use of School Buses	5/2/2012	
EEAG	R	Use of Private Vehicles to Transport Students	12/4/2013	
EFA	P	Availability and Distribution of Healthy Foods	9/18/2003	
EFC	O	Free and Reduced Price Meals	12/4/2013	
EGAD	R	Copyright Compliance	1/10/2013	
EHB	P	School Records Retention Policy	12/4/2013	
EHB-R		School Records Retention Guidelines		
EI	R	Risk Management	6/29/1988	Pending - Sue
EIB	R	Liability Insurance	6/29/1988	Pending - Sue
<b>F</b>		<b>Facilities Planning and Development</b>		
FBB	R	Enrollment Projections	12/19/2012	
FF		Naming of Facilities	4/2/2014	
FL		Retirement of Facilities	12/19/2012	
FL-R		Retirement of Facilities - Procedure	12/19/2012	
<b>G</b>		<b>Personnel</b>		
GBA	R	Equal Opportunity Employment	3/13/2013	
GBAA	P	Sexual Harassment - Employee/Staff	3/13/2013	
GBAA-R		Sexual Harassment - Employee/Staff Complaint Proc.	2/6/2013	
GBAA-R1		Sexual Harassment Report Form		
GBB	O	Employee Involvement in Decision Making	3/13/2013	
GBCD	P	Background Investigation and Criminal Records	1/3/2007	Pending Policy Comm.
GBE	R	Employee Rights and Responsibilities	3/13/2013	
GBEA	R	Staff Ethics/Employee Conflict of Interest	09/00/71	Pending Review
GBEB	R	Staff Conduct w/ Students	5/2/2007	
GBEBA	R	Staff Dress Code	11/6/2013	
GBEF	P	School District Internet Access for Staff	5/2/2012	Josh - Review
GBEF-R		School District Internet Access for Staff	8/20/2008	Josh - Review
GBGA	R	Staff Health	5/2/2002	
GBGD	R	Workers' Compensation Temporary Alternative Work	11/6/2013	
GBGD-R		Workers' Compensation Temporary Alt. Procedure		
GBGD-R1		Temporary Alternative Duty Acknowledgement Form		
GBJ	R	Personnel Records	9/18/2013	
GCA	R	Professional Staff Positions	7/6/1988	Pending Review
GCBD		Sabbatical Leave	2/20/2013	
GCCBC	R	Family and Medical Leave Act	7/1/2009	Pending
GCF	R	Professional Staff Hiring	4/3/2013	
GCF-R		Professional Staff Hiring -Procedure	4/3/2013	
GCG	R	JobSharing/Part Time/Substitute Prof. Staff Employ	5/2/2012	Need Review
GCG-R		Part Time/Substitute Positions	5/2/2002	Need Review
GCI	R	Professional Staff Development Opportunities	5/5/2012	Pending Review
GCK	O	Staff Assignment and Transfers	9/18/2013	
CCK-R		Staff Assignment and Transfers - Procedure	9/18/2013	
GCKA		Overnight Program Implementation	3/26/1987	Pending Review
GCKB		Meetings	9/00/1971	Pending Review
GCM	O	Professional Staff Work Load	5/2/2012	Pending Review

GCNA	R	Supervision of Instructional Staff	5/2/2012	Pending Review
GCO	P	Evaluation of Professional Staff/Administration	5/2/2012	Pending Review
GCP	O	Professional Staff Promotion/Reclassification	5/2/2012	Pending Review
GCP		Separation	10/12/1988	
GCQ/GDQ		Instructional Staff Duties	09/00/71	New Name and Content
GCQ-R/GDQ-R		Instructional Staff Duties	09/00/71	Need Review
GCQA	R	Reduction in Instructional Staff Work Force	11/14/2012	
GCQA-R		Reduction in Instructional Staff Work Force	9/12/1979	Need Review
GCQB		Publication of Creation of Educational Materials	9/00/1971	Need Review
GCR	R	Non-School Employment by Professional Staff Member	09/00/71	Need Review
GCRD	O	Tutoring For Pay	11/18/2009	
GDBAA		Support Staff - Reward for Outstanding Perform	6/18/1980	Delete?
GDM	O	Non-Certified Support Staff Development Opport.	5/2/2012	
GDO	R	Evaluation of Support Staff	5/2/2012	
GDR		Work Rules for Staff	7/6/1988	Need Review
GDR-R		Work Rules for Staff - Violations-Disciplinary	10/16/1991	Need Review
<b>H</b>		<b>Negotiations</b>		
HF		Superintendent's Role in Negotiations	12/19/2012	
HP	R	Employee Job Actions	1/2/2013	
HPA	R	Employee Job Actions/Unauthorized Employ Absence	1/2/2013	
<b>I</b>		<b>Instruction</b>		
		<i>All "I" policies need review</i>		
IA		Instructional Goals	9/0/1999	
IB	O	Academic Freedom	10/5/2011	
ICA	R	School Calendar	3/13/2013	
IFA	P	Instructional Needs of Students w/Diff. Talents	8/11/2010	
IGA	R	Curriculum Development	9/7/2011	
IGAD		Career Education	5/25/2011	
IGD	R	Curriculum Adoption	9/7/2011	
IGDF		Fund Raising by Students	3/26/1987	
IGDG		Student Activities Funds Management	10/19/1988	
IGDG-R		Management of Funds	10/1/1971	
IGE	P	Parental Objections to Specific Course Material	2/1/2012	
IHAE	O	Physical Education	5/2/2012	
IHAH	O	World Language Program	9/22/2010	
IHAK	P	Character & Citizenship Education	6/16/2010	
IHAM	P	Health Education & Exemption From Instruction	10/20/2010	
IHAM-R		Health Education & Exemption Opt-Out-Form	10/20/2010	
IHAMA	R	Teaching About Alcohol, Drugs & Tobacco	5/2/2012	
IHB	R	Establishing Criteria for Special Education Evaluations	8/14/2013	
IHBA	R	Programs for Pupils with Disabilities	5/2/2012	
IHBAA	P	Evaluation Requirments for Children w/SLD	5/2/2012	
IHBAA-R		Evaluation Requirments for Children w/SLD - Form		
IHBG	R	Home Education	1/3/2007	
IHBH	R	Extended Learning Opportunities	5/2/2012	
IHBI	P	Alternative Learning Plans	6/16/2010	
IHCA	P	Summer Activities	9/22/2010	
IHCD	P	Advanced Coursework/Advanced Placement Courses	6/16/2010	

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IHH		Individualized Instruction	5/1/1996	
IIAB		Selection of Library & Instructional Materials	4/17/2002	Pending Review
IIAC		Library Media Collection Development Policy	6/4/1997	Pending Review
IIAC-E		Library Media Collection Development Policy	6/4/1997	Pending Review
IIACA		Confidentiality of Library Records	6/20/1997	Pending Review
IIB	R	Class Size	10/20/2010	
IJ	P	Instructional Materials	6/16/2010	
IJO	P	Community Resources	6/16/2010	
IJOA	R	Field Trips and Excursions	9/7/2011	
IJOA-R		Field Trips and Excursions	9/7/2011	
IJOC	P	Volunteers	1/3/2007	
IK	P	Earning of Credit	8/11/2010	
IKA	R	Grading System	4/2/2014	
IKA-R		Grading System Procedure		
IKAA	P	Interdisciplinary Credit	9/22/2010	
IKB	P	Homework	9/22/2010	
IKE	P	Promotion and Retention of Students	10/20/2010	
IKF	R	Graduation	10/5/2011	
IKFC		High School Diploma - Alternative Program	10/5/2011	
IKG	O	Awards and Scholarships	10/5/2011	
IL	P	Evaluation of Curricular Programs	10/20/2010	
ILBA	P	Assessment of Educational Programs	9/22/2010	
IMAH	P	Health Education - Daily Physical Activity	3/7/2007	
IMBC	P	Alternative Credit Options	9/18/2013	
IMBC-R		Alternative Credit Options - Procedure	9/18/2013	
IMBD	O	High School Credit for 7/8th Gr Advanced Coursework	9/22/2010	
IMC	R	Controversial Topics, Speakers & Programs	10/20/2010	
IMDA	R	Patriotic Exercises	10/20/2010	
IMDA-R		Patriotic Exercises	9/7/2011	
IMGA	P	Service Animals	9/7/2011	
<b>J</b>		<b>Students</b>		
JBAA	P	Sexual Harassment and Violence - Students	5/2/2012	
JBAA-R		Sexual Harassment and Violence - Students Procedure	5/2/2012	
JCA	P	Change of School or Assignment	5/2/2012	
JEAB		School Assignment	4/2/2014	
JEB	R	Age of Entrance	5/2/2012	
JEC	P	Manifest Educational Hardship	10/5/2011	
JFAB	P	Eligibility-Non Resident Students	10/5/2011	
JFABB	R	Foreign Exchange Students - Participation in Ceremony	3/19/2014	
JFABD	P	Admission of Homeless Students	5/2/2012	
JFABD-R		Admission of Homeless Students-Adm. Procedure	5/2/2012	
JFCB		Care of School Property by Students	8/4/1999	
JH	P	Attendance, Absenteeism & Truancy	12/15/2010	
JHC	R	Student Early Release Precautions	10/30/2013	
JI	P	Student Rights and Responsibilities	5/2/2012	
JIBA	O	Student Government	5/2/2012	
JICA	R	Student Dress Code	5/2/2012	
JICC	R	Student Conduct on School Buses	8/4/1999	
JICD	P	Student Conduct, Discipline & Due Process-Safe Zone	7/20/2011	

JICD-R		Student Discipline and Due Process - Procedure	10/5/2011	
JICE	R	Student Publications	5/2/2012	
JICEA	O	Student Productions	5/2/2012	
JICEA-R		Student Productions	5/2/2012	
JICFA	P	Student Hazing	8/5/2009	
JICH	R	Student Tobacco, Alcohol & Drug Use	5/6/2009	
JICH-R		Student Tobacco, Alcohol and Drug Use Admin.	5/6/2009	
JICI	P	Weapons on School Property	6/15/2011	
JICJ	R	Unauthorized Communication Devices	5/2/2012	
JICJ-R		Unauthorized Communication Devices-School Rules	5/2/2012	
JICK	P	Bullying & Cyberbullying	12/15/2010	
JICL	P	Student Computer & Internet Use	10/6/2010	
JIH	R	Student Searches and Their Property	5/2/2012	
JIH-R		Student Searches and Their Property	5/2/2012	
JJA	O	Student Activities, Clubs and Organizations	9/7/2011	
JJE	O	Student Fundraising Activities	4/2/2014	
JJF	R	Student Activities, Clubs, Fund Management	9/7/2011	
JJG	O	Non-School Sponsored Contests for Students	5/2/2012	
JJIB	O	Interscholastic Athletics	5/2/2012	
JJIF	R	Sanctioning of Sports/Guidelines for Proper Sportsman	6/5/2013	
JJIF-R		Sanctioning of Sports - Procedure	6/5/2013	
JKA	R	Corporal Punishment	5/2/2012	
JKAA	P	Use of Child Restraint	6/15/2011	
JKAA -R		Use of Child Restraint - Procedure	6/15/2011	
JL		Gifts	10/18/1995	Needs Review
JL		Soliciting Funds	5/00/72	Delete?
JLA	O	Student Insurance Programs	5/2/2012	
JLC	P	Student Health Services	12/4/2013	
JLCA	R	Physical Examination of Students	3/7/2007	
JLCB	R	Immunization of Students	5/2/2012	
JLCD	P	Administrating Medication to Students	10/7/2009	
JLCD-E & E1		Administrating Medication to Students-Form	9/16/2009	
JLCE		Emergency Care and First Aid	4/2/2014	
JLCF	P	Student Wellness	5/2/2012	
JLCK	P	Special Physical Health Needs of Students	1/2/2013	
JLD	P	School Guidance and Counseling Program	2/6/2013	
JLDBA	P	Behavior Mngmnt & Intervention	6/15/2011	
JLDF	P	Reporting Child Abuse or Neglect	6/15/2011	
JLI	P	Safety Program/Joint Loss Management Committee	7/20/2011	
JLIA	R	Supervision of Students	5/2/2012	
JLIE	R	Student Automobile Use	8/11/2010	
JO		Student Records	10/18/1995	
JO-R		Student Records	10/18/1995	
JQ	O	Student Fees, Fines, and Charges	5/2/2012	
JRA	R	Student Education Records and Information	9/2/2009	
JRA-E		Annual Notice of Student Education Records	11/4/2009	
JRA-R		Student Education Records-Administrative Proced	11/4/2009	
K		<b>School Community &amp; Home Relations</b>		
KA	P	School, Community, and Home Relations	7/17/2013	
KB	P	Title I Parent Involvement in Education	4/18/2012	

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KCD	O	Public Gifts/Donations	4/2/2014	
KDA	R	Public Information Program	7/17/2013	
KDCA	R	Use of Students as Couriers	7/17/2013	
KEB	R	Public Complaints ...School Personnel/Employees to SB	8/14/2013	
KEC	R	Reconsideration of Instructional Materials	8/14/2013	
KEC-R		Reconsideration of Instructional Materials-Form	2/1/2012	
KED	P	Facilities or Services - Grievance Procedure (504)	6/15/2011	
KF	R	Use of School Buildings and Facilities	4/2/2014	
KF-R & R1		Guidelines on the Use of School Facilities Fee Schedule		
KFA	R	Public Conduct on School Property	8/14/2013	
KHB	R	Advertising in the Schools	10/5/2011	
KI	R	Visitors to the Schools	8/14/2013	
KJB		Posting of Community Notices	7/13/1988	
KLB		Complaints Concerning School Library and Inst.	8/20/1997	Delete have IJ & KEC
KLB-R		Complaints Concerning School Library and Inst.	4/30/2002	
<b>L</b>		<b>Education and Agency Relations</b>		
LDA	R	Student Teaching and Internships	12/19/2012	
		NO NHSBA VERSION		
		NHSBA changed code and policy needs updating		

Code and/or Title Change only - need review



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EEA
Date of Adoption: April 16, 1987 School Board Adoption: September 22, 2010 School Board First Read: April 2, 2014 Back to Policy: May 14, 2014	Page 1 of 2 Recommended

## STUDENT TRANSPORTATION SERVICES

The purpose of providing transportation to and from school for students in the Oyster River District is to maximize the opportunity for public school education for the children of the district.

The determination of transportation policies and regulations is based on the following three concerns:

1. The safety and well-being of children.
2. To minimize the time elapsed between leaving home for the student's designated school and arriving home after school.
3. The cost to the district.

The Oyster River Cooperative School District will provide pupil transportation services consistent with applicable law.

### RESPONSIBILITY:

~~The responsibility for a student using school transportation rests with the parents until the student boards the bus for school and after the student has left the bus on the return trip.~~

Parent/Guardian are responsible for student until the student embarks and disembarks from the school vehicle.

The principal of the school has complete authority over students from the time they board a bus school vehicle until they leave the bus school vehicle for home. The responsibility of the principal for the safety and discipline of the students is delegated to the transportation supervisor and thence to the bus driver when students are on the bus school vehicle, loading, or unloading.

### TRANSPORTATION SUPERVISOR:

The transportation supervisor will function within established board policies pertaining to all aspects of pupil transportation. The transportation supervisor will work with and be responsible directly to the business administrator. The principal will work closely with appropriate staff to ensure safety and discipline of the student is maintained.

If deemed advisable by the transportation supervisor and approved by the school board, some students may be required to walk distances beyond those specified, but within the maximum distances allowed by RSA 189:6 and 189:8. Pupils residing in areas which are inaccessible by a local school district's established mode of transportation may be required to walk a distance not to exceed one and one-half miles to a school bus stop. This exception is generally reserved to the "mud season" or other deficiencies in road construction/ownership. The route must be approved by the Commissioner of Education.

Alternative transportation may be arranged for children living in remote areas if deemed advisable by the transportation supervisor and approved by the school board.

The transportation supervisor will establish regulations for bus school vehicle riders which will be distributed to students and parents at the beginning of each school year.

The transportation supervisor will develop and supervise a student training program. At least twice during the school year, each pupil who is transported to school in a vehicle shall be instructed in safe riding practices and shall participate in emergency evacuation drills.

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*STUDENT TRANSPORTATION SERVICES (continued)*

Transportation privileges may be suspended for failure to conform to district transportation regulations. A procedure for suspension will be developed by the transportation supervisor and made part of transportation regulations.

The transportation supervisor is authorized to hire, train, supervise, and dismiss bus drivers.

ELIGIBILITY:

All students in K-4 living more than one mile from school shall be transported to school.

All students in grades 5-12 living more than one and one-half miles from school shall be transported to school.

Students living less than the above distances from a school may be transported to school if, in the judgment of the transportation supervisor, conditions warrant it.

Tuition pupils attending Oyster River schools may be transported to school for a fee, to be approved by the board, providing that no extra mileage or time is involved.

ROUTES AND ~~BUS SCHOOL VEHICLE~~ STOPS:

The transportation supervisor is responsible for establishing ~~bus-school vehicle~~ routes, ~~bus-school vehicle~~ stops, assigning pupils to ~~busseschool vehicles~~, and for publicizing the routes with approximate time schedule.

Students in grades K-4 may be required to walk up to three-fourth's of a mile along public roads to a ~~bus-school vehicle~~ stop.

Students in grades 5-12 may be required to walk up to one and one-half miles along public roads to a ~~bus-school vehicle~~ stop.

~~EDUCATIONALLY HANDICAPPED~~ Disabled:

Educationally ~~handicapped-disabled~~ students will be furnished suitable transportation if warranted by the student's individual education plan.

Educationally ~~handicapped-disabled~~ students placed in out of district programs will be furnished suitable transportation from home to program.

APPEALS:

Parents may appeal decisions affecting their child's transportation. An appeals procedure will be part of transportation regulations.

**Legal Reference: RSA 193:12**

**Cross Reference: JFCC – Student Conduct on School Buses**

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BHC Previously BID
Review Policy Committee: January 15, 2014 School Board First Read: April 2, 2014 Back to Policy: May 14, 2014	Page 1 of 1 Category: Optional

## BOARD-EMPLOYEE COMMUNICATIONS

The ~~official~~ **primary** line of communication between the Oyster River School Board and school staff is through the Superintendent. It is understood that staff will address all concerns at the building/department level to their principal or director, then the assistant superintendent or business administrator and finally to the superintendent before addressing concerns directly to the Board. ~~When staff choose to speak to the Board, they must address whether they are speaking as staff members and whether they've addresses their concerns to their supervisor or director.~~ The Superintendent is responsible for keeping school staff informed about the Board's goals, initiatives and concerns. School staff are also invited to attend Board meetings so that they can ~~observe Board deliberations first hand.~~ The Superintendent is also responsible for keeping the Board informed about activities in the schools and input from school staff regarding issues of concern. **School employees should have the same rights as other speakers to address the Board on issues before it.**

It is understood that Board members and staff share a keen interest in the schools and in education generally, and it is expected that they may discuss educational trends and issues of interest in the schools on an informal basis. However, all parties should keep in mind that individual Board members have no authority to act except when they are convened in a legal meeting of the Board. Staff are expected to use the communication channels provided through Board policies and other means to address specific complaints or issues of interest.

Cross Reference: BBAA – Board Member Authority  
 BG – Board Policy Development  
 BEDH – Public Participation at Board Meetings  
 KI – Visitors to the Schools

**Tom's Suggestions.**

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BGF
School Board First Read: April 2, 2014 Back to Policy: May 14, 2014	Page 1 of 1 Category: Recommended

## SUSPENSION OF POLICIES

The policies of the Oyster River Cooperative School Board are subject to suspension only upon a ~~majority~~ 2/3 vote of the entire Board membership at a meeting for which the proposed suspension has been described in writing, or upon a unanimous vote of the entire Board membership when no such written notice has been given.

Those Board policies which pertain to the internal operations of the Board are subject to suspension only upon a two-thirds vote (5 members) of all members of the Board at a meeting for which the proposed suspension has been described in writing, or upon a unanimous vote of the entire Board membership when no such written notice has been given. The reason for suspending such policy shall be clearly noted in the School Board Minutes.

Red indicates change at 4/2/SB meeting. Is the remainder of the first paragraph remaining after "at a meeting?"

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KHB
Reviewed by Policy Committee: 1/29/14    Recode from KJ School Board First read: <a href="#">April 2, 2014</a> <a href="#">Back to Policy: May 14, 2014</a>	Page 1 of 1

## 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.
- **Will be implemented congruent to the district wellness and sustainability Policy.**
- 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 that 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 fundraising activities will be done without prior superintendent approval.
- School publications may accept and publish paid advertising under established procedures.
- 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](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCO
Policy review: February 4, 2014 School Board First Read: April 2, 2014 Back to Policy May 14, 2014	Page 1 of 1 Category: Priority

### TEACHER PERFORMANCE AND EVALUATION SYSTEM

The Oyster River Cooperative School Board will adopt and the superintendent will implement a teacher performance and evaluation system. The performance and evaluation system will include procedures, evaluation criteria and other components necessary to evaluate certified teaching personnel. Such procedures, criteria and components may be included as an appendix to this policy.

The School Board will involve teachers and principals in the development of this policy and its corresponding appendix by providing such teachers with notice and an opportunity to comment on their provisions. However, all final decisions relative to evaluation procedures, criteria and components will remain with the School Board.

#### Legal Reference:

RSA 189:1-a Duty to Provide Education

RSA 189:14-a Failure to be Re-nominated or Re-elected

NH Code of Administrative Rules, Section ED 302.02(n), Substantive Duties of Superintendents

NH Code of Administrative Rules, Section Ed. 304.01(b), Substantive Duties of School Principals

A committee will be formed including teachers and principals in order to derive a meaningful teacher performance and evaluation system.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IIB
Review to Policy Committee: September 27, 2010 School Board: 1 <sup>st</sup> Read: October 6, 2010 School Board: 2 <sup>nd</sup> Read & Adoption: October 20, 2010 Previously: IHB	Page 1 of 1

### CLASS SIZE

The Oyster River Cooperative School District will adhere to all state laws and regulations pertaining to class size. In the event of scheduling conflicts, staffing shortages, space limitations, fiscal limitations, or other issues that prevent a classroom from adhering class size regulations, the Superintendent or designee will contact the New Hampshire Department of Education and seek alternative compliance allowances through the applicable State procedures.

#### CLASS SIZE GUIDELINE

In an effort to provide the best possible education for all students in the Oyster River Cooperative School District it is the goal of the Oyster River Cooperative School Board to support the following guidelines related to class size.

Kindergarten	Not to exceed 18 students
Grades 1, 2 and 3	Not to exceed 20 students
Grades 4 and 5	Not to exceed 22 students
Grades 6, 7 and 8	Teams of not more than 90 students per 4 person team
Grades 9 through 12	In general not to exceed 22 students with the exception of those classes that may be above or below 22 students depending upon curriculum, activities, space limitations or for safety reasons. The Principal will be responsible for making these decisions.

Because resources (both space and staff) are limited it is understood that these are goals and not absolute limits and will not exceed state minimum standards guidelines.

Classes below 12 will be brought to the attention of the Superintendent for approval

#### Legal References:

*N.H. Code of Administrative Rules, Section Ed 306.17, Class Size*

# NHSBA - VERSION

## IIB - CLASS SIZE

### *Category R*

The District will adhere to all state laws and regulations pertaining to class size. In the event of scheduling conflicts, staffing shortages, space limitations, fiscal limitations, or other issues that prevent a classroom from adhering class size regulations, the Superintendent or designee will contact the New Hampshire Department of Education and seek alternative compliance allowances through the applicable State procedures.

For kindergarten through grade two (K-2), the District will strive to achieve a class size of no more than 20 students or fewer per teacher. For grades three through five (3-5), the District will strive to achieve a class size of no more than 25 students per teacher. In the middle and high schools, the District will strive to achieve a class size of no more than 25 students per teacher.

### **Legal References:**

*N.H. Code of Administrative Rules, Section Ed 306.17, Class Size*

New Policy: September 2008

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<b>OYSTER RIVER COOPERATIVE SCHOOL BOARD</b>	<b>Policy Code: BCA</b>
Code Revision: November 18, 2009 – previously BBF First Read to SB: 9/21/11-Second Read/Adoption to SB:10/5/11 Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012	Page 1 of 1 Category: Recommended

### SCHOOL BOARD MEMBER ETHICS

Each board member shall comply with the following ethical provisions:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Make decisions only after full discussion at public Board meetings; render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
3. Seek systematic communications with students, staff, and members of the community.
4. Work respectfully with other Board members to achieve the educational goals of the school district by encouraging the free expression of opinions by all Board members.
5. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.
6. Be informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school board associations.
7. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or executive session.
9. Recognize that no individual member has authority to speak or act for the entire Board, except as specifically designated to do so by Board action.
10. Recognize that final Board actions will be supported by all members of the Board; take no private action that will compromise the Board or administration; and refrain from private actions which undermine or compromise official Board action.
11. Display and demonstrate courtesy and decorum toward fellow Board members at all public meetings and in all public statements.
12. Engage in respectful, public discourse and refrain from disparaging individuals on the basis of their gender, sexual orientation, and other personal differences and affiliations.

Appendix BCA-R

Cross Reference: BCB – Board Member Conflict of Interest

# NHSBA - VERISON

## JLCJ - CONCUSSIONS AND HEAD INJURIES

(Download policy)

*Category: Priority/Required By Law*

The School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, in order to ensure the safety of all District student-athletes, this policy will apply to all competitive athletic activities as identified by the board and administration.

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

For purposes of this policy, "student-athlete" means a student involved in any intramural sports program conducted outside the regular teaching day or competitive student sports program between schools in grades 4 through 12.

For purposes of this policy, "student sports" means intramural sports programs conducted outside the regular teaching day for students in grades 4 through 12 or competitive athletic programs between schools for students in grades 4 through 12, including all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the board or administration.

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

### **Athletic Director or Administrator in Charge of Athletic Duties**

**Updating:** Each spring, the athletic director or designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.

**Identified Sports:** Identified sports include all NHIAA-sanctioned activities, including cheer/dance squads, and any other district-sponsored sports or activities as determined by the district.

**Coach Training:** All coaches shall undergo training in head injury and concussion management

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at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic found on the MHSAs Sports Medicine page at [www.mhsa.org](http://www.mhsa.org).

**Parent Information Sheet:** On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

**Coach's Responsibility:** A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.

**Administrative Responsibilities:** The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

### **Removal From Play and Protocol For Return To Play**

Any coach, official, licensed athletic trainer, or health care provider who suspects that a student-athlete has sustained a concussion or head injury in a practice or game shall immediately remove the student-athlete from play. A student-athlete who has been removed from play shall not return to play on the same day or until he/she is evaluated by a health care provider and receives medical clearance and written authorization from that health care provider to return to play. The student-athlete shall also present written permission from a parent/guardian to return to play.

The District may limit a student-athlete's participation as determined by the student's treating health care provider.

### **Concussion Awareness and Education**

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the district's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

### **Academic Issues in Concussed Students**

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician.

Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law and board policies.

**NHSBA Note, September 2013:** The only changes appear in the definitions of "student athlete"

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and "student sports" one Page One. These revisions mirror the language of RSA 200:52. Legal references to RSA 200:51 and RSA 200:52 are added.

NHSBA Note, September 2012: The only changes appear in the "Removal From Play and Protocol For Return To Play" section. The remainder of the policy is unchanged. The revisions in this section mirror the language of RSA 200:49 and RSA 200:50.

**Legal References**

*RSA 200:49, Head Injury Policies for Student Sports*

*RSA 200:50, Removal of Student-Athlete*

*RSA 205:51, School Districts; Limitation of Liability*

*RSA 200:52, Definitions*

*Additional Resources:*

*<http://nhiaa.org/PDFs/3076/SuggestedGuidelinesforManagementofConcussioninSports.pdf>*

*<http://www.bianh.org/concussion.asp>*

Revised: September 2013

Revised: September 2012

New Sample Policy: September 2011

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