

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

December 14, 2023 3:30 PM

SAU - Conference Room

Agenda

I. Call to Order

- GBEB – Staff Conduct with Students
 - Committee Member Revised Working Version
 - Results of Legal Review
- IMC – Controversial Topics, Speakers, and Programs
 - Controversial Speakers and Programs {NHSBA Version}
- GCG – Job Sharing/Part Time/Substitute Professional Staff Employment
 - NHSBA Version
- GCI – Professional Staff Development Opportunities
 - NHSBA Version
- GCK – Staff Assignment and Transfers
 - NHSBA Version

II. Review of suggested policies and procedures

Next Regular Meeting: January 11, 2023

Upcoming Policies for review: [In alphabetical order for listing only]

- GBEA – Staff Ethics/Employee Conflict of Interest
- GBEF – School District Internet Access for Staff
- GBGD – Worker’s Compensation Temporary Alternative Work Program
- GCCBC – Family and Medical Leave Act
- GCM – Professional Staff Workload
- GCNA – Supervision of Instructional Staff
- GCO – Teacher Performance and Evaluation System
- GCR – Non-School Employment by Professional Staff Members
- GDO – Evaluation of Support Staff
- GDM – Non-Certified Support Staff Development Opportunities
- JEC – Manifest Educational Hardship ({Current – consolidated into JCA -Change of Class or School Assignment, Best Interest and Manifest Hardship})
- JICH – Drug and Alcohol Use and Possession by Students

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBEB
School Board First Read: November 2, 2016 School Board Second Read/Adoption: November 16, 2016 Policy Committee: October 12, 2023 Policy Committee Continued Review: Nov. 9, 2023 + 12/14/23	Page 1 of 2 Category: Recommended

STAFF CONDUCT WITH STUDENTS

The Oyster River School Board expects all staff members, including teachers, coaches, counselors, administrators and others to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

1. Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the school board's discrimination and harassment policies;
2. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
3. Using their position to manipulate students for reasons that are prohibited by law for inappropriate reasons.
4. Sexual banter, allusions, jokes or innuendoes with students;
5. Asking a student to keep a secret;
6. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;
- ~~7. Limit social networking sites to school-approved activities only~~
7. Enlisting student(s) to relay communications of a personal or non-school related nature to another student or students.
8. Maintaining personal contact with a student or students via means of communication that are not authorized by the District, for communication between staff and students.

Before engaging in the following activities without parents, staff members will review the activity with their building principal or supervisor, as appropriate:

1. Being alone with individual students out of public view;
2. Inviting or allowing students to visit the staff member's home unless accompanied by the student's parent or with parental permission;
3. Visiting a student at home, unless on official school business (this does not preclude a staff member or ~~his/her~~ [their](#) child visiting a student's home at the parent's invitation for a social or other event;
- ~~4. Maintaining personal contact with a student outside of school by telephone, e-mail, Instant Messenger, Internet chat rooms or other technologies, or letters (beyond homework or other legitimate school business);~~
- 5.4. Exchanging personal gifts (beyond the customary student-teacher gifts); ~~and/or~~
- ~~6.~~ 5. Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling and recreational activities) outside of school-sponsored events. (This prohibition does not extend to community activities Such as church or other events where there may be incidental social contact with students.) [and/or](#)
6. Facilitate meetings with a student or students off District property.

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STAFF CONDUCT WITH STUDENTS (continued)

In formulating this policy, the Board understands that there are circumstances when staff members and/or their children have personal relationships with the families of students outside of school. The intent of this policy is not to prohibit all social contact between staff members and families outside of school. However, because of the trust placed in school staff by the community and our schools' responsibility to protect the well-being of students, staff members are expected to be sensitive to the appearance of impropriety in their conduct with students at all times. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct or a planned activity may constitute a violation of this policy.

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the principal (or other appropriate administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Investigation

Reports of staff conduct that represents potential violations of this policy shall be investigated in accordance with District policy.

Response

The District shall take immediate action to ensure that conduct which violates this policy is stopped.

The District shall support mental health and wellness of students who are victims of conduct deemed to violate this policy by offering support through District resources.

The District shall inform impacted student's parents and guardians of all conduct found to violate this policy.

Staff members are required to notify promptly the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violation of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of [Health and Human Services](#) and may result in referral to law enforcement, in accordance with [state law and](#) the school board's policy on reporting child abuse and neglect, ~~and state law~~.

[Individuals whose conduct is deemed to have violated this policy and are also deemed ineligible for continued or future employment in an official capacity, shall have their ineligibility for future District employment or volunteer work clearly indicated in their personnel files and shall not be eligible for an offer of resignation.](#)

[All investigations related to this policy will adhere to Due Process.](#)

[Volunteers in District violation of this policy will be dismissed.](#)

Dissemination

This policy shall be included in all employees, student and volunteer handbooks and located in the Policies link on the school district web site.

Cross Reference: IJOC – School Volunteers

JICK - BULLYING AND CYBERBULLYING - PUPIL SAFETY AND VIOLENCE PREVENTION

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IMC
Date of Adoption: October 3, 2007 Code/Title Revision to PC: August 17, 2010 SB First Read: October 6, 2010 SB Second Read & Adoption: October 20, 2010 Policy Committee Review: November 9, 2023+ December 14, 2023	Previously: IMB Page 1 of 1 Category: Recommended

CONTROVERSIAL TOPICS, SPEAKERS AND PROGRAMS

[Oyster River Cooperative School District](#) Students are exposed to a wide range of issues, information, ideas and values at school, at home and in the community. Particular issues may be controversial because of differing political, religious, moral or ethical beliefs. In the context of the educational program and approved curricula, the Board supports discussion of controversial issues in an atmosphere that promotes learning and respect for the beliefs of others.

To promote appropriate and fair consideration of controversial issues in the instructional setting, the Board expects the following principles to be followed:

1. Discussion of controversial issues shall be appropriate to the age, grade and maturity of the students involved.
2. Discussion of a controversial issue may take place as part of the approved curriculum and for educational purposes. The educator must be knowledgeable about the issue and serve as a facilitator to ensure that points of view are presented in a civil manner. In the capacity as facilitator, it is the educator's responsibility to identify various points of view on an issue, and to make certain that differing opinions are treated with respect.
3. Students shall be given the opportunity to understand different/opposing sides of an issue and to use classroom discussion to formulate their own views. Students shall also be provided with appropriate instructional materials and opportunities to research and study the issue.
4. Educators shall not use the classroom as a forum to advance their personal views or proselytize, but are not prohibited from expressing their own views for legitimate pedagogical purposes.
5. Outside speakers on controversial issues must be approved in advance by the building administrator. When outside speakers are used, reasonable efforts should be made to expose students to speakers on more than one side of the issue. If this is not possible, educators are responsible for providing appropriate information regarding differing points of view on the issue. The teacher/sponsor and principal are expected to exercise judgment in selecting proposed guest speakers.

Cross Reference:

- [AC – Nondiscrimination/Equal Opportunity](#)
- [ACE – Nondiscrimination on Basis of Handicap/Disability](#)
- [GBI – Staff Participation in Political Activities](#)
- IB: Academic Freedom

[Legal Reference:](#)

- [RSA 193:40 Prohibition on Teaching Discrimination](#)

Policy IMC: Controversial Speakers and Programs***Category: Recommended***

A goal of education is to prepare our students to participate constructively in a democratic, pluralistic society in which many different opinions are held and differing causes are espoused. It is important that students develop an understanding of ideas and of people who may seem unfamiliar to them. It is also important that students develop judgment and the capacity to discern the difference between fact and opinion. Books, files, and other media are valuable for giving students exposure to many differing ideas; but for effective learning, it is also useful to invite appropriate guest speakers to meet with groups of students as part of the educational process.

The Board, in an effort to uphold the students' freedom to learn, while also recognizing obligations and responsibilities that the exercise of this freedom entails, establishes the following guidelines:

1. All guest speakers must be invited through the school principal and an attempt shall be made to engage speakers for both sides of the issues. In no instance shall a speaker who advocates unconstitutional or illegal acts or procedures be permitted to address students. The teacher/sponsor and principal are expected to exercise judgment and to fully investigate proposed guest speaker.
2. An appropriate record shall be made of each guest speaker and of his/her presentation.
3. The ideas presented and the guest speaker invited to present them shall have a demonstrable relation to the curricular or co-curricular activity in which the participating students are involved.
4. Prior to his or her appearance or participation, the guest speaker shall be given, in writing, and shall agree to abide by the following Board regulations:
 - A. Profanity, vulgarity, and lewd comments are prohibited.
 - B. Smoking is not permitted.
 - C. The teacher/sponsor responsible for inviting the guest speaker, or any member of the school administration, has the right and duty to interrupt or suspend the proceedings if the conduct of the guest speaker is judged to be in poor taste or interfering with the legitimate educational purpose and goals of the school district.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCG
Date of Adoption: November 6, 1986 Previously: GCE Consolidation of 3/Code & Title Change Adoption School Board: May 2, 2012 Policy Committee Review: December 14, 2023	Page 1 of 2

JOB SHARING/PART TIME/SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

The board accepts the concept of job-sharing in which two or more people share a single position as long as there is no adverse effect on students' education. If granted, a job-sharing position is renewable annually, subject to evaluation and approval by the board.

The details of the sharing arrangement can be worked out among the participants and their building principal(s). Job-sharing teachers will be expected to participate in their fair share of all school activities in which a teacher normally would participate. A "fair share" shall be determined by agreement between the principal and the job-sharing teachers.

If one of the job-sharing participants is hired to substitute for another, ~~he or she~~ they will be paid the salaried rate. Should one participant vacate ~~his/her~~ their share of the position for any reason, the board may exercise any of the following options:

- a) the remaining job-sharing participant(s) will be required to assume the full-time position;
- b) the position will be filled as a full-time position by another party;
- c) the vacant part of the position will be filled by another job-sharer; or
- d) the entire position will be discontinued.

Participants will neither gain nor lose tenure as a result of participating in the job-sharing arrangement. Salary and economic benefits shall be determined using the guidelines for part-time positions.

PART-TIME POSITIONS

A part-time position could call for a fraction of each day during the week or from one to four whole days during the week. The need to continue part-time positions will be reviewed annually.

Teachers who hold positions established at less than full-time will work out the details of employment with the administration. The percentage of time upon which the position is based will consider actual class time, planning time, and time devoted to staff meetings and program development. A written statement of responsibilities and expectations will be established with the teacher prior to employment. The portion of a year's experience to be given for the position that year will be determined at this time.

Renomination of so-called "tenure" will be applied consistent with the State Board of Education's guidelines (to be determined). Teachers who have achieved "tenure" status through full-time positions in the Oyster River School District will retain tenure status as long as they are in the continuous employ of the district.

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Date of Adoption: November 6, 1986 Previously: GCE Consolidation of 3/Code & Title Change Adoption School Board: May 2, 2012 Policy Committee Review: December 14, 2023	Page 2 of 2

Note: A significant change in the status of a part-time position will require readvertising of the position. Teachers holding the position prior to the change will be notified of the change and invited to apply for the position.

The salary of part-time positions will be prorated at the percentage of time on which the position is based. Advancement on the salary schedule for satisfactory service will be based upon the position of experience credited for the position in paragraph 2.

Teachers holding part-time positions requiring fifty percent time or more will be eligible for certain economic benefits to be prorated. Teachers may choose to contribute the difference between prorated contribution of the Board and the full cost of certain benefits.

A teacher holding a part-time position, elected to a full-time position, will be placed on the salary schedule based upon the number of years of equivalent full-time experience and professional preparation. Credit will be given for accumulated sick leave.

SUBSTITUTE TEACHERS

A substitute teacher is a person who is employed for short periods of time in the absence of the regular teacher because of illness or professional duties. When possible, a substitute teacher will be fully qualified as a teacher.

Suitable programs for training, assigning, orienting, and evaluating the work of substitute teachers shall be provided by the professional staff under the direction of the school principals.

Rates of compensation for substitute teachers will be set by the Board. When a definite and lengthy period of substituting is needed, fully qualified persons will be contracted at the applicable salary on the salary schedule.

Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the school district.

**Policy GCG: Part-Time and Substitute Professional Staff Employment
(Substitute Teachers)**

Category: Recommended

The Superintendent shall maintain a list of qualified substitute teachers who may be called on to replace regular teachers who are absent. Such a list shall be filed with the principal of each school.

Insofar as possible, the Principal or designee will call teachers on the substitute list for the grades and/or subjects for which they are listed. A teacher whose name does not appear on the substitute list may not be employed in the District except when specifically approved by the Superintendent. Principals will be responsible for seeing that the work of the substitute is as effective as possible and will provide him/her with a planned program.

SUBSTITUTES PAY

The rate of pay for a substitute shall be set by the School Board and be subject to periodic review.

*All part-time and substitute employees must undergo a Criminal History
Records Check prior to any employment.*

See policy GBCD for Criminal History Records Check information.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCI
Date of Adoption: October 12, 1988 <small>Previous: GCL</small> Code and Title Change Adopted School Board: May 2, 2012 Reviewed March 2013 Policy Committee Policy Committee Review: December 14, 2023	Page 1 of 1 Category: Recommended

PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

The Oyster River School Board directs the Superintendent to oversee and implement staff development.

The purpose of staff development is to improve the learning experiences of students. The professional educator sees education as a lifelong process and recognizes [his/her/their](#) own obligation to plan for self-improvement, thereby enriching the learning experiences of students. The philosophy of staff development in the Oyster River Cooperative School District is part of the total educational plan of the district, and every effort will be made to be fiscally prudent in selecting professional development opportunities.

In compliance with the New Hampshire staff development design requirements of continuing professional growth for all licensed staff, the school district shall submit to the State Department of Education a five-year master plan which adheres to criteria specified by the State Board of Education. The district's staff development master plan is designed to respond to the different and changing needs of the district, schools, and professionals. The quality of activity will be stressed and varied means for professional growth will be encouraged. All educational personnel shall participate in the school district's plan for professional growth.

Cross References:

- Certification Standards for Educational Personnel in New Hampshire: Staff Development and Recertification (Section VII). New Hampshire State Board of Education, July 1, 1981.
- District Staff Development Master Plan (July 1, [2013,2019](#) to June 30, ~~2018~~)[2024](#). School Administrative Unit #5, Oyster River Cooperative School District, June 30, ~~2012-2018~~-(State Board approved TBD)

Policy GCI: Professional Staff Development Opportunities

Category: Recommended

A program of in-service training will be established to provide an opportunity for the continuous professional and technical growth of the professional staff.

Staff members will become knowledgeable regarding new developments and changes in their specialized fields, and will utilize new and improved methods in practice.

It shall be the responsibility of the Superintendent to implement appropriate staff development training and activities.

Funding is available for teachers to engage in professional improvement activities that will enhance their teaching skills and provide a better learning environment for students.

To that end, this policy and corresponding regulations are intended to address matters related to teacher professional improvement that are not directly stated in the pertinent collective bargaining agreement. The board recognizes that the collective bargaining agreement will take precedence over any provision of this policy that may be contrary to the language of the collective bargaining agreement.

Lodging/Travel Expenses

The District will only pay lodging/travel expenses for workshops, seminars and conferences that require traveling [X miles] or more from the school.

The rate for mileage reimbursement to and from workshops, seminars and conferences will be the standard IRS rate.

The per diem rate for meals not included in a workshop, seminar or conference package shall not exceed [\$X.XX] per day.

Receipts must be provided for reimbursement up to the maximum amount and must be itemized. Alcoholic beverages will not be reimbursed.

All efforts should be made when attending seminars, workshops or conferences to select those in New Hampshire or contiguous states. When travel outside of the region is necessary, additional justification of the positive impact attending this conference will have upon the District may be required. Exceptions would be presenting at a national conference, or receiving an award or recognition at a national conference. In any case, attendance at any workshop, seminar or conference requires the approval of the Superintendent.

Equipment Ownership and Possession

When an approved workshop, seminar or conference includes in their total cost any "gift" or

provision of technology equipment with a value of [insert dollar amount here] or more, that equipment becomes and remains the property of School District and should be reported for inventory to the Technology Supervisor. "Technology equipment" means, but is not limited to, computers, tablets, cell phones, smart phones, iPads, iPod Touches, laptop computers, desktop computers and/or any other similar device or apparatus.

Although the equipment is on "permanent loan" to the teacher, it is expected that it the equipment will be located at the school during school working hours.

In the event that an employee leaves the District and is in possession of technology equipment that is the property of the District purchased with grant funds, the item shall remain at the District.

If the technology equipment was purchased with District funds, and the employee is leaving after having the item "on loan" for one (1) year, the item will remain within the custody and possession of the District.

If the technology equipment was purchased with District funds, and the employee is leaving after having the item "on loan" for (2) two years, the employee may purchase the equipment from the District, pending administrative approval, for 75% of the purchase price.

If the technology equipment was purchased with District funds, and the employee is leaving after having the item "on loan" for three (3) years, the employee may purchase the equipment from the District, pending administrative approval, for 50% of the purchase price, or a price negotiated as adjusted for reasonable depreciation.

If the technology equipment was purchased with District funds, and the employee is leaving after having the item "on loan" for four (4) years, ownership of the equipment may transfer to the employee, pending administrative approval.

In no event may a teacher attend a like or similar course or workshop that had been previously attended without the direct authorization of the Superintendent. If permission is granted due to the changed content of the course or workshop and a second piece of technology equipment is gotten, the first piece of technology equipment shall be returned from loan for distribution in the school.

Recertification costs and fees

Teachers may use professional improvement moneys to pay for recertification costs and fees.

Appeals

The Superintendent shall exercise judgment under the provisions of this policy and said judgment shall be subject to direct appeal to the School Board. The School Board's decision shall be final and not subject to grievance, unless specifically authorized by the pertinent collective bargaining agreement.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCK
Date of Adoption: September 1971 Previously: GCI Code/Title Change for School Board: Adopted May 2, 2012 School Board First Read: March 20, 2013 School Board Second Read/Adoption: September 18, 2013 Policy Committee Review: December 14, 2023	Page 1 of 1 Category: Optional

STAFF ASSIGNMENT AND TRANSFERS

The Oyster River Cooperative School District staff shall be assigned to particular school buildings by the Superintendent within the limits of contractual agreement. Reassignment may be made when, in the judgment of the superintendent, such reassignment or transfer is for the good of the school system. Staff may apply for reassignment through their principals, but the decision of the Superintendent is final.

Cross Reference:

GCK – R – Staff Assignment and Transfers - Procedure

Policy GCK: Professional Staff Assignments and Transfers

Category: Optional

The assignment and/or transfer of all instructional personnel will be upon the approval of the Board following the recommendation of the Superintendent. All such assignments and/or transfers will be in the best interest of the Schools in keeping with the training and experience of the personnel.

The responsibilities and duties of all instructional personnel will be established by the Superintendent in conjunction with the Principal.

Note: Assignment may be subject to specific terms of the Collective Bargaining Agreements.