

**Oyster River Cooperative School District
REGULAR MEETING**

July 19, 2017

OR High School Library

6:30 PM

o. CALL TO ORDER (6:30 PM)

I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

- Motion to approve 6/7/17 non-public minutes, 6/21/17 regular and non-public, and 7/6/17 manifest meeting minutes.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

A. District

B. Board

VI. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum & Instruction Report(s)

B. Superintendent's Report

- Enrollment Update
- Hiring Update – Current Openings:
 - o Moharimet Upper Elementary Teacher
 - o ORMS World Language Teacher

C. Business Administrator

- FY18 Budget Calendar

D. Student Senate Report

E. Other: Middle School Communication Outreach Plan for Competencies

VII. DISCUSSION ITEMS

- Facilities Committee Middle School Update/Charge

VIII. ACTIONS

A. Superintendent Actions

B. Board Action Item

- Motion to approve FY18 Budget Calendar.
- Motion to approve Facility Committee Charge.
- Motion to approve O.R. High School handbook.
- Motion to affirm the hiring of the Mast Way Technology Integrator.
- Motion to affirm the hiring of the Moharimet Technology Integrator.
- Motion to affirm the hiring of the ORMS World Language Teacher.
- Motion to affirm the hiring of the ORHS Physical Education Teacher.
- Motion to approve Sustainability Green Team/Garden Coordinator Stipend Positions

IX. SCHOOL BOARD COMMITTEE UPDATES

X. PUBLIC COMMENTS

XI. CLOSING ACTIONS

A. Future meeting dates: 8/2/17 and 8/16/17 Regular - ORHS-Library 7:00 PM
8/30/17 Manifest Review ORHS C-120 5:30 PM

XII. NON-PUBLIC SESSION: RSA 91-A:3 II(c)

- Personnel Issue

NON-MEETING SESSION: RSA 91-A2 I (a)

- Strategy or Negotiations with respect to collective bargaining for ORBDA

XIII. ADJOURNMENT:

The School Board reserves the right to take action on any item on the agenda.

**Respectfully submitted,
Superintendent**

**If you require special
communication aids,
please notify us 48 hours in
advance.**

Oyster River Cooperative School District
SAU #5

Welcome to the School Board meeting. If you wish to be heard by the Board, please note "Public Comment" at the beginning of the agenda (reverse side). During the comment section of the agenda each speaker may have up to three (3) minutes within the time frame allowed. Board Chair may limit time allotment as deemed necessary. Occasionally, the Board may "suspend its rules" to allow visitor participation at the time an issue of specific interest is being addressed. A speaker will not be recognized for a second time on a particular topic.

Visitors should not expect a Board response to their comments or questions under the above since the Board may not have discussed or taken a position on the matter. The Superintendent, without speaking for the Board, may offer clarification as appropriate.

Agendas and background information are available on the district website prior to meetings. Agendas and additional information are generally available at the entrance to the meeting room or distributed at the time the item is introduced for discussion.

The ORCSD School Board will meet in regular session on the first and third Wednesdays of the month with special meetings when necessary. The School Board appreciates your attendance at these meetings and invites your continued interest in its work on behalf of the children and residents of the District.

Oyster River Cooperative School District Members:

- | | |
|--------------------------|----------------------------|
| • Brian Cisneros | Term on Board: 2015 –2018 |
| • Thomas Newkirk, Chair | Term on Board: 2016 - 2019 |
| • Kenneth Rotner | Term on Board: 2016 - 2019 |
| • Denise Day, Vice-Chair | Term on Board: 2017 - 2020 |
| • Michael Williams | Term on Board: 2017 - 2020 |
| • Allan Howland | Term on Board: 2015 - 2018 |
| • Daniel Klein | Term on Board: 2015 - 2018 |

Information Regarding Nonpublic Session

On occasion, the Board agenda may include (or be adjusted to include) a Nonpublic Session. When a motion is made to do so, it will be done under the provisions of the NH State Law RSA 91-A:3 II, and one or more of the following reasons will be claimed for entering Nonpublic Session:

- a. The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request will be granted.
- b. The hiring of any person as a public employee.
- c. Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.
- d. Consideration of the acquisition, sale or lease of real property or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- e. Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency of any sub-division thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

Oyster River Cooperative School Board

June 7, 2017 ORHS C-120

NON-PUBLIC MEETING
MINUTES

Tom Newkirk moved to enter into nonpublic session at 9:55 p.m. in accordance with RSA 91-A:3 II (c) – Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting 2nd by Kenny Rotner. Upon roll call vote, the motion passed 7-0.

School Board Attendees:

Tom Newkirk
Kenny Rotner
Denise Day
Michael William
Dan Klein
Allan Howland
Brian Cisneros

Administrators Present:

The School Board was informed that the District's attorney was asked to do an investigation.

Al Howland made a motion to re-enter public session and adjourn at 10:08 pm, 2nd by Michael Williams. Motion passed 7-0

Respectfully Submitted,
Dr. James C. Morse, Sr.
Superintendent

Oyster River Cooperative School District

June 21, 2017

Oyster River High School

6:30 p.m.

SCHOOL BOARD MEMBERS: Denise Day, Dan Klein, Kenny Rotner, Brian Cisneros, Tom Newkirk, Al Howland, Michael Williams and Student Representative: Hannah Wilson

ADMINISTRATORS: Superintendent Dr. James Morse, Sue Caswell, Todd Allen, Catherine Plourde, Dennis Harrington, and Suzanne Filiponne

There were three members of the public present

I. CALL TO ORDER:

APPROVAL OF MANIFESTS:

Payroll Manifest: #26: \$1,094,145.80

Vendor Manifest: #28: \$180,122.90

II. APPROVAL OF AGENDA:

Suggested Agenda Revisions: Nominations and a resignation. Approval of the May 17th minutes. Add a special statement after Public Comments.

Denise Day moved approve the agenda with the above revisions, 2nd by Michael Williams. Motion passed 7-0 with the Student Representative voting in the affirmative.

III. PUBLIC COMMENTS: None

Kenny Rotner read a statement of "where do journeys start and where do they take us." He read this in honor of Dennis Harrington's last day as Principal of Moharimet School.

Dennis Harrington feels that it has been an honor to be part of this administration. He urged the Board to keep up the great work.

IV. APPROVAL OF MINUTES:

May 17th Minutes: Denise Day moved to approve the May 17th minutes, 2nd by Dan Klein. Revision Page 4, Vote on the School Board Calendar should be 5-1 with Maria Barth opposing.

Motion to approve 6/7/17 regular and non-public meeting minutes

Denise Day moved to approve the June 7th regular meeting minutes, 2nd by Al Howland with the following revisions. Motion passed 7-0 with the Student Representative voting in the affirmative.

Revisions:

Page 6, Math Lab has not been fully staffed, but moving forward it will be in 2017-18. Summer math programming will be offered at the Middle School to help support students.

Kenny Rotner recommended postponing approval of the June 7th non-public meeting minutes.

V. ANNOUNCEMENTS, COMMENDATIONS and COMMENTS

A. District: None

B. Board: Denise Day read the list of the following members of Oyster River who are retiring.

High School:

Stephen Lord – Foreign Language Teacher – 32 years of service
Joseph Saxe – District School Psychologist – 31 years of service
Danuta Richards – School Nurse – 16 years of service

Middle School:

Susan Renner – Language Arts Teacher – 30 years of service
Diane Tregea – Social Studies Teacher – 23.4 years of service
Paula Roy – Counselor 21.1 years of service
Deborah Lachance – Math Teacher – 20 years of service
Susan Campbell – Life Skills Teacher – 22.45 years of service
Sharon Strickland – Special Education Teacher – 18 years of service
Barbara Archetti – Language Arts Teacher – 16 years of service

Moharimet School:

Helen Kemp – Special Education Teacher – 33.5 years of service
Dennis Harrington – Principal – 28 years of service
Ann Reilly – Grade 2 Teacher – 24 years of service
Jayne Winsor – Grade 3 Teacher – 18 years of service

Mast Way School:

Deborah Kolbjornsen – Kindergarten Teacher – 23.5 years of service

Michelle Parsons – Kindergarten Teacher – 20.5 years of service

Al Howland commended the music programs and the volume of kids involved. It is amazing. It is great to see the program grow.

Brian Cisneros saw at Mast Way the play “A Midsummer Night’s Dream.” The kids hit it out of the park, it was a great job. Thank you to everyone who helped make this a great experience.

Tom Newkirk commended Megan and Brian Turnbull who worked so hard to promote the music program.

Kenny Rotner gave a big shout out to the facilities crew. The landscape looks great. He also is seeing people using the track and thinks that is great that the community is using it.

VI. DISTRICT REPORTS:

A. Assistant Superintendent/Curriculum and Instruction Report:

Todd Allen reported that they are in the process of welcoming the new staff and setting them up with mentors. They have done a great job of getting new staff in and preparing them for success.

The summer reach program has 264 kids signed to date. They are providing free lunch at the middle school Monday – Thursday for any student. There are still some slots available in the program and the Durham Parks and Recreation has some afternoon openings.

They are finalizing summer professional development programs. These are great initiatives by staff.

The smarter balanced test scores have gone out to parents today. There is no comparison data yet, NH DOE will provide it at a later date.

B. Superintendent’s Report:

Superintendent Morse reported that the Youth Risk survey results are in and they will be discussing this more in the fall.

There will be a homework survey and it will be brought before the Board for input before it goes out.

C. Business Administrator:

Budget Update: Sue Caswell distributed the budget as of 6/14. They won't know the final numbers until payroll is run next week. Kenny Rotner asked about tutors being in the red. Sue explained that it was shifted from another position. Bus drivers was \$70K in the red. Workers Comp was 69%. Sue Caswell mentioned that we have a safety committee that reviews all workmans compensation issues. Denise Day asked if the Teacher's Buy-out was coming out of this year's budget? Sue stated the it would be coming out of next year's budget.

Lot Line Adjustment: Kenny Rotner moved to approve with gratitude the lot line adjustment to Mast Way from Lee Church Congregation, 2nd by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.

Bus Lease: Sue Caswell explained that the District is lease/purchasing three buses. This is an expense that was put in the budget. **Denise Day moved to approve the transportation lease purchase for three buses as presented, 2nd by Dan Klein. Motion passed 7-0 with the Student Representative voting in the affirmative.**

Technology Lease: Josh Olstad noted that the District is ready to start a new technology lease for three years. At the end of the lease, the equipment gets returned. He had a discussion with the Board about leasing the equipment for three years versus four years or purchasing the equipment. **Kenny Rotner moved to approve the technology lease 2nd by Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative.**

D. Student Senate Report: Student Representative Hannah Smith reported that there were great speeches at graduation and overall graduation was a great success. Finals are this week. Today was also step up day for incoming freshman.

E. Other: Cristina Dolcino and Sarah Larson Dennen of the Sustainability Committee presented the Survey Results: They were given the charge to

determine where topics of sustainability are being taught in the District K-12. This spring a survey was sent to staff and the responses were organized by elementary, middle, and high school staff. Cristina shared the responses and comments with the Board in her presentation.

Two suggestions that the Sustainability Committee is recommending are: That the curriculum map be shared with teachers and, that teachers meet and discuss ways curriculum could be used across the grades. The Board thanked her for the report and for what they are accomplishing. Tom Newkirk suggested that she draft a charge for next year to bring for approval to the Board.

VII. DISCUSSION ITEMS

2017-18 Board Goals:

Monitoring and Continuing Goals:

1. To evaluate the effects of the change in start time, including the impact on students, parents, and transportation.
2. To evaluate the effects on students of homework, (including amount, learning value, and coordination) the master schedule, and course load in the high school to determine if any practices should be changed.
3. To evaluate the effectiveness of the competency reporting system that will be used in grades 6 and 7 of the middle school, and to determine if the 8th grade should continue with evolving the high school system or adopt the 6/7 grade reporting system.
4. To monitor the progress on implementing competency-based education in the high school.
5. To continue to use various media channels, and to explore new means, to inform the community of initiatives and achievements of the District, with special attention to high school parents and District residents who do not have children in the system.

6. To receive reports on implementation of the expanded World Language instruction in the middle school and the implications of these changes for the high school.

7. To more fully engage the student body and community on issues of wellness and mental health.

Action Goals:

8. To authorize the administration to begin the process to develop a new strategic plan that covers the five year span 2019-2024.

9. To engage in a deliberate review process of the middle school facility with the goal of choosing a plan for renovation/construction by June 2018.

Kenny Rotner moved to approve the above goals with the addition of “evolving” in Board goal 3, 2nd by Denise Day.

Michael Williams moved to amend the above goal 8 to read: to begin developing a strategic plan for 2019-2024 with completion by December of 2018, 2nd by Al Howland. The Board had a discussion around the timeframe of the strategic plan. Motion passed 6-1 with Kenny Rotner opposing.

Superintendent Morse mentioned a possible common meeting with Lee Durham and Madbury selectmen in the fall to discuss Board Goal 5.

Superintendent Morse discussed Board Goal 9. When we get to June, hopefully we will have determined an option that makes the most sense for the District.

Kenny would have like to see a Transportation Goal for the Board. He is not in favor of how Board goal 8 has been restructured and will not be in favor of approving these.

VIII. ACTIONS:

A. Superintendent Action: None

B. Board Actions:

Motion to authorize the Superintendent to offer contracts to qualified teachers and staff during the summer months. Brian Cisneros moved to authorize the Superintendent to offer contracts to qualified teachers and staff during the summer months, 2nd by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.

Motion to approve the Middle School Handbook: Denise Day moved to approve the Middle School Handbook, 2nd by Dan Klein. Motion approved 7-0 with the Student Representative voting in the affirmative.

Motion to approve the following list of coaches at ORHS for 2017-18 that begin training with students over the summer.

Peter Harwood	Boys Varsity Ice Hockey	\$5,190
Anne Golding	Girls Varsity Field Hockey	\$4,093

Al Howland moved to approve the above list of coaches for 2018 at ORHS, 2nd by Dan Klein. Motion passed 7-0 with the Student Representative voting in the affirmative.

Denise Day moved to accept the resignation of a World Language Teacher, 2nd by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.

Denise Day moved to approve the following teaching nominations: High School Speech and Language, High School Special Education Teacher. Mast Way Kindergarten Teacher, Mast Way Grade 1 and 2 Teacher, 2nd by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.

IX. SCHOOL BOARD COMMITTEE UPDATES:

Kenny Rotner reported that the Policy Committee met last week and had a lengthy discussion on memorials.

X. PUBLIC COMMENTS: None

Tom Newkirk mentioned that he will be nominating Superintendent Morse as superintendent of the year. He feels that it is well deserved and he is a pleasure to work with. Invited the other members to support him.

The Board thanked Hannah and will see her back at the September 13, 2017 School Board meeting.

XI. CLOSING ACTIONS:

A. Future Meeting Dates: 7/6 Manifest Review SAU 2:00 PM
7/19 ORHS Library Regular Meeting

XII. NON-PUBLIC SESSION: RSA 91-A:3 II (c)

Kenny Rotner moved to enter into nonpublic session at 8:51 p.m. under RSA-91-A:3 II (c) discussion of matters that are likely to adversely affect the reputation of a person other than a member of the School Board, 2nd by Denise Day. Upon roll call vote the motion passed unanimously with the Student Representative voting in the affirmative.

XIII. ADJOURNMENT:

Denise Day made a motion to adjourn at 9:21 p.m. 2nd by Dan Klein. Motion Passed 7-0.

Respectfully yours,

Laura Grasso Dobson
Recording Secretary

Oyster River Cooperative School Board

June 21, 2017 ORHS C-120

NON-PUBLIC MEETING
MINUTES

Kenny Rotner moved to enter into nonpublic session at 8:51 p.m. in accordance with RSA 91-A:3 II (c) – Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting 2nd by Denise Day. Upon roll call vote, the motion passed 7-0.

School Board Attendees:

Tom Newkirk
Kenny Rotner
Denise Day
Michael William
Dan Klein
Allan Howland
Brian Cisneros

Administrators Present:

Dr. James Morse

Superintendent Morse updated the School Board on an issue the if discussed in public would likely affect adversely the reputation of any person, other than a member of the body or agency itself and also to review meeting minutes.

Denise Day made a motion to re-enter public session and adjourn at 9:21 pm, 2nd by Dan Klein. Motion passed 7-0

Respectfully Submitted,
Dr. James C. Morse, Sr.
Superintendent

Oyster River Cooperative School District
Manifest Meeting
July 6, 2017
SAU – Conference Room – 2:00 PM

Administrators Present:
Susan Caswell, Business Administrator

School Board Member Present:

Al Howland
Denise Day

Meeting was called to order at 2:00 PM.

Manifest reviewed and signed.

Meeting ended at 2:22 PM.

Respectfully submitted,
Susan Caswell
Business Administrator

Mast Way School 2017-18							
Enrollment Projections							
Current 2016-17 Enrollments							
		K	1	2	3	4	
6-23-17 End of Year		63	72	63	67	65	330
New 2017-18 Registrations		69	8	1	3	1	82
Summer Withdrawals 2017			3	1	2	1	7
Total 2017-18 Enrollment		69	68	72	64	67	340
2017-18 Enrollment							
17 classes							
Teacher	Grade	K	1	2	3	4	Avg
Kennedy	K	18					17.25
McCormick	K	17					
Webb	K	17					
Laliberte	K	17					
Burke	1		20				19.5
Desrochers	1		21				
Handwork	1		20				
Biggwither	1/2 Multi		7	10			
Darois	2			20			19.75
Stacy	2			21			
Zimar	2			21			
Drew	3				21		
Moulton	3				22		21.33
Paquette	3				21		
Buswell	4					22	
George	4					23	22.33
Bowden-Gerard	4					22	
	TOTAL	69	68	72	64	67	340
2017-18 LRPC Projections - November 2016							
2017-18 Projected Enrollment		K	1	2	3	4	Total
		53	64	70	61	68	318
7/11/2017 Revised							

Moharimet School 2017-18 Enrollment Projections Vs. Actual

Current 2016-17 Enrollments						
	K	1	2	3	4	
6-20-16 End of Year	59	76	71	98	90	394
Summer 2016 Withdrawals		7	1	2	4	14
New 2016-17 Registrations	54	12	8	6	3	83
10-1-16 Enrollment	54	64	83	75	97	373
Total Actual as of 6-23-17	52	66	83	76	100	377
New 2017-18 registrations	47	9	3	1	3	63
Summer Withdrawals		1	2		2	5
Total 2017-18 Enrollment	47	60	67	84	77	335

2017-18 using Actual Enrollment 17 classes							
Teacher	Grade	K	*1	2	3	4	Avg
Chartrand	K	16					15.67
Lapierre	K	16					
Raspa	K	15					
Dolcino	1		20				19
Torr	1		20				
Bradley	1		20				
Hoff	2			23			22.33
Jones	2			22			
Nadeau	2			22			
Hall	3				19		18.5
Schmitt	3				19		
Fitzhenry	3				18		
Larson-Dennen	3				18		
Swift	3/4				10	12	22
Van Ledtje	4					22	22
Curtin	4					22	
Lee	4					21	
TOTAL		47	60	67	84	77	335

2017-18 LRPC Projections - November 2016						
2017-18 Projected Enrollment	K	1	2	3	4	Total
	55	55	65	88	78	341

Oyster River Cooperative School District
School Administrative Unit #5
36 Coe Drive
Durham, New Hampshire 03824

Budget Process Calendar
Budget Year 2018-19
DRAFT FOR School Board Review

August 2 School Board Goals FY19 Budget

Superintendent Department Reviews:

Oct. 3 - SAU/District – 10:00 AM, **Oct.4** - MOH – 10:00 AM/MW – 1:00 PM, **Oct. 5** – MS - 10:00 AM/HS – 1:00 PM, **Oct. 10** – Facilities – 10:00 AM/Technology – 1:00 PM, **Oct. 11** – Transportation – 10:00 AM/Food Service – 1:00 PM, **Oct. 12** – Special Ed - 10:00 AM.

*All meetings will be held at the SAU Office.

November 6 Draft Budget Distribution

November 8 Workshop session with Board 8:00 – 1:00 Town of Lee Safety Complex
First overview of 2018-19 Budgets by each Principal and Departments of the District:
Mast Way
Moharimet
Oyster River Middle School
Oyster River High School
District/SAU
Information Technology
Special Education/Grants
Facilities
Transportation
Food Service

November 15 Regular Board Meeting Budget Discussion

November 29 Budget Workshop with Board 7:00 HS Library

December 6 Regular Board Meeting Set Budget, 7:00 PM, High School Library

January^ ___ Town Budget Forum – Lee Public Safety Complex – 6:00 PM

January^ ___ Town Budget Forums – Madbury Town Hall – 7:00 PM

January^ ___ Town Budget Forums – Durham Town Hall – 7:00 PM

January 9 Public Hearing - 7:00 High School Auditorium

February 6 First Session /Deliberative Session 7:00 High School Auditorium

March 13 Second Session /Voting by Ballot

^Town dates to be determined.

6/21/2017

COMMUNICATION PLAN FOR MIDDLE SCHOOL COMPETENCY WORK
School Board Update: July 19, 2017

<i>DATE</i>	<i>PLAN INFORMATION</i>
August 7, 2017	Competency PLC will meet to plan a variety of communication strategies: <ul style="list-style-type: none"> • Prepare informational video to be shared at Open House • Prepare/refine documents to share with parents to explain competency based learning
August 23, 2017	New staff will receive training on competency based learning from PLC
September 19, 2017 (tentative date)	Middle School Open House: All middle school teams will show the competency video made by the PLC and share FAQ documents with parents in attendance.
September	Principal Richard will share the competency video, FAQ documents and answer parental questions on competency based learning at first PTO meeting of the year.
September	Video and documents will be prominently placed on the middle school website.
October	Parent Focus Group for grades 6 and 7.
Throughout the year	Principal Richard will share thoughts on competency work, documents to support parent understanding of competencies and the video via "Weekly Updates."
November 10, 2017	First quarter report cards will be published. A parent survey will be sent to all middle school families soliciting feedback on new reporting system along with report card notification.
December	A Parent Forum to collect feedback on competency implementation to date will be held.
November-December 2017	Survey data and parent forum input will be utilized to make adjustments to communication plan. New FAQ documents will be created to address questions/concerns.
January 2018	Parent focus group for grades 6 and 7
January - March 2018	Principal Richard will continue to utilize the "Weekly Update" to communicate with families about competencies, and the middle school website will be updated with new competency documents.
April 5, 2018	Third quarter report cards will be published. A second parent survey will be sent to all middle school families soliciting feedback on competency implementation.
Mid-April	A Parent Forum to collect feedback on competency implementation will be held.
May	Parent focus group for grades 6 and 7
May - June	Implementation plans for 2018-19 will be made and shared with School Board and parent community.

MIDDLE LEVEL STRATEGIC ACTION PLAN: Communication Plan

LONG TERM GOAL:

What is the goal for the next 3-5 years?

ORCSD Middle School will communicate with the community regarding competency reporting and feedback.

SHORT TERM GOAL:

What is the goal for the next year?

ORCSD Middle School will offer competency reporting and elicit community feedback formally at least quarterly per school year.

ACTION STRATEGIES

What specific actions will be taken to achieve the goal?

1. All teaching teams will prepare a presentation at ORMS open house, based on guidelines from the PLC, a common video will be shared
2. ORMS will provide competency reporting ongoing through powerschool, as well as through quarterly progress reports.
3. Each quarter, ORMS will offer an information seeking and providing opportunity such as a survey or community forums to discuss.

RESOURCES NEEDED

What financial & human resources are needed to do this work?

PLC created guidelines

ORMS Staff time to input competency information into powerschool

ORMS Staff/Competency PLC time

PERSON RESPONSIBLE

Who will oversee the completion of this piece of the work?

PLC, Principal & Assistant Principal

Principal & Assistant Principal

Principal & Assistant Principal

COMPLETION DATE

Estimated date for completion of this action step prior to June 2014

October 2017

Each Quarter of 2017-2018

June 2018

KEY PROGRESS INDICATORS

What is the evidence we will accept that this action has successfully been completed?

Open House Agenda

Powerschool, progress reports

Forum Minutes, Survey results



**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT**

**36 Coe Drive
Durham, New Hampshire 03824
Telephone: 603-868-5100 Facsimile # 603-868-6668**

**ORCSD School Board
Facility Committee Charge**

Envisioning a three-year time frame, the Board charges the committee to further analyze the condition of the current middle school, to explore all possible on-site renovations or new construction, or relocation and new construction, and to explore grade level reconfiguration. The committee will arrive at what we believe to be the best option to proceed to design/plan by June 2018.

To be adopted at: July 19, 2017 meeting

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DIRECTORY

ADMINISTRATION

Suzanne Filippone

PRINCIPAL

Mark Milliken

DEAN OF FACULTY

Michael McCann

DEAN OF STUDENTS

Andrew Lathrop

ATHLETIC DIRECTOR

Misty Lowe

SPECIAL ED. COORDINATOR

Deborah Jabre

PRINCIPAL'S SECRETARY

Lisa Richardson

OFFICE SECRETARY

Ian Riddell

Kimberly Wolfe

NURSES

ART

Tracy Bilynsky

Tim Lawrence

Maria Rosi

BUSINESS/COMPUTER ED.

Heather Healy

Adam Lacasse

Cathi Stetson

Child Development

Laurie Grant

ENGLISH

Corey Blais

Trevor Garman

Shauna Horsley

Shawn Kelly

John Monahan

Kara Sullivan

Jennifer Weeks

Marjke Yatsevitch

COUNSELING DEPARTMENT

Heather Machanoff

Counseling director

Jason Baker

Kim Cassamas

Kim Sekera

SCHOOL COUNSELORS

Sean Peschel

ELO Coordinator

Sandra Rogers-Osterloh

COUNSELING SECRETARY

INDUSTRIAL TECHNOLOGY

Mike Troy

LIBRARY/MEDIA SERVICES

Kathleen Pearce (Librarian)

TBD (Library Assistant)

MATH

Katie Chagnon

Erica Cooke (Maternity leave)

Andrea Drake

Lisa Hallbach

Peter Harwood

Lauren Isabelle (One year)

Chris Kearney

Jill Pomeroy

William Reeves

Brendan Whalen

MUSIC/FINE ARTS

Dave Ervin

Meredith Freeman-Caple

Marc LaForce

Andrea Von Oeyen

PHYSICAL EDUCATION/HEALTH

Don Maynard

John Morin

Victoria Ficker

Robert Quaglieri

Nicholas Ricciardi

SPECIAL EDUCATION

Ann Golding

Dagmar Lamberts (Counselor)

Jenn McGuinness

SPECIAL EDUCATION (cont.)

Estie Ott

Jon Peterson

Alex Satterfield

Brian Ryan

Tim Sinclair

Carolyn Smith

Heather Stanley

Amy Therrien

SCIENCE

Tracey Benkosky

Celeste Best

Jonathan Bromley

Sara Cathey

Mark Lawrence

Nathan Oxnard

Jim Thibault

Jennifer Wainwright

SOCIAL STUDIES

Gabrielle Anderson

Derek Cangelo

David Hawley

Jaclyn Jensen

Scott McGrath

Matthew Pappas

Karen Van Dyke

Brian Zottoli

STUDENT SERVICES

Dr. Ryan Long

SCHOOL PSYCHOLOGIST

Emily Johnson

SPEECH PATHOLOGIST

Kristen Hughes

WORLD LANGUAGE

Mary Beaton

Leslie Gelsomini

Wendy Gibson

Tom Hausmann

Barbara Milliken

Elliot Moore

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
SCHOOL CALENDAR**

2017-2018

Approved by School Board: February 1, 2017

Deliberative Session: February 6, 2018*

Voting Day: March 13, 2018*

*Subject to Change

**AUGUST/
SEPTEMBER 2017**

M	T	W	Th	F
TW	TW	△	31	1
X	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

S(22)
T(24)

OCTOBER 2017

M	T	W	Th	F
2	3	4	5	TW
X	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

S(20)
T(21)

NOVEMBER 2017

M	T	W	Th	F
		1	2	*3
6	7	8	TW	X
13	14	15	16	17
20	21	X	X	X
27	28	29	30	

S(17)
T(18)

DECEMBER 2017

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
X	X	X	X	X

S(16)
T(16)

JANUARY 2018

M	T	W	Th	F
X	2	3	4	5
8	9	10	11	12
X	16	17	18	19
TW	23	*24	25	26
29	30	31		

S(20)
T(21)

8/28 & 8/29..... Teacher Workshop Days
8/30..... 1st Day for Gr. 1-12 Students
8/31..... 1* Day for Kindergarten
9/4..... Labor Day Observance
9/5..... 1st Day Preschool

10/6..... Teacher Workshop -
(Parent/Teacher Conference Gr K-5)
10/9..... Columbus Day

11/9..... Teacher Workshop
11/10..... Veterans' Day
11/22 - 11/24..... Thanksgiving Recess

12/25 - 1/1..... Holiday Recess

1/15..... Martin Luther King Day
1/22..... Teacher Workshop

2/26 - 3/2..... Winter Recess

3/23..... Teacher Workshop

4/23 - 4/27..... Spring Recess

5/25..... Teacher Workshop
5/28..... Memorial Day

TBD..... ORHS Graduation
6/21..... With 5 Built In - Snow Days

△ First Day of School for Students

△ Last Day of School - Early Dismissal
(unless more than 5 make-up days are
required)

TW Teacher District Workshop Days
(no school for students)

X School Closed - Holiday/Vacation

* End of Quarter

SD Snow Days (5 Built in)

Anticipated last day for students is 6/21. The
calendar allows for five school cancellation
days. If less or more than five days are needed to
cover cancellations, the schedule will be
adjusted accordingly.

FEBRUARY 2018

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
X	X	X		

S(17)
T(17)

MARCH 2018

M	T	W	Th	F
			X	X
5	6	7	8	9
12	13	14	15	16
19	20	21	22	TW
26	27	28	29	30

S(19)
T(20)

APRIL 2018

M	T	W	Th	F
2	3	4	*5	6
9	10	11	12	13
16	17	18	19	20
X	X	X	X	X
30				

S(16)
T(16)

MAY 2018

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	TW
X	29	30	31	

S(21)
T(22)

JUNE 2018

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	SD
SD	SD	SD	SD/△	

S(10)
T(10)

178 Student Days 185 Teacher Days

Oyster River High School Bell Schedules

NONBLOCK WEEKS

Monday	Tuesday	Wednesday	Thursday	Friday
All Classes Meet	All Classes Meet	All Classes Meet	All Classes Meet	All Classes Meet
(47 minute classes) With Advisory	(47 minute classes) With Advisory	(46 minute classes) OH/ Relearning	(47 minute classes) With Advisory	(46 minute classes) OH/ Relearning
Period A 8:15-9:02	Period A 8:15-9:02	Period A 8:15-9:01	Period A 8:15-9:02	Period A 8:15-9:01
Period B 9:06-9:53	Period B 9:06-9:53	Period B 9:05-9:51	Period B 9:06-9:53	Period B 9:05-9:51
Period C 9:57-10:44	Period C 9:57-10:44	Period C 9:55-10:41	Period C 9:57-10:44	Period C 9:55-10:41
Period D 10:48-11:35	Period D 10:48-11:35	Period D 10:45 – 11:31	Period D 10:48-11:35	Period D 10:45 – 11:31
Period E 11:35 – 12:56	Period E 11:35 – 12:56	Period E 11:31 – 12:51	Period E 11:35 – 12:56	Period E 11:31 – 12:51
Lunch 1 11:35-12:05 Class 12:09-12:56	Lunch 1 11:35-12:05 Class 12:09-12:56	Lunch 1 11:31 – 12:01 Class 12:05 – 12:51	Lunch 1 11:35-12:05 Class 12:09-12:56	Lunch 1 11:31 – 12:01 Class 12:05 – 12:51
Class 11:39-12:26	Class 11:39-12:26	Class 11:35 – 12:21	Class 11:39-12:26	Class 11:35 – 12:21
Lunch 2 12:26-12:56	Lunch 2 12:26-12:56	Lunch 2 12:21 – 12:51	Lunch 2 12:26-12:56	Lunch 2 12:21 – 12:51
Advisory 1:00 – 1:23	Advisory 1:00 – 1:23	Period F 12:55 – 1:41	Advisory 1:00 – 1:23	Period F 12:55 – 1:41
Period F 1:27-2:14	Period F 1:27-2:14	Period G 1:45 – 2:31	Period F 1:27-2:14	Period G 1:45 – 2:31
Period G 2:18-3:05	Period G 2:18-3:05	OH/Relearn 2:35-3:05	Period G 2:18-3:05	OH/Relearn 2:35-3:05

BLOCK WEEKS

Monday	Tuesday	Wednesday	Thursday	Friday
All Classes Meet	All Classes Meet	All Classes Meet	(90 minute classes)	(90 minute classes)
(47 minute classes) With Advisory	(47 minute classes) With Advisory	(46 minute classes) OH/ Relearning	With OH/Relearning	With OH/Relearning
Period A 8:15-9:02	Period A 8:15-9:02	Period A 8:15-9:01	Block A 8:15-9:45	Block A 8:15-9:45
Period B 9:06-9:53	Period B 9:06-9:53	Period B 9:05-9:51	Block C 9:50-11:20	Block C 9:50-11:20
Period C 9:57-10:44	Period C 9:57-10:44	Period C 9:55-10:41	Period E/Lunch Lunch 1 11:20-11:50 Class 11:55-12:40 Class 11:25 – 12:10 Lunch 2 12:10-12:40	Period E/Lunch Lunch 1 11:20-11:50 Class 11:55-12:40 Class 11:25 – 12:10 Lunch 2 12:10-12:40
Period D 10:48-11:35	Period D 10:48-11:35	Period D 10:45 – 11:31	Block F 12:45-2:15	Block F 12:45-2:15
Period E 11:35 – 12:56 Lunch 1 11:35-12:05 Class 12:09-12:56 Class 11:39-12:26 Lunch 2 12:26-12:56	Period E 11:35 – 12:56 Lunch 1 11:35-12:05 Class 12:09-12:56 Class 11:39-12:26 Lunch 2 12:26-12:56	Period E 11:31 – 12:51 Lunch 1 11:31 – 12:01 Class 12:05 – 12:51 Class 11:35 – 12:21 Lunch 2 12:21 – 12:51	Office Hours/Relearning 2:20-3:05	Office Hours/Relearning 2:20-3:05
Advisory 1:00 – 1:23	Advisory 1:00 – 1:23	Period F 12:55 – 1:41		
Period F 1:27-2:14	Period F 1:27-2:14	Period G 1:45 – 2:31		
Period G 2:18-3:05	Period G 2:18-3:05	Advisory 2:35-3:05		

Delayed Opening: In the event of a weather delay, school will begin at 9:15.
 Single period classes are approximately 35 minutes in length.
 Students with late arrival privileges must time their arrival to school accordingly.

Delayed Opening
Period A (9:35 - 10:10)
Period B (10:15- 10:50)
Period C (10:55 - 11:30)
Period D (11:35 - 12:05)
Period E (12:05 - 1:10)
Lunch 1 (12:05-12:35)
Lunch 2 (12:40-1:10)
Period F (1:15 - 1:50)
Period G (1:55 -2:30)

Assembly/Student Senate Schedule: From time to time, Student Senate meetings, assemblies and other special events will necessitate a modified schedule. Every effort will be made to give students timely notice of changes. Students and parents are encouraged to check the website for information about upcoming events.

Contact Information

**Oyster River High School
 55 Coe Drive Durham, NH 03824**

Oyster River High School: 868-2375	ORHS Fax:	868-1355
School Nurse: 868-2375 x6005	ORCSD Transportation:	868-5100 x2601
Athletic Department: 868-2375 x6007	SAU Office:	868-5100

Emergency School Closing/Delay Information

WMUR Channel 9

WTSN 1270 AM

WOKQ 97.5 FM

All closing and delays are communicated via the School Messenger email system. Please make sure that correct contact information has been provided to the school. If there are any problems with your receiving information from the school please contact the Counseling Department at 868-2375, x.6032.

You may also find information on our website: <http://www.orcsd.org/school/orhs>

GENERAL INFORMATION

NOTE TO STUDENTS AND PARENTS

Students and their parents/guardians are responsible for reading and following the rules in this handbook. This handbook has been developed within the framework of the policies of the Oyster River School Board. In case of a conflict between a Board policy and the rules in this handbook, the policy will prevail. The school reserves the unlimited right to make changes to the handbook at any time without prior notice. The handbook is provided solely for the convenience of staff, students and parents, and to the extent permissible by law, the school expressly disclaims any liability that may otherwise be incurred. Parents/guardians and students are encouraged to contact a member of the administration if they have any questions about the contents of the handbook. A copy of the Board's Policy Manual is available in each school office and is also available on the District website at <http://www.orcsd.org/school-board-67744/policies>.

EQUAL EDUCATIONAL OPPORTUNITIES

The Oyster River Cooperative School District is committed to the concept and implementation of equal educational opportunities as required by federal and state laws for all students, regardless of sex, race, creed, color, marital status, national origin, sexual orientation, or physical or mental disability. (See Board Policy AC). Students and/or parents should address any questions or concerns to the Director of Pupil Services at 36 Coe Dr., Durham NH 03824.

OYSTER RIVER PHILOSOPHY

The philosophy at Oyster River High School is that students will be challenged to meet high expectations within a context of caring. Faculty members make demands of students at the same time that they are supportive and encouraging. The Board policy of individualized instruction is taken very seriously. All students are challenged to meet their potential in heterogeneously grouped classes. The result of this approach to education is that students excel in basic skills while they also develop the life skills of self-discipline and teamwork. ORHS graduates have received a great deal of practice in thinking as well as in reading, writing, speaking, and listening. They leave the school well prepared for further training and for full participation in the world of work.

ORHS MISSION STATEMENT

Oyster River High School promotes a safe and nurturing community where the uniqueness of each member is valued. In this spirit, we are committed to becoming educated, ethical, responsible citizens who strive to contribute positively toward the betterment of ourselves, our school, our society and our world.

In order to prepare ORHS students for full participation in society and the world of work, we are committed to emphasizing the following 21st Century Learning Expectations throughout our students' high school experience.

ORHS 21st CENTURY LEARNING EXPECTATIONS

1. Knowledgeable Person
 - a. Possesses content knowledge obtained through a variety of educational experiences.
 - b. Connects and relates content knowledge in new contexts
 - c. Recognizes one's own strengths and weaknesses
2. Skilled Information Processor
 - a. Gathers information and evaluates its validity
 - b. Effectively translates issues and situations into manageable tasks that have a clear purpose
 - c. Applies a variety of strategies to organize and interpret information
3. Critical and Creative Thinker
 - a. Actively engages in innovative and analytical thinking for a variety of purposes
 - b. Constructively questions assumptions and preconceptions
 - c. Expresses an independent and informed perspective
4. Self-Directed Learner
 - a. Comes to school prepared to learn
 - b. Uses knowledge of one's own strengths and weaknesses to set goals and make informed decisions
 - c. Utilizes available resources for academic and non-academic success
 - d. Takes initiative to complete tasks, meet deadlines, and achieve goals
5. Responsible Citizen
 - a. Seeks opportunities to participate positively and productively in our local and global communities
 - b. Demonstrates ethical behavior and encourages others to do so as well
 - c. Demonstrates awareness of and values personal and community health and wellness
 - d. Demonstrates ethical and balanced use of technology
6. Effective Communicator
 - a. Clearly expresses ideas in a variety of formats, technologies, disciplines, and genres
 - b. Uses evidence logically and ethically to support claims
 - c. Advocates effectively for one's own personal and academic needs
 - d. Communicates with purpose, courtesy and respect
7. Collaborative Worker
 - a. Values others' ideas and contributions
 - b. Works cooperatively to achieve group goals
 - c. Fulfills individual responsibilities for the betterment of the group

THE SCHOOL DAY

The school day officially begins at 8:15 and ends at 3:05 and on Monday, Tuesday and Wednesday consists of seven academic periods, including a 30-minute lunch. On alternating Thursdays and Fridays, classes meet for 90 minute blocks on either Thursday or Friday, depending upon individual student schedules.

ARRIVAL

Buses begin arriving at 7:50 a.m. and continue until approximately 8:10 a.m.

The cafeteria opens for breakfast and snacks at 7:00 a.m.

The library is open Monday through Thursday from 7:45 to 4:00, and on Friday from 7:45 to 3:05. All students and visitors arriving after 8:15 a.m. must use the Main Entrance at the front of the building as all other doors will be locked after that time.

ATTENDANCE

State law requires that student attendance be taken and recorded during each school day. "Attendance" means presence in school, class and all other assigned activities. To participate in co-curricular activities, students must be present for the entire school day or on an approved field trip. Exceptions will be made by administration for verified medical appointments, etc.

Consistent class attendance is essential to the integrity of the high school educational experience. Much of what occurs in the classroom cannot be duplicated through make-up work. Absent students miss in-depth explanations, discussions and concepts, and are not participating in the required program. It is important to understand that excessive absences, regardless of whether or not an absence is excused, will almost always lead to a diminished performance by the student. In many cases excessive absences will lead to course failure. Regular attendance to all classes is a requirement of all ORHS students.

Athletic/ Extra-Curricular Daily Attendance

ATTENDANCE RULES

Students must be present in class by 8:24 and attend all classes on a given day to be eligible to participate in practices, games, or performances held on that day. Exceptions must be approved by an administrator and may be:

- A. Approved medical or dental appointments.
- B. College visitation (prior approval by administration).
- C. Family emergency.
- D. Other approved school activity.

A student's absence as a result of an approved medical or dental appointment must be confirmed by presenting documentation from the doctor's office.

"In attendance" means being present in assigned classes. Students having practice before school (swimming, ice hockey, etc.) are expected to be in school following practice. If the student becomes ill and doesn't attend school, the front office clerk must be notified.

Suspended students are not allowed to use school transportation or to be on school property during the suspension, nor are they permitted to attend school functions or participate in practices, rehearsals, games or performances.

TARDINESS

Tardiness to school: Students are expected to be in school on time to their first class of the day. Students who accrue 3 unexcused tardies to school may receive one after school detention. Continued unexcused tardiness will result in further disciplinary action.

Tardiness to class: Students are expected to be in class when the class bell rings. There are 4 minutes of passing time between all classes so students should have no trouble being on time. Students will receive classroom level consequences when they are tardy. If a student develops a pattern of tardiness the issue will be referred to administration for appropriate disciplinary action. If a student is tardy by more than 10 minutes it is treated as an unexcused absence (T10).

An excused tardy is defined as tardiness due to a **legitimate** reason that is verified by a parent or staff member. The following are **not considered legitimate** reasons for tardiness:

- overslept,
- missed the bus/missed my ride/ride was late,
- stuck in traffic/couldn't find parking.

As it is our responsibility to prepare our students for the full participation in society and work it is expected that students arrive promptly and ready to engage in school.

ORHS Absence Procedure

1. All absences from school require:

- A. **A phone call** from the parent/guardian on the day of absence prior to 8:30 a.m.
- B. **A note** from a parent/guardian within three days detailing the excused absence (see list below).
- C. Or if appropriate, a note from a medical professional.

2. Definition of Excused Absence:

- A. Personal illness: Absences beyond 3 consecutive days require a note from a licensed medical professional indicating that the student is cleared to return to school.
- B. Medical/Dental appointments: Documentation from a physician or dentist.
- C. School sponsored activity: Coach/teacher will provide rosters.
- D. Religious holidays: Parent note.
- E. Court appointments: w/Court Documentation.
- F. Family emergencies: Parent note.
- G. A planned absence for a personal or educational purpose which has been **pre-approved by administration**: Parent note.

3. All absences, unless excused, will automatically be recorded as unexcused **(AU)** at the end of the school day. Power School will generate automated phone calls and emails daily for those students marked as absent. **Students have 3 school days to resolve unexcused absences (AU).**

Excessive Absences:

-Parents will be alerted to Unexcused Absences by the end of each week via e-mail. Parents and students are reminded that they can monitor their attendance on PowerSchool.

-Attendance is recorded in real-time on a period by period/daily basis and accessible via the parent and student PowerSchool portal.

-When students exceed 5 absences in a quarter, a letter will be sent home notifying parents. When students exceed 10 absences in a quarter, a letter will be sent home and a meeting with school administration will be requested.

- After 15 cumulative days of absence during a given school year, a parent meeting will be required. Failure of the student or the student's parents to appear at scheduled meetings does not preclude school administrators from implementing a plan to address a student's absence. ORHS Policy Code JH

Cuts/Truancy/Unexcused Absences (AU): Students who cut a class, or are truant may NOT make up missed work for credit; this includes tests, quizzes or labs. A student who cuts a class will face disciplinary action which may include: detention, loss of parking permit and/or Junior/Senior privilege, etc.

Please note, students who cut classes, are excessively tardy, or who leave school grounds without authorization will continue to be subject to disciplinary consequences in addition to academic penalties.

Dismissal: A note must be turned in, or a phone call made, to the Main Office prior to the dismissal. Email and texts will not be accepted. Medical dismissals must go through the nurse's office. Students must sign out in the Main Office prior to leaving campus.

Planned Extended Absences: Parents are urged to plan family trips during school vacations so as not to interfere with the education of the student. The school principal must be notified of planned absences at least two weeks before the first day a student is out. Forms are available on our web site and in the Main Office for planned absences. Make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student and what is most practical depending on the circumstances.

Make-up Work Policy

All make-up work as a result of an excused absence, including tests, must be completed in a timely fashion as determined by the teacher.

AFTER-SCHOOL ACTIVITIES

The school day officially ends at 3:05.

Students should not remain at school after this time unless they are participating in a supervised activity such as team practice, meeting with teachers or attending Homework Den, driver's education, theater rehearsal, school sponsored club, or detention.

Each activity is confined to an appropriate area of school (classrooms for meetings, stage for rehearsal, gym for athletic practice, etc.) **It is not safe or acceptable for students to be in the building without supervision either before or after school.**

Students taking the late bus are required to have a pass signed by their faculty advisor or a front office staff member in order to use this service.

Students who leave school grounds after the school day may **NOT** return to ride the late bus.

DAILY ANNOUNCEMENTS

Those people wishing to have announcements read over the intercom are requested to submit them in writing to the Main Office by the end of the day before they are to be read. Student announcements need to be co-signed by a faculty advisor.

VISITORS

Building security is very important to us in the Oyster River District. To maintain a safe and secure learning environment for our students the following procedures have been implemented for entering and leaving ORHS:

-All students, staff members and visitors must enter and leave the building through the front entrance and register/sign out in the main office.

-For accountability and safety reasons, visitors are expected to have an appointment. Those who do not have an appointment may be asked to return during non-school hours, to schedule an appointment. A school employee will escort visitors to destinations in the building.

-Unauthorized student visitors are not allowed in the building, on school grounds, or on school buses, once again for reasons of security and safety.

-School counselors may arrange for a prospective student to visit the school. All student visitors, including recent graduates, must make an appointment at least 24 hours in advance.

-All school doors will be locked starting at 8:15 (student arrival time). Doors will remain locked throughout the day. If you need to gain access to our school during the day, volunteers/ visitors are asked to follow the procedure listed below:

- Ring the buzzer on the far right side door (fourth to the right) of our entry doors.
- Visitors will then be greeted by a staff member over the intercom and asked for identification and specifics related to your visit.

- All visitors are required to check in and out at the office, and affix a visitor's badge in a visible location.

One door at the front entrance will be unlocked after 3:05 for after-school activities.

LIBRARY/MEDIA SERVICES- BRUCE SMITH LIBRARY

The mission of the Bruce Smith Library is to encourage students to become independent and capable lifelong learners who seek out, evaluate, use, and create information for a variety of purposes. Through class visits to the library, direct instruction, small group work, one-on-one assistance from library staff, and access to our makerspace, students have abundant opportunities to meet this goal.

In addition to having traditional print materials selected to meet the personal interests and academic needs of our students, the library provides access to online databases and downloadable e-books and audio books. The library also lends digital equipment such as e-readers, video cameras, and digital voice recorders, and provides access to innovative technology tools such as a 3D printer and green screen in our student-run makerspace, The Hack Shack. The library is open Monday through Thursday from 7:45 to 4:00, and on Friday from 7:45 to 3:05. Over 250 students use the library on an average day, so we ask for students' cooperation in keeping the library a productive and neat work environment for all. Drinks in closable travel mugs or bottles are allowed, while food is never allowed.

LOCKERS/LOCKS

The school is not responsible for lost or stolen items.

Students are strongly urged to lock and secure all possessions at all times.

Lockers and locks are the property of the Oyster River School District and students should have no expectation of privacy as a result. Locker use is for the security of student property only. Use of lockers, desks and other school storage facilities including school parking lots are privileges granted to students by the school. All storage facilities are school property and remain under the control, custody and supervision of the school.

School officials have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Please see Board policy J1H.

Students should not keep items of value in their lockers. **Students are encouraged to keep their assigned lockers closed and locked at all times.** Students should not share lockers, as a shared locker implies shared responsibility for a locker and its contents. Using masking or cellophane tape only, students may post items on the inside of their locker, only. Posted items should be in good taste and appropriate for school use.

TEXTBOOKS AND OTHER SCHOOL PROPERTY

Students are responsible for proper care and return of textbooks, locks and other school property issued to them for their use, and are liable for the repair or replacement cost of items issued to them that are damaged or lost (see Board Policy JFCB). Students should place their names on the inside cover of all books when they are issued in an effort to better insure identification if they are misplaced. Failure to reimburse the school for the cost of loss or damage to issued texts or other school property may result in the loss of borrowing privileges, computer privileges and/or subsequent issuance of other texts.

NOTIFICATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 ("eligible students") certain rights with respect to student's education records. They are:

- 1) The right to inspect and review the student's education record within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies

the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Oyster River Cooperative School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provide to the parents or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington DC 20202-4605

NOTIFICATION OF STUDENT DIRECTORY AND MEDIA INFORMATION

Oyster River School District directory information includes the following:

- Name
- Field of study
- Most recent previous school attended
- Dates of attendance, degrees, and awards
- Participation in officially recognized activities and sports
- Weight and height of athletes

Parents or eligible students may refuse to let the school designate any or all of the directory information about the student as directory information by writing a letter to the principal within the first ten (10) school days of the school year and describing any or all of the information not to be released, or during the online registration process via Infosnap. A parent or eligible student may invoke their right to restrict the release of directory information at any time during the school year by providing written notice to the principal. If no such notification is received, directory information may be released to news outlets, colleges, etc. when requested.

As part of its curriculum, the Oyster River Cooperative School District conducts activities every year which attract the attention of local print and broadcast media. Oyster River Schools may also wish to use your child's photograph, voice or student work in publications, posters, brochures and newsletters; on the district web site, radio station or Cable TV channel; or at community fairs or other special district events. As with respect to directory information, a parent or eligible student may invoke their right to restrict the release of these images by providing written notice to the principal.

ACADEMIC/COUNSELING INFORMATION

Students and parent/guardians are encouraged to refer to the ORHS Program of Studies, available on the Counseling Department website, for more detailed information on course offerings, prerequisites, and career pathways.

Course Load/Class Changes-All students are required to take a minimum of 6 courses. Students may add courses to their schedules, providing space is available, for a period of up to four (4) school days following the start of the course.

Students who withdraw from a course within five weeks of its start will receive no grade and the course will not become part of the student's permanent record. Students who withdraw from a course after five weeks of attending the course will receive the grade earned to date for the quarter during which the withdrawal occurred. A grade of "W" will be assigned for the remaining quarters, and a final grade of "W" will be recorded on the transcript; a "W" is not factored into the calculation of the student's cumulative GPA, although any "W" will remain part of the student's permanent transcript, as a matter of record. Students are required to complete the Course Withdrawal Form prior to any withdrawal.

Courses that are more than one-half completed may not be dropped. Therefore, should a student discontinue a full-year course any time after the conclusion of Quarter 2 or a semester course any time after the conclusion of Quarter 1 or 3, a grade of "F" will be assigned for all remaining quarters and final average as well. A final grade of "F" does factor into GPA.

Courses taken for a letter grade, Pass/Fail, and audit are all subject to the guidelines listed above. A student transcript reflects all academic endeavors, attempted and/or completed, throughout the high school career.

Grade Reporting- PowerSchool provides up-to-date grade information for students and parents. While grades are available throughout the school year, Quarterly progress reports are posted as well as emailed directly to the student/parent. Quarterly grades are posted, emailed directly to student/parent, and added to the permanent record (transcript). Parents who wish to have grades mailed home should make that request to the Counseling Office. Parents are encouraged to request additional information about student progress and performance from the Counseling Department and/or teachers at any time.

Occasionally a student is assigned a grade of Incomplete. Students are expected to complete requirements for the course in such a situation within two weeks of the close of the quarter or a grade of "F" will be assigned. Students with extenuating circumstances must receive permission for extensions from the principal.

GRADE	GRADE POINT	PERCENTAGE RANGE
A+	4.33	98-100
A	4.0	93-97
A-	3.67	90-92
B+	3.33	87-89

B	3.0	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.0	73-76
C-	1.67	70-72
D+	1.33	69
D	1.0	66-68
D-	0.67	65
F	0.0	64 AND UNDER

Grades for Honor Roll Recognition

Highest Honors:	3.83 average with no D's, F's, Incompletes or Attendance Failures
High Honors:	3.33 average with no D's, F's, Incompletes or Attendance Failures
Honors:	3.00 average with no D's, F's, Incompletes or Attendance Failures

In order to qualify for Honor Roll one must be enrolled in a minimum of five graded courses at ORHS.

Extended Learning Opportunities at ORHS **Independent Study**

Oyster River High School offers students the opportunity to earn credit on an independent study basis for projects and study topics. A student might pursue independent study in a specific academic area (poetry, for example) with a faculty member, or might work with the supervision of a sponsor in a career-related internship (eg. on the job training in a prospective career field).

Students contemplating an independent study are advised to talk with their school counselor or ELO coordinator about their ideas, then apply for independent study approval. Independent study will last for one semester, and will enable the student to earn $\frac{1}{4}$ or $\frac{1}{2}$ credit. Competencies met, as well as assessment methods must be specified, and applications must be submitted prior to the time the project is undertaken. Retroactive independent study credit will not be awarded. Credit will not be awarded if the student does not complete the project. All Independent Study courses are graded on a Pass/Fail basis.

On-Line/Virtual Coursework

Oyster River High School students who wish to enroll and transfer on-line/virtual coursework credit are required to meet with their school counselor and the ELO coordinator for pre-approval. All attempts for courses taken outside of ORHS will be noted on the ORHS Transcript, including grades of Withdrawal or Failure and calculated in the cumulative GPA.

Extended Learning Opportunities Outside of ORHS

The purpose of extended learning opportunities is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. In order to maximize student achievement and meet diverse pathways for learning, this policy permits students to engage in Extended Learning Opportunities that are engaging and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by State minimum standards and applicable Board policies, and incorporate ORHS 21st Century Learning Expectations.

Extended Learning Opportunities may be taken for high school credit. If the Extended Learning Opportunity is taken for credit. The granting of credit shall be based on a student's mastery of course competencies, and High School Competency Assessments. Highly Certified Teachers must authorize the granting of credit for learning accomplished through Extended Learning Opportunities.

For a complete listing of courses, opportunities and procedures, please visit the Counseling Office website to review the Program of Studies. Please contact the Counseling Department with any questions.

Awards Assembly

Students who have contributed to the school are recognized throughout the school year, but most noticeably during the Awards Assembly each June, which parents are welcome to attend. Certificates, pins and letters are given to participants in co-curricular, extracurricular and academic activities. In addition, juniors are recognized through the awarding of honorary books from colleges and universities. Students who would like information on these awards and honors should speak with their school counselor.

Graduation Ceremony

School Board policy states that only those who have successfully completed the requirements for graduation are eligible to participate in the ceremony.

Counseling Services

The Counseling Department at Oyster River seeks to provide support for students in the areas of academic, career, and social/emotional development. A comprehensive counseling program is employed. Students are exposed to career planning, college selection and beyond through the use of planning resources available in the Counseling office, as well as classroom Counseling curriculum. Counselors are available to support students, parents, and faculty in working towards the common goal of student success. The Counseling Office assists students with both personal and social development, and foster a positive school climate. Through consultations with teachers, parents and students, counselors are able to respond to the individual needs of each student, as well as the changing needs of the student body.

Counselors utilize a goal-oriented approach with students during each school year. Each student will develop a tentative four-year plan to individualize their learning experience and the plan is reviewed each year. Components include course selection, extracurricular interests, and potential career goals and post-secondary plans.

Kim Cassamas	A-Ge
Jason Baker	Gi-Mor
Kim Sekera	Mos-Z
Sean Peschel	ELO Coordinator
Sandi Osterloh	Registrar
Heather Machanoff	Counseling Director

Student caseloads are distributed based on alphabetical assignment. The case management of 504 plans is handled by the corresponding counselor based on alphabet division. In addition, all freshmen and their parents will have the opportunity to meet with their school counselor prior to the start of the academic year to discuss goals, priorities and to address specific concerns and/or questions. The Counseling Department actively works to increase Extended Learning Opportunities for ORHS students including Virtual Learning Academy, University of New Hampshire, and Great Bay Community College. The Counseling Department also works to develop and clarify specific pathways for career fields and corresponding coursework within each pathway. The Counseling Department develops programming to ensure each student is provided with a high quality of service and that the needs of all students are met. Students and parents are encouraged to make appointments with counselors whenever questions arise by calling the Counseling Department main line at 868-2375 x6032.

The Counseling Department maintains information about colleges, college fairs, financial aid and careers. Representatives from many colleges and universities nationwide visit Oyster River High School, with the greatest concentration of college visits during the fall semester. College-bound students are urged to check in with the Counseling Office regularly for dates and times of visits, as well as utilize the college and career search program, Naviance.

Permanent records for students at Oyster River High School are also maintained in the Counseling Office. These records are sent to schools and colleges when requested. Employers and various organizations may also request transcripts, confirmation of graduation, and/or personal recommendations. Written consent from student and/or parent/legal guardian is required. Students may access their files by appointment with their school counselor.

Special Education Services

Federal law guarantees all students the right to a free and appropriate public education. The legislation states that every intellectually, physical, or emotionally handicapped child is entitled to an education. It further stipulates that handicapped students are to be educated with non-handicapped students whenever possible in the least restrictive environment.

Special education services are available for all students who qualify. If you have questions about whether your child may be eligible for such services, please contact your child's teacher or the Special Education Coordinator.

ESTABLISHING CRITERIA FOR SPECIAL EDUCATION EVALUATIONS IN THE OYSTER RIVER COOPERATIVE SCHOOL DISTRICT.

The State and Federal special education laws require that the Oyster River Cooperative School District evaluate children with disabilities who are in need of special education and related services. The district evaluates children upon referral for special education and reevaluates educationally disabled children at least once every three years or when conditions warrant a re-evaluation. (See School Board Policy IHB)

Student Assistance Program

The Oyster River Cooperative School District recognizes the need for education and assistance for students whose lives may be impacted by chemical dependency. Chemical dependency is a serious illness, but it can be successfully treated with early identification and support from community resources and support in the educational environment.

The Student Assistance Program of the district provides preventative measures to support students in the decision not to use or abuse alcohol and other drugs, and provides education, evaluation, intervention and assistance to students whose lives are affected by chemical dependency or other alcohol and drug related problems. Please contact a school counselor or school administrator for more information.

Student Records

The Oyster River Cooperative School District complies with all federal and state laws concerning confidentiality of student records (see Board Policy JO). Infosnap will post information at the beginning of the year about parent and student rights concerning student records including dissemination of student information to military recruiters (as required by law) and post-secondary institutions. If you need more information, please contact the Principal or your child's School Counselor.

Working Papers

Working papers, required until age 16, may be obtained in the Counseling Office. In accordance with New Hampshire State Law, the same academic criterion is applied to issuance of working papers as to Athletic Eligibility. If the minimum is not maintained, working papers can be revoked.

Junior/Senior Privilege Information and Guidelines

In order to provide junior and senior students with the privilege of monitored freedom, teach valuable skills such as time management and personal responsibility, as well as to recognize and reward students for high performance in academics and citizenship, Oyster River High School offers Junior/Senior Privilege.

Junior/Senior Privilege is granted by parents/guardians and Oyster River High School Administration to eligible junior and senior students. Students with these privileges are allowed off campus during **unassigned time** and **lunch only**.

Students leaving school for scheduled appointments (i.e. doctor's and/or dentist appointments) are still required to bring in a signed note from a parent/guardian to the front office, even if the appointment is during their unassigned period (this acts as a safeguard in the event of tardiness when returning to school).

For safety reasons (in the event of a drill or actual emergency) all students must sign out when leaving the building and sign back in upon return to the Main Office.

All students making use of Junior/Senior Privilege should be leaving and entering through the main entrance at the front of the building ONLY.

Failure to follow this procedure may result in revocation of Junior/Senior Privilege.

Junior/Senior Privilege Eligibility Requirements:

1. Academic Eligibility based on **previous quarter**: GPA of 3.0 or better, or C's or better in all classes. **NO F's**.
2. Discipline record: no suspensions or detentions in previous quarter.
3. Three Character references from an Oyster River High School staff member based on the 21st Century Learning Expectations / Responsible Citizen.
 - Seeks opportunities to participate positively and productively in our local and global communities
 - Demonstrates ethical behavior and encourages others to do so as well
 - Demonstrates awareness of and values personal and community health and wellness
 - Demonstrates ethical and balanced use of technology

(Reference forms are available in the main office and on the school website)

Seniors: All seniors are eligible to request Junior/Senior Privilege **after** the first week of school.

Juniors: All juniors are eligible to request Junior/Senior Privilege **after Semester One**.

Junior/Senior Privilege will be revoked under the following circumstances:

1. End of quarter grades do not meet the academic eligibility. (Students may re-apply for reinstatement of privileges at the beginning of the next quarter. A new form will be required.)
2. Any disciplinary action: length of revocation will vary based on offense.
3. Parents request: any time.

Junior/Senior Privilege is applicable only during unassigned periods and lunch. The only way a student can get permission is by having one of the above mentioned forms on file; **phone calls will not be accepted.**

Unscheduled Time

Juniors and Seniors who do not have Jr/Sr privilege may have unscheduled time as part of their school program. Appropriate uses of unscheduled time include studying, quiet socializing in designated areas, and working in open labs, resource centers or studios.

(Sophomores who have achieved Highest Honors throughout the year may qualify for unassigned time privileges during the 4th quarter. This privilege will be revoked in case of a drop in grade point average, disciplinary problems, or the recommendation of a teacher.)

Students are NOT permitted in the following areas during unscheduled time or lunches:

- wooded areas surrounding the school, including the outdoor classroom
- locker areas or hallways (with the exception of seniors in the senior core)
- parking lots or other areas that are not supervised unless on their way to or from a vehicle

If these expectations are not adhered to, privileges may be revoked at the discretion of the administrative team.

Students who are found in unauthorized areas or who have left school grounds without permission will be subject to search at the discretion of the ORHS administration.

The school provides additional structure for students who do not use their unscheduled time effectively. **For example, juniors and seniors may be assigned to a study hall if they violate the Code of Conduct, leave school grounds without permission or are failing a course.**

Lunch

Lunch areas include the cafeteria, surrounding hallways, outside courtyard (weather permitting), and the senior core. Students are not allowed to eat lunch in classrooms that are unsupervised.

Students are expected to keep noise levels down and preserve a relaxed atmosphere that does not violate the rights of others to carry on their interests. Students are also expected to keep lunch areas clean and free of litter and other debris.

CONDUCT

STATEMENT OF PHILOSOPHY

The faculty and administration of Oyster River High School assume that consideration of others will guide personal conduct. The rights, privileges, dignity, and safety of other people serve as criteria by which the appropriateness of personal conduct is evaluated. So, too, are acts that place an individual in danger. Our discipline code at Oyster River was created so that all students can share a rewarding and enjoyable high school experience. We hope that this code helps foster an open atmosphere of mutual trust, respect, and acceptance among members of our school community. A safe and orderly school environment, where all students reach their greatest academic potential, is the primary goal of the code of conduct.

CONSEQUENCE CONTINUUM

Teacher Detention- may be assigned by the classroom teacher to students who detract from the classroom learning environment, or break classroom rules/expectations in other ways. The duration of teacher initiated after school detentions are at the discretion of the classroom teacher, generally not to exceed an hour.

Administrative Lunch or After-School Detention- may be assigned to students for non-classroom incidents or because of ongoing classroom behavior issues. The duration of the administrative after-school detention will generally not exceed one hour.

In-School Suspension- may be assigned by an administrator for any Level II or higher level misconduct. (See below)

Short-Term, Out of School Suspension- the removal of a student by a representative designated in writing by the Superintendent, for a period of time not to exceed 10 school days for serious or ongoing misconduct. Suspended students are not allowed to use school transportation or to be on school property during the suspension, nor are they permitted to attend school functions or participate in practices, rehearsals, games or performances.

Long-Term Suspension- the removal of a student from school for a period in excess of 10 school days. Only the School Board or representative designated in writing by the school board is authorized, following a hearing, to continue the suspension of a pupil in excess of 10 days. The School Board's designee may be the Superintendent or other designated individual, but may not be the individual who suspended the pupil for the first 10 days.

Expulsion- Any pupil may be expelled from school by the School Board for gross misconduct, or for neglect or refusal to conform to the reasonable rules of the school or for an act of theft, destruction, or violence (as defined in RSA 193:13 DOE) or for possession of a pellet gun or BB gun or rifle. The pupil shall not attend school until restored by the School Board. Any expulsions shall be subject to review if requested prior to the start of each school year. Further, any parent or guardian has the right to appeal any expulsion by the School Board to the State Board of Education.

The intervention and disciplinary procedures in this handbook are intended as guidelines only. The administration reserves the discretion to impose consequences up to and including a recommendation for expulsion for violations of Board policies and school rules. In determining the level of discipline, the administration may consider any relevant facts and circumstances, including but not limited to the nature of the violation, the student's grade level, the student's behavior accompanying the violation, the student's willingness to cooperate with the investigation, and the student's prior disciplinary record. (See also Board Policies JICD– Discipline; JICDR – Detention; JICDR – Suspension and Dismissal).

Students and parents should be aware that school infractions which are also crimes will be reported to the Durham Police Department. For example, according to state law (RSA 78:12-C) "No person under 18 years of age shall purchase, use, or possess tobacco products." Similarly, since ORHS is a designated Drug-Free Zone, any person who violates the law with respect to possession of alcohol or controlled substances is subject to state and local police sanctions as well as school disciplinary measures.

EXPECTATIONS FOR BEHAVIOR AND PROHIBITED FORMS OF CONDUCT

Bullying- The Board has adopted a Pupil Safety and Violence Prevention policy (Policy JBC) which prohibits bullying - defined as insults, taunts, or challenges whether verbal or physical in nature, which are likely to intimidate a violent or disorderly response from the student being treated in this manner. Any student who believes he/she has been a victim of bullying should report it to the building principal. Students who engage in bullying behavior are subject to disciplinary action up to and including expulsion.

Cuts/Truancy/Unexcused Absences (AU)- Students who cut a class, or are truant may not be eligible to make up missed work for credit; this includes tests, quizzes or labs. Please note, students who cut classes, are excessively tardy or who leave school grounds without authorization will continue to be subject to disciplinary consequences in addition to academic penalties.

Dress Code- Students are expected to adhere to standards of cleanliness and dress that are compatible with a safe and respectful school learning environment. School administrators have the authority to impose restrictions when, in their judgment, a student's dress disrupts the educational process or poses a threat to health or safety.

Overtly sexual clothing (which includes clothing which, by its brevity, shortness, looseness or tightness, is sexually explicit), clothing that is distracting to students and teachers, or any apparel which by being worn at certain times or places or which through word or design is demeaning or discourteous shall not be allowed. Specific guidelines to keep in mind are "all of your outerwear must cover your underwear" and **tops and dresses must have straps and cover the midriff area.**

No references to drugs, alcohol, tobacco, sexual activity, or illegal acts are allowed. The school administration has the authority to prohibit other logos, pictures or messages which they determine to be in violation of the Board's nondiscrimination or harassment policies, or disruptive to the school's learning environment.

Questionable articles of clothing will fall subject to this policy at the discretion of the administration. Students who violate the school dress code will be held in the main office until more suitable clothing is found and will be expected to make up missed class time in detention.

Drugs and Alcohol

The Board has adopted a comprehensive policy prohibiting students from consuming, possessing, furnishing, selling, receiving, buying, manufacturing or being under the influence of drugs, alcohol and other prohibited substances (see Policy JICH). Violations of this policy will result in discipline, including suspension or expulsion from school, and referral to law enforcement authorities. Students who participate in extra-curricular activities are subject to additional rules and sanctions.

When a student is suspected of using an illegal substance he/she will be brought to the nurse's office for an assessment. This assessment may include the taking of vital signs and either part or all of the DWI Detection and Standardized Field Sobriety Test. A student who fails to comply with the assessment requirement will be suspended from school.

Electronic Devices

Electronic devices such as **cell phones are not allowed to be used during class time or in the library** and should be turned off in these areas unless allowed by the teacher.

The use of personal listening devices such as I-Pods should not interfere with the day-to-day operations of the school. Students who use them in such a manner that it interferes with others will be expected to turn them in to a teacher or administrator upon request. Laser pens are not allowed on school grounds at any time. **Violation of this rule will result in confiscation of the device.**

Harassment/Sexual Harassment

Harassment of students because of sex, race, creed, color, marital status, national origin, sexual orientation, or physical or mental disability is prohibited and may constitute illegal discrimination under state and federal laws. Any student who believes he/she may have been harassed is encouraged to discuss the matter with the building principal and may file a complaint which will be investigated. Students who engage in harassment or retaliation for reports of harassment are subject to disciplinary action up to and including expulsion. See Board Policy AC.

Inappropriate Language

The decision as to what constitutes abusive or foul language is at the discretion of the faculty and administration. The consequences for the use of inappropriate language are as follows:

Warning if: first offense, spoken in relative quiet, used within a personal conversation

Detention if: repeated offense, loud (others can hear the remarks), a more serious level of vulgarity

Suspension if: causes school disruption, malicious in intent, or directed toward a fellow student, a staff member or administrator

Plagiarism/Cheating

A student commits plagiarism if he/she uses ideas from another person and does not properly cite the source. A paper containing improperly borrowed ideas which are presented as original thinking is dishonest. Whether the borrowing is intentional or not, it is considered plagiarism. Plagiarism includes:

1. word for word lifting of information from a source

2. paraphrasing information which is not common knowledge
3. using another person's original idea but developing it with details, examples and facts
4. borrowing from another student or teacher with whom the assignment was discussed

Plagiarism results in a zero for the assignment and, depending upon the circumstances, may cause a student to fail either the quarter or the course, even for a first offense. In addition, any subsequent offenses may result in disciplinary action up to and including, suspension.

Smoking

Smoking, including the use of tobacco products, e-cigarettes or vapor pens, is prohibited on school property or at school-sponsored events. Students who violate this policy are subject to disciplinary action up to and including suspension and violations may also be referred to law enforcement authorities.

Weapons in the School

The Board believes that students and staff are entitled to learn and work in a school environment free of weapons, violence, threats (including bomb threats), and other disruptive and illegal behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations and applicable state and federal laws. Students who engage in prohibited conduct are subject to discipline up to including expulsion from school. The District will also report violations to law enforcement authorities in accordance with applicable state laws. Please see Board Policy JICI - Dangerous Weapons in Schools.

Consistent with the Gun-Free Schools Act of 1994, "any student who is determined to have brought a weapon to school: is subject to said policy "requiring the expulsion from school for a period of not less than one year (365 days)." In accordance with the intent of the act, the superintendent may "modify the expulsion requirement on a case by case basis."

Articles defined by law as dangerous weapons include, but are not limited to knives, guns, firecrackers, potentially explosive chemicals, brass knuckles, etc.. Also prohibited on school property are toy and antique weapons which could cause fear or disruption to the school environment.

LEVEL I

Level I Offenses usually involve minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

STUDENT OFFENSE	PROCEDURAL RESPONSES	DISCIPLINARY OPTIONS
Classroom disturbance	There is immediate intervention by the staff member who is supervising the student or who observed the misbehavior	Verbal reprimand
Classroom tardiness		Special assignment
Cheating and lying	Repeated misbehavior requires that contact be established with the parent(s). A conference with the parent may be arranged. Involvement of the counselor and/or administrator is appropriate.	Behavior contract
Abusive language		Withdrawal of privileges
Improper behavior in hallways		Teacher detention
Non-defiant failure to comprehend assignments or carry-out directions.	A proper and accurate record of the offense and disciplinary action is maintained by the staff member. School administration should be notified of Sexual Harassment issues at all levels of the Disciplinary Standards.	Parental contact
Harassment/Sexual Harassment		
Failure to follow the reasonable rules of the school		
Cuts/Truancy/ Unexcused absences		

LEVEL II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. The infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also, included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

STUDENT OFFENSE	PROCEDURAL RESPONSES	DISCIPLINARY OPTIONS
Continuation of unmodified Level I misbehavior	The student is referred to the administrator for appropriate disciplinary action.	Behavior modification Administrative detention
Disruptive classroom behavior		
Repeated unexcused truancy, school tardiness, unauthorized presence in a restricted area, or absence from one's assigned area	The administrator meets with the student and/or teacher and effects the most appropriate responses.	In-school suspension Includes all of the preceding disciplinary options.
Failure to sign in/out of one's assigned area	The teacher is informed of the administrator's action.	
Misuse of a pass	A proper and accurate record of the offenses and the disciplinary action is maintained by the administrator.	
Use of electronics in an unauthorized area	A parental contact must be made.	
Defiant failure to carry out a staff member's instruction		
Violating Dress Code Policy		
Gambling		
Smoking		
Using forged notes or excuses		
Improper/unauthorized use of a motor vehicle		
Refusal to identify oneself to a staff person		
Disrespectful behavior toward others		
Harassment/Sexual Harassment		
Possession of tobacco		
Intentional pushing/shoving of others		
Failure to follow the reasonable rules of the school		

LEVEL III

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school (or at any school approved activity). These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students.

STUDENT OFFENSE	PROCEDURAL RESPONSES	DISCIPLINARY OPTIONS
Possession of stolen property	The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.	In-school suspension
Possession/use of prohibited substances including alcohol and drugs	The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.	Short-term (1-10 days) out-of-school suspension or Long-term (greater than 10 days at the discretion of the School Board or designee) out-of-school suspension
Possession/use of fireworks	A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.	
Stealing	There is restitution of property and damages.	
Fighting (simple)		
Vandalism (minor)		
Threats to others		
Use of obscene or threatening language towards others		
Failure to follow an administrator's instruction		
Unmodified Level II misconducts		
Gross misconduct		
Harassment/Sexual Harassment		
Failure to follow the reasonable rules of the school		Includes all of the preceding disciplinary options

LEVEL IV

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school (or at any school approved activity). These acts are usually criminal and are so serious that they may require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities and/or action by the board of school directors. New Hampshire school authorities are obligated to report clearly established criminal offenses to law enforcement authorities.

STUDENT OFFENSE	PROCEDURAL RESPONSES	DISCIPLINARY OPTIONS
Unmodified Level III misconduct	The administrator verifies the offense, confers with the staff involved, and meets with the student.	Short-term (1 - 10 days) out-of-school suspension
Extortion		
Bomb threat		
Possession/use/transfer of dangerous weapons	The student is immediately removed from the school environment. Parents are notified. Law enforcement officials are contacted.	Long-term (greater than 10 days at the discretion of the School board or designee) out-of-school suspension
Assault/battery		
Vandalism (major)		
Sale of stolen property	A complete and accurate report is submitted to the Superintendent for Board action.	Expulsion
Arson		
Transfer or sale of prohibited substances including alcohol and/or drugs	The student is given a full due process hearing before the Board.	Other board action which results in appropriate placement Includes all of the preceding disciplinary options
Driving to endanger		
Gross misconduct		
Harassment/Sexual Harassment		
Any unlawful act or criminal offense not previously stated.		
Failure to follow the reasonable rules of the school		

NOTE:

One incident may encompass more than one offense. Example: A Student leaves the building without permission, is found by a staff member and refuses to identify himself. This student may be liable for disciplinary action for both offenses.

Students assigned to In-School Suspension lose all late arrival or early dismissal privileges through the period of suspension.

Penalties for offenses are subject to revision by the school administration as need dictates.

STUDENT ACTIVITIES

Student Activities and Clubs (subject to change):

- | | |
|--|--|
| <input type="checkbox"/> Art Club | <input type="checkbox"/> Mouth of the River |
| <input type="checkbox"/> Athletic Council | <input type="checkbox"/> National Honor Society |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Quiz Bowl League |
| <input type="checkbox"/> Drama Club | <input type="checkbox"/> Race Unity Diversity Club |
| <input type="checkbox"/> Equestrian Club | <input type="checkbox"/> Robotics Team |
| <input type="checkbox"/> French Club | <input type="checkbox"/> Russian Exchange Program |
| <input type="checkbox"/> Gay/Straight Alliance | <input type="checkbox"/> School Senate |
| <input type="checkbox"/> Granite State Challenge | <input type="checkbox"/> Ski Club |
| <input type="checkbox"/> Interact | <input type="checkbox"/> Spanish Club |
| <input type="checkbox"/> Literary Arts Magazine | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Martial Arts Club | <input type="checkbox"/> Ultimate Frisbee |
| <input type="checkbox"/> Math Team | <input type="checkbox"/> Game Club |

Establishing a New Group

In keeping with the district's policy of individualization according to student needs and abilities, the activity program at ORHS seeks to accommodate the interests and talents of a large variety of students. New activities are introduced when student interest warrants or when faculty members recommend changes. Students who wish to form an organization may request permission to do so, following the procedures described below:

1. A faculty member must be willing to serve as advisor and accept responsibility for supervision of the club.
2. Public announcements must be made informing students of the organization and its formation.
3. No student interested in joining may be denied this right.
4. Students wishing to establish a new group must draw up a proposal indicating the purpose, aims, objectives, organization and functions of the proposed group. The administration must approve the proposal.
5. Periodic meetings are to be held with the advisor in attendance and announced at least two days in advance to the student body.

Administration reserves the right to revoke the privilege of participation in clubs or activities due to school conduct or academic concerns.

Dances

- All school rules (including the Dress Code) apply to all school sponsored events, on or off campus.
- All forms of dance should be appropriate and respectful.
- Students who wish to bring a guest who does not attend ORHS must turn in a **guest registration form** to the main office by 12:00pm the day prior to the dance.
- No outside beverage container of any kind is permitted at dances.
- Students must arrive at a dance within one hour of the start time. Late arrivals will not be admitted (unless students were attending a school sponsored event and were granted permission by administration.)
- Once students leave a dance they will not be admitted back in.
- Purses, bags, backpacks and jackets may be searched at the door at the discretion of the administration.

Eligibility Requirements and the Rules Governing Participation in Interscholastic Athletics and Extra Curricular Activities

The rules governing the participation in interscholastic athletics are outlined in the *ORHS Athletic Handbook*. Copies of the handbook are available in the Main Office, Athletic Director's office and on-line. **Parents**

should note that, according to NHIAA rules which the school cannot supersede, summer school does not count toward improving a student's record with respect to establishing eligibility. Participation in extracurricular activities of any nature at ORHS requires a student to be in good academic and civic standing. Student athletes **MUST** be present for the entire school day to be eligible for that afternoon activity.

Fundraising

Oyster River School Board policy strictly limits fundraising activities. The principal must approve all fundraising requests before any fundraising plans are made.

STUDENT HEALTH AND NUTRITION SERVICES

School Health Services

School Health Services are provided by a full-time registered nurse licensed in the State of NH and practices under the standards of care set up by the State of NH, Board of Nursing. The school nurse is available for medical emergencies, health consultations, and other health-related services. A school pediatrician is available for additional medical consultation for student health problems. Referral to community health services and dental care providers as well as information on the free and reduced lunch program is available from the school nurse.

Except for emergencies, students should visit the nurse's office before school, between classes, lunch, and study hall. If it is necessary to visit the nurse's office during class periods, students are to report to their teacher for a pass to the nurse's office. Students will return to class with a pass signed by the nurse indicating time.

All injuries occurring on school grounds must be reported to a classroom teacher in charge or the nurse. An accident report needs to be completed by the nurse in collaboration with the teacher and student. Students that are ill or injured are to be dismissed by the school nurse after receiving authorization from the parent/guardian. Transportation is arranged by the parent/guardian. Emergency services will be used as needed.

A Student Emergency Authorization Form for each student must be completed by a parent/guardian the first week of school using Infosnap. This form authorizes medical care in the event of an emergency, provides parent contact information, permission to administer OTC medications listed, and updates medical problems as well as allergies and recent immunizations. State law requires that all students be properly immunized and provide an immunization record to be kept on file in the nurse's office. Annual immunization updates are provided by the parent/guardian on the Student Authorization Form or a physician's record. If a student's immunization record is found to be non-compliant then the school nurse will inform the student's parent/guardian which immunization is missing and conditionally enroll the student until the immunization is administered by his or her physician.

Students are not allowed to possess medications of any kind at school and are prohibited from sharing medications. All medications are to be kept in the nurse's office. With written permission, the school nurse is able to dispense non-prescription or OTC (over the counter) medications. The OTC medication must be in its original container, labeled with the student's name and written parent permission including the reason for the medication. Prescription medication must be in its original pharmacy container and must identify the student, medication, dosage, and time of administration, duration date, and physician's name. Asthma inhalers, insulin for insulin pumps, single dose emergency medications such as epinephrine auto-injectors may be carried by a student if the student's physician provides a written order stating a medication may be kept with the student in the event of a medical emergency. This is accordance with RSA Title XV Education Chapter 200 Health and Sanitation, section 200:42 and 46.

(Revised; 6/14/05 D. Richards, RN, MSN)

School Nutrition Information

The district participates in the National School Lunch Program. Breakfast and lunch are available to eligible students at free or reduced rates. Other students and adults are able to purchase meals and snacks. The school food service program is self-supporting, meaning that funds collected cover all costs. Neither the district nor the taxpayers support the program; the customers do. Therefore, we serve nutritious meals at low cost, and sell other items a la carte. Regardless of federal budget cuts, we wish to continue to serve the school population. Applications for free and reduced meals may be completed online any time during the school year.

STUDENT TRANSPORTATION

Student Automobile Use and Parking

Driving and parking at school is a privilege granted to students which may be revoked if a student violates traffic laws or school rules (see Board Policy JLIE). Parking is a serious problem at Oyster River High School. We do not have enough parking spaces to meet the demands of our student body. We urge all students to use the buses provided by the district, walk to school, or carpool with family and friends.

1. Parking is available to all seniors. Any open spaces after all interested seniors have a parking space will be available for juniors. **Sophomore students are not allowed to park at school.**
2. Parking permits may be obtained for **\$50.00** after completion of an application form available on Infosnap. Persons who falsify information to obtain a permit or display an altered, unauthorized, or counterfeit parking permit will be subject to towing at owner's expense and revocation of their campus parking privileges. (See District Policy)
3. Each applicant for a parking sticker must have in their possession:
 - An Infosnap application with student and parent/guardian signature.
 - A Valid Driver's license
 - A Valid Motor Vehicle Registration for the car in which they are registering.*(Note: Students who will be driving more than one vehicle must register each one.)*
4. **All vehicles must display a valid parking permit on the lower driver's side corner of the front windshield. Stickers must be adhered to windshield.**
5. ORHS will not be held liable for any theft of property, vandalism, or damage incurred to any vehicle or its contents while parked on or being removed from school property.
6. Students must park in designated student parking areas only marked by a **YELLOW PAW** print. Any student vehicle found parked in a staff parking space may be towed.
7. After a student has arrived at school he/she may not return to their vehicle without permission from an administrator.
8. Oyster River High School parking privileges and/or permits may be revoked or suspended by the administration. Reasons for suspension may include but are not limited to:
 - a. Chronic or habitual violations of parking regulations.
 - b. Possession or use of a stolen or lost permit, or altering of a parking permit.
 - c. Chronic or habitual tardiness to school.
 - d. Reckless driving.
 - e. Vandalizing other vehicles in lots.
 - f. Loss of Academic Eligibility.
9. Parking violations:
 - First offense will result in a warning.
 - Second offense will result in loss of parking and/or Junior/Senior privileges.
 - Third offense will result in extended loss of parking and/or Junior/Senior privileges, as well as the potential of the vehicle being towed.
10. Report any lost or stolen parking permits to the administration. A replacement for a lost permit will be issued at a cost of \$25.00.
11. Temporary parking permits may be obtained from administration for extenuating circumstances.
12. A Winter Parking Ban is in place from November 1st through March 31st during the hours of 12 midnight to 6 A.M. Parking for all motor vehicles unless otherwise specified is prohibited in all parking lots and on Coe Drive. Vehicles parked in prohibited areas during snow removal may be towed at the owner's expense.

Vehicles found in violation of the provisions of these regulations may be towed from the campus at the "registered owner's" risk and expense. The "registered owner" of the vehicle will be liable for the cost of such removal and storage. Damage to towed vehicles will be the responsibility of the vehicle owner.

BUS RIDER REGULATIONS

The right to ride a school bus is directly related to a pupil's behavior, attitude and practice of transportation rules and regulations. The driver is in complete charge and must be obeyed.

BUS STOPS

1. All students are expected to be at their assigned stop five (5) minutes before the bus is due. The bus CANNOT wait.
2. Students should stand back from the road in an orderly line until the vehicle comes to a complete stop.
3. Students should enter and exit buses in an orderly manner, realizing that seating arrangements and procedures for movement are regulated by the driver.
4. All students who need to cross the road do so in front of the bus, after it has stopped and the driver has motioned them to cross.

ON THE BUS

1. All passengers must be seated while the bus is in motion.
2. The driver may assign seats if it is deemed advisable.
3. Permission must be given by the driver before opening a window. Passengers will not extend arms, legs or heads out of windows or shout at pedestrians.
4. Nothing shall be thrown IN the bus, OUT OF the bus or AT the bus.
5. Pupils shall keep the bus clean and sanitary.
6. Students shall not mar or deface the bus. Damage done must be paid for by the offender or his/her parents.
7. Students should not talk to the driver except in an emergency.
8. No lunch boxes, books or other objects should be placed in the aisle.
9. There will be NO smoking, eating or drinking on the bus.
10. Normal conversation is allowed; however, loud talking, shouting, and unnecessary confusion may divert the attention of the driver and could result in a serious accident.
11. No live animals or bulky objects will be allowed without previous permission by the driver. (No umbrellas or other sharp objects.)
12. Students are expected to ride their regularly scheduled route. Any deviation (provided there is space available) must be accompanied by a parental note, OK'd by the school.
13. No one, kindergarten through 8th grade, may leave the bus any place other than his/her scheduled stop without a written note from a parent.
14. If the driver is unsuccessful in obtaining proper behavior on the part of a student, a referral may be made to the administration and students may be suspended from the bus.
15. All district buses may be equipped for the use of electronic surveillance devices (see Policy ECAF).

STUDENT COMPUTER AND INTERNET USE

ORCSD Policy JICL

Oyster River School District's computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Student use of school computers, networks and Internet services is a privilege, not a right. Compliance with the District's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

The Oyster River School District computers remain under the control, custody and supervision of the school District at all times. The District monitors all computers and Internet activity by students. Students have no expectation of privacy in their use of District computers.

Students are allowed to use their personal computer at school with prior authorization, provided that they comply with this policy and the accompanying rules.

The District utilizes filtering technology designed to block materials that are obscene or harmful

to minors. The District takes precautions to supervise student use of the Internet, but parents should be aware that the Oyster River School District cannot reasonably prevent all instances of inappropriate computer use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The District is not responsible for the accuracy or quality of information that students obtain through the Internet.

It is further understood that students will not do anything that compromises or disrupts the integrity of the Oyster River Cooperative School District's network.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the District's website and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing day-to-day management and operations of the District's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Network Administrator and others as he/she deems appropriate.

ORCSD Reference: JICL – R

Oyster River Cooperative School District
Nomination Form


#of Resumes Received: 11

Name:	Susan Leifer
Date:	June 30, 2017
Position:	Elementary Technology Integrator
Person Replacing:	N/A
Budgeted Amount:	\$60,000
Recommended Step/Salary:	BA/Step 1- \$40,523
Interviewed By:	Carrie Vaich, Todd Allen, Doug Hoff, Judy George, Margaret Kelley, Suzanne Tomaszewski, Nikola Bureau, Josh Olstad
# Interviewed:	5
Education:	BS Communications, Boston University UNH & Plymouth State Tech. Integrator coursework Accepted into the Technology Integration Certificate Program
Certification:	Bachelors Alt. 4 NH DOE Certification Endorsed
HQT Status	
Related Experience:	Technology Tutor at Mast Way School 2016-17 Media Aide, Leegee Elementary School 2013-15
Comments:	Susan Leifer has worked at Mast Way School for the past year as a technology tutor. Quickly we found her skill levels were far superior to that of a tutor. Susan has been instrumental in teaching students technology safety and strategies. She is highly skilled at explaining steps to a process in a clear, coherent way to both children and adults. Teachers have appreciated Susan's willingness to partner in developing lessons to create active, inspiring instruction for all ages.
Date: <u>7/10/17</u>	Authorized Signature: 

<p><u>REQUIRED Attachments:</u></p> <p><input type="checkbox"/> Resume <input type="checkbox"/> 3 Letters of Recommendation <input type="checkbox"/> Copy of Certification</p>

Oyster River Cooperative School District
Nomination Form


#of Resumes Received: 11

Name:	Sarah Curtin
Date:	July 10, 2017
Position:	Elementary Technology Integrator
Person Replacing:	N/A
Budgeted Amount:	\$60,000
Recommended Step/Salary:	\$82,999 - Masters+30/Step15
Interviewed By:	Carrie Vaich, Todd Allen, Doug Hoff, Judy George, Margaret Kelley, Suzanne Tomaszewski, Nikola Bureau, Josh Olstad
# Interviewed:	5
Education:	M. Ed. in Elementary Education, UNH BS in Family & Young Child Studies, UNH Accepted into the PSU Technology Integration Certificate Program Alt. 4 NH DOE Certification Endorsed
Certification:	Masters - Elementary Education
HQT Status	
Related Experience:	Classroom Teacher- Moharimet School 2000- present Moharimet & OR District Technology Committee Member Cooperating Teacher for UNH Interns
Comments:	Sarah Curtin has worked at Moharimet School for the past 16 years. Sarah prides herself on making strong personal connections with both her students and her peers. She is seen as a leader on the staff and assists her colleagues with technology and curriculum frequently. Sarah has served on the building and district level Technology Committee and has a strong understanding of the technology department as a system. She is highly skilled at explaining steps to a process in a clear, coherent way to both children and adults. Teachers have appreciated Sarah's willingness to partner in developing lessons to create active, inspiring instruction for all ages.
Date: <u>7/10/17</u>	Authorized Signature: 

<p><u>REQUIRED Attachments:</u></p> <p><input type="checkbox"/> Resume <input type="checkbox"/> 3 Letters of Recommendation <input type="checkbox"/> Copy of Certification</p>

Oyster River Cooperative School District
Nomination Form

#of Resumes Received: 5


Name:	Candace French
Date:	6/29/17
Position:	Middle School World Language
Person Replacing:	Ema Bricker
Budgeted Amount:	2MA/Step 7 - \$61,741
Recommended Step/Salary:	MA/Step 1 - \$43,603
Interviewed By:	Jay Richard, Michelle Pennelli
# Interviewed:	1
Education:	University of New Hampshire - BA Spanish/MA Teaching
Certification:	Spanish
HQT Status	
Related Experience:	Resume
Comments:	Forward thinking with a great work ethic. References were exceptional.
Date: <u>7/10/17</u>	Authorized Signature: 

<p>REQUIRED Attachments:</p> <p><input type="checkbox"/> Resume <input type="checkbox"/> 3 Letters of Recommendation <input type="checkbox"/> Copy of Certification</p>
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Revised 5/7/09, 9/12/11 to include HQT Status, 7/17/15

Oyster River Cooperative School District
Nomination Form

#of Resumes Received: 5

Name:	Victoria Ficker
Date:	6/29/17
Position:	Physical Education
Person Replacing:	Emily Rodgers
Budgeted Amount:	BA/Step 3 - \$44,626
Recommended Step/Salary:	BA/Step 2 - \$42,573
Interviewed By:	Suzanne Filippone, Mike McCann, Don Maynard, John Morin, Nick Ricciardi, Kim Cassamas, Robert Quaglieri
# Interviewed:	5
Education:	University of New Hampshire: Bachelors of Science - Physical Education 5/2016
Certification:	NH Physical Education
HQT Status	
Related Experience:	Part time PE Teacher in Londonderry Elementary Schools, Student Teaching: Winnacunnet High School - Hampton, NH, Epping High School- Epping, NH, Main St. School- Exeter, NH, Ellis School - Fremont NH Field Hockey Coach: Sanborn Regional Middle School
Comments:	Victoria brings a variety of experiences to ORHS: PE student teaching at all levels, Adaptive PE, Coaching. Victoria is described as a hard working individual who is always prepared for classes, who connects well with students and has excellent classroom management skills.
Date: <u>7/10/17</u>	Authorized Signature: 

<p>REQUIRED Attachments:</p> <p><input type="checkbox"/> Resume <input type="checkbox"/> 3 Letters of Recommendation <input type="checkbox"/> Copy of Certification</p>
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OYSTER RIVER COOPERATIVE SUSTAINABILITY COMMITTEE

TO: School Board
FROM: Susan Caswell
DATE: July 19, 2017
RE: Green Team/Garden Coordinator Nominations

Please accept the following names for nomination to the ORCSD Sustainability Green Team and Garden Coordinator.

Stipend Positions:

Name	Title	School	Stipend
Maggie Morrison	Green Team Leader	Mast Way/High School	\$6,666.67
Jacqueline Bruhn	Green Team Leader	Middle/High School	\$6,666.67
To Be Determined	Green Team Leader	Moharimet School	\$6,666.66
Christina Felix	Garden Coordinator	District Wide July - September	\$800.00
		TOTAL	\$20,800.00