

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

October 12, 2016 3:30 – 5:00

Central Office

Agenda

- I. Call to Order
- II. Policy Changes for Review from Requested Feedback

- GBEB – Staff Conduct with Students
- GCA - Professional Staff Positions
- GCM – Professional Staff Work Load
- GCNA – Supervision of Instructional Staff
- GDO – Evaluation of Support Staff
- GDR & R – Work Rules for Staff – Possible Deletion

- III. Questions/Discussion

Next Step for 9/14/16 policies placed on hold for full Board discussion:

- GBCD – Background Investigation and Criminal Records Check
- IJOC – School Volunteers
- IHBH – Extended Learning Opportunities

Next Meeting: November 9, 2016

EXISTING POLICY

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBEB
Date of Adoption: May 2, 2007 Revision per Ann Chapman; January 27, 2010 to Policy Comm. Policy Committee Review: October 12, 2016	Page 1 of 3 <u>Category: Recommended</u>

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. for non-counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
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. addressing students in an overly familiar manner; and
8. permitting students to address you in any overly familiar manner.
9. "Friending" students on social networking sites (outside of any school-approved activity)

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 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);

EXISTING POLICY

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBEB
Date of Adoption: May 2, 2007 Revision per Ann Chapman; January 27, 2010 to Policy Comm. Policy Committee Review: October 12, 2016	Page 2 of 2

STAFF CONDUCT WITH STUDENTS (continued)

5. Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
6. 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.)

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.

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 Human Services and may result in referral to law enforcement, in accordance with the school board's policy on reporting child abuse and neglect and state law.

Dissemination

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

NHSBA SAMPLE

GBEB - STAFF CONDUCT

(Download policy)

Category R

All employees have the responsibility to make themselves familiar with, and abide by, the laws of the State of New Hampshire as they affect their work, the policies and decisions of the Board, and the administrative regulations designed to implement them.

All employees shall be expected to carry out their assigned duties, support and enforce Board policies and administrative regulations, submit required reports, protect District property, oversight of students and contribute to the education and development of the District's students.

All Employees shall obey the rules and decisions of their supervisors.

New Policy: August 2006

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EXISTING POLICY

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCA
Date of Adoption: July 6, 1988 <u>Policy Committee Review: October 12, 2016</u>	Page 1 of 1 <u>Category Recommended</u>

PROFESSIONAL STAFF POSITIONS

Responsibilities and Duties of Teachers

The Oyster River Cooperative teacher shall be academically qualified in the area s/he is to instruct, and should demonstrate a competence at transmitting learning to the student and the manner and means of accumulating, assimilating, and evaluating the knowledge associated with his/her academic field. The teacher should demonstrate an awareness of other academic fields and should possess a reasonable and responsible attitude toward the education of the whole child.

The teacher shall constantly be alert to the example presented to students, parents, community, and fellow workers, striving to consistently exemplify the good. Relationships shall avoid personal attachments which detract from the obligation to constantly lead and critically evaluate the individual and the situation.

The teacher must be aware of various instructional trends and participate in exploration of possible changes in method of content of instruction.

The teacher shall demonstrate an ability to control the situations encountered in the performance of duties while exhibiting the proper respect for the dignity and worth of each individual.

The teacher shall demonstrate the ability to define the objectives of instruction and the ability to assess the results of the efficiency and effectiveness of the instruction.

NHSBA SAMPLE

GCA - PROFESSIONAL STAFF POSITIONS

(Download policy)

Category R

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The teacher shall demonstrate the ability to define the objectives of instruction and the ability to assess the results of the efficiency and effectiveness of the instruction.

A basic teaching assignment is described as follows: The teacher will instruct regular classes; properly prepare lessons and tests; properly correct all assigned work; evaluate student work, use care in filling out requested forms and reports; supervise bus arrivals and departures, playgrounds, cafeteria, hallways as special assignment, and as a general phase of daily work; make use of the extra help periods; accept and adequately perform duties as advisor to classes or clubs (including chaperoning occasional nighttime activities) and report to the assigned building on days as scheduled by the Superintendent and attend other affairs which are periodic in nature, such as teachers' meetings, department meetings, and community affairs directly related to the School and to actively participate in the School program. Each teacher is required to carry out assignments from the building Principal or other responsible Administrator in conformance with School Board policies and regulations of the Board and the Superintendent.

Subject to Collective Bargaining Provisions and individual teaching contracts.

Reviewed: June 2004

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EXISTING POLICY

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCM
Date of Adoption: September 1971 Previously: GCK Code and Title Change Adopted School Board: May 2, 2012 <u>Policy Committee Review: October 12, 2016</u>	Page 1 of 1 <u>Category: Optional</u>

PROFESSIONAL STAFF WORK LOAD

The Oyster River sSchool bBoard recognizes that a teacher's responsibility to his/her students and his/her profession generally entails the performance of duties and expenditures of time beyond the regular work day but that time and work schedules can and should be established applicable to teachers during the course of their employment. To this end, the following circumstances beyond the control of the school system in the administration of this contract.

Work Day

1. Subject to extenuating circumstances, every teacher shall be in his or her school building and available for duty before the beginning of each school day at the time designated by the building administrator.
2. Each teacher shall be in his/her school building and available for duty after the closing of school for a period of time which shall be sufficient to take care of those details which usually are connected with the closing of the daily session, such period of time to be designated by the building administrator.
3. Special teachers and special project teachers shall observe the same working hours as teachers of same level, i.e., elementary school, middle school, high school.

NHSBA SAMPLE

GCM - PROFESSIONAL STAFF WORK LOAD

(Download policy)

Category O

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

Reviewed: June 2004

Revised: November, 1999

Revised: July, 1998

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EXISTING POLICY

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCNA
Date of Adoption: July 6, 1988 Previously GCM Code and Title Change Adopted School Board: May 2, 2012 <u>Policy Committee Review: October 12, 2016</u>	Page 1 of 1 <u>Category: Recommended</u>

SUPERVISION OF INSTRUCTIONAL STAFF

Classroom visits are for several purposes: to encourage the growth and ex-change of new ideas in teaching techniques and use of materials, to discover ways and means of coordinating the curriculum, to observe pupil conduct and pupil progress, to keep the administration informed about what is going on in the school program, and to evaluate teaching effectiveness particularly as a basis for recommendation for reappointment.

Conferences between the principal/supervisor and teacher shall be held to promote the above purposes. Some conferences, as specified in regulations, shall be formal and result in a written record. It is expected that informal conferences will occur frequently and may be summarized in the written record of the formal conference. The written record will be signed by both teacher and principal/supervisor, each of whom will retain a copy.

The teacher conference, whether following a class visit or not, should serve as a means for exchanging ideas. It should result in the professional growth of both the teacher and the administrator and can do so only if the desire to find a common ground for such growth is present in both suggestions and comments relating to teaching methods and techniques and, within a broader perspective, should lay the foundation for curriculum planning.

Should any deviation from expected work performance develop, the principal shall be responsible for discussing it with the teacher at an early time. These discussions shall be constructive in approach, and designed to help correct weaknesses.

NHSBA SAMPLE

GCNA - SUPERVISION OF INSTRUCTIONAL STAFF

(Download policy)

Category R

Classroom visits are for several purposes: to encourage the growth and exchange of new ideas in teaching techniques and use of materials, to discover ways and means of coordinating the curriculum, to observe pupil conduct and pupil progress, to keep the administration informed about what is going on in the school program, and to evaluate teaching effectiveness, particularly as a basis for recommendation for re-appointment in the case of teachers in the probationary period.

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Reviewed: June 2004

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EXISTING POLICY

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GDO
Date of Adoption: December 4, 1991 Previously: GDN Remove 2 nd Code/Code Change Adopted School Board: 5/2/12 <u>Policy Committee Review: October 12, 2016</u>	Page 1 of 1 <u>Category: Recommended</u>

EVALUATION OF SUPPORT STAFF

The development of a strong, competent classified staff of employees and the maintenance of high morale among this staff are major objectives of the Board. The finding of the right employees to fill vacancies, the determination of assignments and equitable work loads, the establishment of wage and salary policies which encourage employees to put forth their best efforts, the evaluation of employee achievements and the provision of a good atmosphere in which to work are some of the major duties of the Superintendent. A program of continuous evaluation is necessary in fulfilling these duties.

The evaluation will cover the major areas of the employee's responsibilities and shall include the following:

1. Specific work assignment
2. Attitude toward children
3. Attitude toward public education
4. Attitude toward supervisor, teachers, fellow employees
5. Work habits.

Each employee will be given an explanation of his or her duties and responsibilities and guidance in performing them satisfactorily by his or her immediate supervisor.

All district employees will be evaluated annually with a written report furnished by the superintendent or his/her designee.

NHSBA SAMPLE

GDO - EVALUATION OF SUPPORT STAFF

(Download policy)

Category R

See also GDB

The performance of each non-certified person shall be monitored throughout the year. The employee's immediate supervisor is responsible for a formal written assessment of the employee's performance based on her/her specifically assigned duties, which will be submitted according to District procedures.

It will be the responsibility of the Superintendent to implement appropriate evaluation procedures for non-certified staff.

This policy may be superseded by a collective bargaining agreement.

Revised: February 2006

EXISTING POLICY – POSSIBLE DELETION

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GDR
Date of Adoption: July 6, 1988 <u>Policy Committee Review: October 12, 2016</u>	Page 1 of 1

WORK RULES FOR STAFF

District employees are required to fulfill the responsibilities set forth in their contract, in other policies established by the school board, and in regulations established by the employee's principal, provided such regulations have been approved by the superintendent. Such policies and regulations will be made available in writing to district employees. A copy of the school board policy handbook will be provided in each school principal's office and the SAU office. Regulations established by each principal will be distributed to the employees in their respective buildings.

EXISTING PROCEDURE – POSSIBLE DELETION

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GDR-R
Date of Adoption: October 16, 1991 Policy Committee Review: October 12, 2016	Page 1 of 1

WORK RULES FOR STAFF

Violations – Disciplinary Procedures

Principals and/or supervisors are responsible for counseling employees as problems occur involving adherence to the policies, procedures, and work rules of the district. Violations of policies, procedures or regulations will generally be addressed with the employee through progressive discipline as follows:

- A. VERBAL WARNING: Inform the employee of the specific nature of the violation, remedial actions, and the consequences of further violations.
- B. WRITTEN WARNING: A written warning is a more serious form of discipline and is specifically designed to alert the employee as to the seriousness of his/her deficiencies and potential action for further violation of the policies, procedures, and regulations.
- C. SUSPENSION: Any subsequent or serious violation of the policies, procedures, or regulations may result in suspension.
- D. TERMINATION: Employees may be terminated from employment for a single serious violation of the policies, procedures, or regulations and/or for repeated violations.

In the case of written warning, suspension and termination, the employee will be given the opportunity to explain his/her actions prior to the imposition of the discipline.

Discipline may be initiated at any step of the process, depending on the seriousness of the offense. An employee need not have been suspended for any previous violations before being terminated.