

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

February 11, 2015 3:30 – 5:00

Central Office

Agenda

- I. Call to Order
- II. Policy Changes for Review from Requested Feedback
 - IGA – Curriculum Development
 - IHAH – World Language Program
 - IHAK – Character and Citizenship Education
 - IHAMA – Teaching About Alcohol, Drugs and Tobacco
 - IIB – Class Size
 - JIH-R – Student Searched and their Property
- III. Questions/Discussion

Next Meeting: 3/11/15, 4/8/15, 5/13/15

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IGA
Date of Adoption: August 17, 1988 - Code Change from IF SB First Read/Adoption: August 17, 2011/Sept. 7, 2011 <u>School Board First Read: November 5, 2014</u> <u>School Board Second Read/Adoption: December 3, 2014</u> <u>Back to Policy Committee: January 7, 2015</u> <u>Back to Policy Committee: February 11, 2015</u>	Page 1 of 2 <u>Category: Priority</u>

CURRICULUM DEVELOPMENT

The Oyster River Cooperative school board will encourage and support the professional staff in its efforts to investigate new curricular ideas, develop and improve programs, and evaluate results.

The superintendent will direct and/or delegate curriculum development for the school system. The superintendent will establish curriculum committees for the study of curriculum improvements, including the selection of new instructional materials, as found necessary and desirable.

Teacher obligations to the school beyond regular classroom duties include work on curriculum committees. It is expected that all teachers will make contributions to curriculum development.

The superintendent will submit to the board recommendations developed by the curriculum committees and the professional staff. Recommendations will be submitted to the board for its consideration and adoption, as appropriate.

Curriculum ~~Maps & Scope & Sequences~~ Guides

Curriculum guides shall be ~~provided~~ developed for ~~the various~~ all subject areas. These guides shall present at least a minimal outline for instruction which will include the scope and sequence and a basis for future development of the particular course.

The guides shall be designed to assist all users in strengthening and in clarifying their philosophy regarding the teaching of a subject and will, when possible, suggest a variety of possibilities for instruction, patterns of individualization, and variations of approaches and materials.

1) Development of Guides:

- a) Curriculum guides should be initially developed by the staff and teachers who are to use them.
- b) Where entire staff participation is not feasible, a system of representatives of staff and/or departments concerned shall form committees for study, creation, and revision of any particular guide.
- c) When work is completed on a guide, the committee responsible for its development shall present it to the appropriate staff and then through the office of the superintendent.

2) Use of the Guides ~~Curriculum Maps:~~

- a) Curriculum guides are to serve as a framework from which a teacher will develop units of study, individual lesson plans, and approaches to instruction which will serve the pupils' particular needs at a particular time. The guides shall be used to map the logical sequence of instruction.
- b) The principal is responsible for monitoring optimum use of available curriculum guides.

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Date of Adoption: August 17, 1988 First Read to SB/Adoption: August 17, 2011/Sept. 7, 2011 <u>School Board First Read: November 5, 2014</u> <u>School Board Second Read/Adoption: December 3, 2014</u> <u>Back to Policy Committee: January 7, 2015</u> <u>Back to Policy Committee: February 11, 2015</u>	Page 2 of 2 <u>Category: Priority</u>

CURRICULUM DEVELOPMENT

Curriculum Guides ~~Maps~~ will be developed for all courses and will contain the following three parts:

- 1) A listing of the instructional standards and/or competencies of the course consistent with the goal of continuous progress. ~~and stated as far as possible in measurable behavior.~~
- 2) A suggested method of assessment for stated instructional standards/competences in order to ~~measure~~ evaluate when and to what degree learning has been accomplished.
- 3) Suggested learning activities such as workbook pages, selected readings, activity cards, games, etc. to accompany each objective.

The board recognizes that curriculum is not static and, therefore, expects that curriculum guides will be updated on a regular basis ensuring alignment with standards adopted by the New Hampshire Department of Education.

Copies of all relevant guidelines will be on file in the Central office, District web-site, principal's office, and as appropriate the school library.

Cross Reference:

- IL – Evaluation of Curricular Programs
- IGD – Curriculum Adoption

Legal Reference:

- NH Code of Administrative Rules, Section Ed. 302.02(f), Substantive Duties of Superintendents
- NH Code of Administrative Rules, Section Ed. 303.01(g), Substantive Duties of School Boards

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHAH
New Policy School Board Adoption: September 22, 2010 Policy Committee: October 22, 2014 <u>School Board First Read: December 3, 2014</u> <u>School Board Second Read/Adoption: December 17, 2014</u> <u>Back to Policy Committee: 1/7/2015 & 2/11/2015</u>	Page 1 of 1 Category: <u>Priority</u>

WORLD LANGUAGES PROGRAM

~~It is the policy of the Oyster River Cooperative School Board to provide students with opportunities to explore a broad range of academic fields.~~ In keeping with the Oyster River Cooperative School Districts mission to provide broad academic opportunities developmental needs of to students, a world language program will be offered to students in the elementary, middle school and high school and when possible at the elementary.

Content will include basic vocabulary as well as an introduction to the culture of countries speaking the studied languages. Instruction will include speaking and listening skills with some writing skills. The world languages teacher(s) and the building principal will develop other curriculum components.

Students who demonstrate content mastery at the exploratory level may be offered the opportunity to participate in a full year instructional program in 7th and 8th grades with the expectation that they will continue to study world language at the high school level.

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.26(c), World Languages, Middle School
NH Code of Administrative Rules, Section Ed. 306.27(e)(16), High School Curriculum,
World Languages,
NH Code of Administrative Rules, Section Ed. 306.48, World Languages Program

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHAK
Date of Adoption: August 17, 1988 Previously - IGAK Date of Revision: June 21, 2006 Date of Code Revision Adoption: June 16, 2010 <u>Policy Committee: November 19, 2014</u> <u>School Board First Read: December 3, 2014</u> <u>School Board Second Read/Adoption: December 17, 2014</u> <u>Back to Policy Committee: January 7, 2015 & 2/11/15</u>	Page 1 of 1 <u>Category: Priority</u>

CHARACTER AND CITIZENSHIP EDUCATION

The Oyster River Cooperative School Board assumes its leadership role in the development of ethical values among young people by endorsing and modeling character and citizenship education.

Those in charge of curriculum development will have the responsibility for integrating into the curriculum, as appropriate, the following principles:

- ~~1. Each individual has dignity and worth.~~
- ~~2. A free society requires respect for persons, property, principles, and for self.~~
- ~~3. Each individual has a right to learn and freedom to achieve.~~
- ~~4. Each individual, regardless of race, creed, color, sex, sexual orientation, ethnic background, or economic status, has the right to equal opportunity.~~
- ~~5. Each individual has the right to personal liberties.~~
- ~~6. Each individual is responsible for his/her own actions, and should exercise self-discipline where and when appropriate.~~
- ~~7. Each individual has a responsibility to the group as well as to the total society.~~
- ~~8. A democratic government is established by majority vote, subject to individual rights guaranteed by the Constitution.~~
- ~~9. Democratic societies are based on law.~~
- ~~10. Problems are solved through reason and orderly processes.~~
- ~~11. An individual should be tolerant of another's beliefs and should have freedom to express his/her own.~~
- ~~12. Each individual has the right to work, to pursue an occupation, and to gain satisfaction from personal efforts.~~

Teaching in the area of character and citizenship values will take place throughout the K-12 program.

Legal References:

- NH Code of Administrative Rules, Section Ed 306:04(a)(5), Character and Citizenship
- NH Code of Administrative Rules, Section ED 306:04(i), Character and Citizenship

EXISTING ORCSD POLICY

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHAMA
Date of Adoption: August 17, 1988 Code Change Adoption School Board: May 2, 2012 <u>Policy Committee: November 19, 2014 & January 7, 2015 & February 11, 2015</u>	Previously: IGAG Page 1 of 1 <u>Category: Recommended</u>

TEACHING ABOUT ALCOHOL, DRUGS, AND TOBACCO

Drug abuse includes any physical or mental state resulting from the use of a drug for any purpose other than its medically prescribed use, and that this mental and/or physical effect precludes realization of the educational potential of the individual. The objectives of the drug education curriculum are rooted in the Oyster River Cooperative School Board's belief that prevention requires education and that the most important aspect of the policies and guidelines of the district should be the education of each student to the dangers of drug use. The superintendent shall be responsible to establish and periodically review the district's guidelines for staff members in conducting drug education and dealing with drug abuse.

Objectives of drug education curriculum:

1. To create an awareness of the total drug problem -- prevention; education; treatment; rehabilitation; and law enforcement on local, state, national, and international levels.
2. To inform the students of the effects on the body of narcotics, sedatives, hallucinogens, and stimulants.
3. To relate the use of drugs and alcohol to physical, mental, social, and emotional practices.
4. To encourage the individual to adopt an appropriate attitude toward pain, stress, and discomfort.
5. To develop the student's ability to make intelligent choices based on facts and to develop the courage to stand by one's own convictions.
6. To understand the need for seeking professional advice in dealing with problems related to physical and mental health.
7. To understand the personal, social, and economic problems causing the misuse of drugs and alcohol.
8. To develop an interest in preventing illegal use of drugs in the community.

IHAMA - TEACHING ABOUT ALCOHOL, DRUGS, AND TOBACCO

(Download policy)

Category R

The Superintendent shall be responsible to establish and periodically review the District's guidelines for staff members in conducting alcohol, drug, and tobacco education and dealing with abuse.

Reviewed: July 2004

Revised: July 1998

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OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IIB
School Board: 1 st Read: October 6, 2010 School Board: 2 nd Read & Adoption: October 20, 2010 Reviewed by School Board No Changes: September 3, 2014 Back to Policy Committee: January 7, 2015	Page 1 of 1

CLASS SIZE

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

CLASS SIZE GUIDELINE

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

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

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

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

Legal References:

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

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: JIH</u>
<u>Policy Committee: January 7, 2015</u>	<u>Page 1 of 2</u>
<u>Policy Committee: February 11, 2015</u>	<u>Category: Recommended</u>

STUDENT SEARCHES AND THEIR PROPERTY

The superintendent, principal, security personnel of the Oyster River Cooperative School District or other authorized personnel may detain and search any student or students on the premises of the Oyster River Cooperative public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; prohibited electronic devices; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.
3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.
5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.
6. Any searches of students as outlined herein will be conducted by authorized personnel. Two authorized personnel shall be present when student being searched with one being of the same gender of the same sex as the student being searched. Whenever possible, two authorized persons shall be present during any search of a student or student property.
- ~~7. The Superintendent is authorized to arrange for the use of trained canines to aid in the search process.~~
7. If the school official conducting the search discovers any container which may conceal contraband, the container may be searched according to the district's procedures governing searches of student property. A "container" for the purpose of this policy may include, but is not limited to: an article of clothing, a handbag, purse, backpack, gym bag, coffee mugs, water bottles or any other item within which contraband material may be concealed.

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8. Items that may be seized ~~during an unauthorized search~~ if observed by staff, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

~~In When a conducting searches of students and/or property is done, school officials-administrators should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary. will notify the Superintendent.~~

Searches of student automobiles are governed by Board Policy JIHB.

Legal References:

- NH Constitution, Pt.1, Art.19
- State v. Drake, 139 NH 662 (1995)
- State v. Tinkham, 143 NH 73 (1998)

Cross Reference:

- JIH-R – Search of Students Procedure
- JICI – Weapons on School Property

ORCSD EXISTING POLICY

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JIH
Date of Adoption: November 9, 1988 Previously: JFG Dates of Revision: October 18, 1995, September 15, 2004 Code and Title Change Adopted School Board: 5/2/12 <u>Policy Committee: January 7, 2015</u>	Page 1 of 2

STUDENT SEARCHES AND THEIR PROPERTY

It is the policy of the Oyster River Cooperative School District to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility, school officials should observe the following: In the absence of extenuating circumstances, police will avoid interviewing students at school. Extenuating circumstances include but are not limited to the following: officers entering school premises in hot pursuit of a suspect; an ongoing investigation of a serious nature, including possession of a weapon as defined in school policy; interview of a victim of child abuse/neglect; and response to an emergency or crime being committed on school property.

1. A student may not be interrogated on school premises by any authority without the knowledge of the school principal or his/her designee. The officer is expected to properly identify him/herself to the principal or other designated administrator and state the purpose of the visit.
2. *Preliminary Discussion:* The administrator and officer shall discuss whether it is necessary to handle the law enforcement business at the school site. Final responsibility rests with the officer to determine whether the law enforcement business should take place at the school site. (Should a student that is identified by law enforcement be a special needs student, the school administrator will consult the Individual Education Plan (IEP) to determine if any accommodation must be made for the student. If a student is a second language learner, the administrator should determine if a translator is necessary.)
3. *Privacy:* Except in an emergency or other circumstances justifying other action, the student should be routinely summoned to the school administration office so that the law enforcement contact or arrest does not occur in the presence of the other students. The entire matter should be handled in a manner calculated to minimize embarrassment of the student and the need to provide confidentiality for the "minor" student.
4. *Interviews:* Unless there are extenuating circumstances as defined above, if a student is under 18 years of age, the student's parent or legal guardian will be notified before a student is interviewed by a law enforcement officer. If the parent/guardian is present and requests to witness the interview, a school administrator shall so advise the law enforcement officer. If the parent/guardian is not present during the questioning, the investigating officer will inform the student that they may have to have a school administrator remain in the room to witness the questioning. It is the responsibility of the law enforcement officer to meet any legal requirements from a law enforcement perspective relating to advising a student of constitutional or statutory rights.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JIH
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STUDENT SEARCHES AND THEIR PROPERTY (continued)

5. *Arrests/Custody in Cases not Involving Child Abuse/Neglect:* When an administrator releases a student to the custody of a law enforcement officer, with proper documentation, immediate steps will be taken by the school staff to notify the student's parents/guardian.

6. *Custody Involving Child Abuse:* If the police, a juvenile probation or parole officer decides to take a student into protective custody under RSA 169-C6, school staff shall not contact the parent/guardian unless directed by the officer taking custody of the child. School staff shall, however, provide the officer with directory information concerning the address and telephone number of the student's parent or guardian in order to assist the law enforcement officer in complying with legal notice requirements.

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: JIH-R</u>
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SEARCH OF STUDENTS

In accordance with policy JIH, searches shall be conducted under the following provisions:

An Oyster River Cooperative School District student is subject to search by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be discovered. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations.

Persons Authorized to Conduct a Search

Only building principals or ~~student resource officers~~ his/her designee are authorized to conduct searches of a student's person or a student's belongings. Such individuals may only conduct a search if he/she has reasonable suspicion.

Reasonable Suspicion

For the purpose of these regulations, "reasonable suspicion" means that a school district employee has reasonable grounds to believe that either the law or school rules have been violated. Reasonable suspicion may be established if a school district employee observes, hears, or is informed of behavior or actions that violate either the law or school district rules.

School district employees who have reason to believe that either the law or school district rules have been violated are obligated to inform the building principal, who will then ascertain whether or not reasonable suspicion exists such that a search of the student or his/her belongings is justified.

Conducting the Search

If a district employee authorized to conduct a search determines that reasonable suspicion and reasonable grounds exist to search a student's person, clothing, personal effects, desk, locker, assigned storage area or automobile, the search shall be conducted as follows:

1. In addition to the person conducting the search, at least one other school district employee shall be present during the search. At least one of the school district employees present during a search shall be the same sex/gender as the student being searched.
2. If the authorized person concludes that the student's person is to be searched, the student will be informed that it is believed that he/she has violated either the law or school district rules, and that a search of the student's person, clothing, and/or personal effects will be forthcoming.
3. If the student refuses to allow his/her person to be searched, and acts in any manner that threatens the safety or well-being of district employees or students, school officials are authorized to contact local law enforcement authorities and turn over all necessary investigative procedures to them.
4. Students do not have any expectation of privacy in belongings stored in school district property, including but not limited to desks, lockers, storage areas, etc. Such areas may be searched by the principal or student resource officer at any time, with or without reasonable suspicion. Students will not necessarily be informed that such areas are going to be searched.

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Responsibilities of School Employees After a Search

1. If the search yields evidence that a school rule has been violated, the principal is authorized to proceed with disciplinary measures in accordance with other School Board policies.
2. If the search yields evidence that a crime has been committed or a law has been broken, the principal is authorized to contact local law enforcement, in accordance with other School Board policies and may still be disciplined in accordance with these policies in this scenario.
3. The principal will formulate a written report for each search conducted, within 24 hours of the search. Such report will be forwarded to the Superintendent within 24 hours of it being finished. If local law enforcement officials were contacted for any reason, the Superintendent shall inform the School Board thereof.

Contraband/Paraphernalia

1. The authorized person conducting the search is authorized to seize and hold any contraband, paraphernalia, or any other object that violate either school rules or the law, Such objects should be turned over to the principal for proper documentation.
2. The principal shall document such objects and include a description of such objects in his/her report. The principal is authorized to photograph such objects.
3. Any items seized during the course of a search shall be stored in a secure location until such time as it is deemed necessary or prudent to dispose of such items. The principal and/or Superintendent shall take into consideration the exhaustion of all available appeals, transfer of such items to law enforcement authorities, and other factors before disposing of seized items.
4. The principal shall confer with local law enforcement officials in determining whether such items should be turned over to the law enforcement officials.

Locker Searches

1. Lockers, desks, and storage areas are the property of the school district. When assigned a locker, desk or storage area, a student shall be responsible for its proper care. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked. A shared locker implies shared responsibility for a locker and its contents.
2. A student's locker, desk or storage area may be searched by district staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal prior to initiating a search, except in emergency situations when the risk of harm to students or staff demands immediate action.
3. Authorized persons may search all lockers, desks, or storage areas without prior notice given to students and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.

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Use of Dogs for Searches

- ~~1. Building principals are authorized to arrange for the use of trained dogs to aid in the search for drugs, alcohol, and related paraphernalia in school buildings and on all school facilities, grounds, parking lots and any other district owned property.~~
- ~~2. Prior to arranging for the use of trained dogs to aid the search, the principal will inform the Superintendent of his/her desire to have such dogs in the school.~~
- ~~3. Prior to the use of trained dogs to assist in a search, the Superintendent will notify the school district's legal counsel to review all pertinent factors of such action. Additionally the Superintendent will also notify the School Board Chairperson when trained dogs are to be used to aid in a search.~~
- ~~4. All dogs must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions and who can verify the dog's reliability and accuracy in performing the search. Trained dogs may sniff lockers, motor vehicles, and other inanimate objects.~~
- ~~5. Dogs may not be used for random searches of students or other persons.~~

Cross Reference:

JIH – Student Searches and Their Property Procedure
JICI – Weapons on School Property

ORCSD EXISTING PROCEDURE

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JIH-R
Date of Adoption: October 1971 Previously: JFG-R Code and Title Change Second Read School Board: 5/2/12 <u>Policy Committee: January 7, 2015</u>	Page 1 of 1

STUDENT SEARCHES AND THEIR PROPERTY

Board policy makes it clear that principals and other responsible school officials have the right to open and inspect students' lockers:

1. Whenever clear and sufficient evidence of present danger to other students and personnel is indicated.
2. Whenever sufficient evidence points to a student's concealing therein materials forbidden in school by policy and regulation such as alcoholic beverages, illegal narcotics, firearms, or stolen goods.
3. Whenever officers of the law appearing with duly processed search warrants desire to inspect as per the court's order. (The superintendent and school attorney should be informed as soon as possible and consulted with regard to any questions of legality.)
4. Whenever school authorities deem it necessary in the interest of maintenance, health, and safety. (Lockers, though assigned to the pupils, are school property.)
5. In all other situations, the students' rights to privacy should be emphasized. Doubts should be resolved in the students' favor.

It is recommended that, insofar as possible, the pupil to whom the locker is assigned be present for an inspection. It is recommended that two members of the staff conduct inspections together, particularly when the pupil is not present.

It should be noted that inspections for locations of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by the school principal or those given authorization by the principal.