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SCHOOL COMMUNITY RELATIONS GOALS

The Board shall interpret the educational program to the people and invite discussions and suggestions on important educational policies, and shall attempt, at all times, to represent the entire community rather than any single group or section. To this end, the Board establishes the following school community relations goals:

1. To develop public understanding of the school system in all aspects of its operation.
2. To determine how the public feels about the school system and what it wishes the school system to accomplish.
3. To develop public understanding of the need for adequate financial support for a sound educational program.
4. To help the public assume a more direct responsibility for the quality of education the school system provides.
5. To earn the good will, respect and confidence of the public in the personnel and services of the school system.
6. To bring about public understanding of the need for the improvement within our schools and what must be done to facilitate essential change.
7. To involve the public in the work of the Board and the solving of its educational problems.
8. To promote a genuine spirit of cooperation between the Board and community in sharing leadership for the improvement of the community.

ADOPTED:

Bath School Board, March 12, 2009
Benton School Board, April 15, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

TITLE ONE
PARENT POLICY
(Bath)

Title One at Bath Village School is committed to a partnership between the home and school for the educational benefit of our students. In order to keep parents involved, our program will be responsible for the following:

- Regular contact with parents including, but not limited to, quarterly written progress reports.
- Distributing a document outlining the basic elements of the Title One program and how it works.
- Hosting an annual meeting for all parents of the students involved in Title One, whereby parents can meet and share concerns and suggestions for the program. This meeting will be held 30 minutes before the annual open house. Future meetings and times will be arranged at this meeting.
- Disseminating and explaining the results of the NH State Assessment, should they pertain to the Title One program, by sending home a newsletter with this information and an invitation to call the school if more information or clarification is desired.
- Distributing and collecting a Title One program effectiveness survey in the spring. Data from this will be compiled and the results shared in the fall for future program improvements.

TITLE ONE PARENT POLICY (WES)

Title I at Woodsville Elementary School is committed to a partnership between the home and school for the educational benefit of our students. In order to keep parents involved, our program will be responsible for the following:

- Regular contact with parents including, but not limited to, quarterly written progress reports at the end of each regular marking period. Parents are requested to return the bottom half, signed, and with comments.
- Distributing monthly issues of *Parents*.
- Distributing a document outlining the basic elements of the Title I program and how it works at WES.
- Hosting an annual meeting for all parents of students involved in Title I, whereby parents can meet and share concerns and suggestions for the program. This meeting will be held 30 minutes before the annual WES open house. Future meetings and times will be arranged throughout the year. At this time, Title I teachers will be available to further explain the program and answer questions. Parents will receive a copy of this policy at this meeting.
- Disseminating and explaining the results of the NH State Assessment, in conjunction with the guidance department, as they pertain to the Title I program by sending home a newsletter with this information and an invitation to call the school if more information or clarification is desired.
- Distributing the results of other assessments used in conjunction with the Title I program.
- Distributing a Title I program effectiveness survey in the spring. Data will be used to assist in planning future programs.
- Inviting parents to attend a Title I lesson.
- Informing parents of their right to learn the credentials of their child's teacher or paraprofessional instructor through posted notices.
- Inviting parents to attend a meeting in the spring to review the program and offer suggestions for improvements in the district and school plans.

TITLE ONE
PARENT POLICY
(Piermont)

Title One at Piermont Village School is committed to a partnership between the home and school for the educational benefit of our students. In order to keep parents involved, our program will be responsible for the following:

- Regular contact with parents including, but not limited to, trimester written progress reports.
- Distributing a document outlining the basic elements of the Title One program and how it works.
- Hosting an annual meeting for all parents of the students involved in Title One, whereby parents can meet and share concerns and suggestions for the program. This meeting will be held 30 minutes before the annual open house. Future meetings and times will be arranged at this meeting.
- Disseminating and explaining the results of the NH State Assessment, should they pertain to the Title One program, by sending home a newsletter with this information and an invitation to call the school if more information or clarification is desired.
- Distributing and collecting a Title One program effectiveness survey in the spring. Data from this will be compiled and the results shared in the fall for future program improvements.

TITLE ONE
PARENT POLICY
(Warren)

Title One at Warren Village School is committed to a partnership between the home and school for the educational benefit of our students. In order to keep parents involved, our program will be responsible for the following:

- Regular contact with parents including, but not limited to, quarterly written progress reports and meetings as needed.
- Distributing monthly issues of *Parents Make a Difference*.
- Distributing a document outlining the basic elements of the Title One program and how it works at WVS.
- Hosting an annual meeting early in the school year for all parents of students involved in Title One to update/revise the *Parent Involvement Policy*. Parents will receive a copy of this policy, as well as the Parents' Right to Know Policy, regarding teacher qualifications. Parents will also be made aware of the Title I Complaint Policy at this time. Childcare and transportation issue will be addressed at this meeting.
- Inviting parents to attend a Title One lesson.
- Hosting a minimum of 3 parent involvement meetings per year. Additional meetings may be scheduled if parents express a desire for more information regarding academic development and strategies for helping students succeed.
- Distributing the results of assessments used to determine eligibility for the Title I program and specific information about the programs used to support the regular education program.
- Distributing a Title I program effectiveness survey in the spring. Data from this will be used to assist in planning future programs.
- Making every effort to provide a translator for parents who are not proficient in English, and contacting parents recognized as being illiterate by telephone when written material is sent home.

RELATIONS WITH PARENTS ORGANIZATIONS

The Board endorses the creation of parents organizations such as the PTA, PTO and Parents Advisory Councils as appropriate means of achieving the effective involvement of parents. The Board encourages all staff members to work with the officers and directors of parents organizations in pursuit of the following goals:

1. To involve parents and school personnel in a cooperative and sustained system of activities which will increase the educational opportunities of the children both in the schools and at home.
2. To improve school-home relationships by enabling parents and school personnel to:
 - a. define their relationship to each other
 - b. define their roles as they pertain to the children served by the schools, and
 - c. identify community needs and resources
3. To provide teachers and administrators with opinions and viewpoints that will lead to a better analysis of the needs of students and more relevant program planning.
4. To sustain parental interest in activities of the schools.

ADOPTED:

Bath School Board, March 12, 2009
Benton School Board, April 15, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

PUBLIC INFORMATION PROGRAM

The School Board will do its best to keep the people informed of the affairs of the District. To achieve its goals for positive school community relations and maintenance of open two way channels of communication with the public, the Board authorizes the Superintendent or his/her designee to:

1. Prepare or guide the preparation of informational materials including newsletters, articles for periodicals, newspapers and/or radio releases, special pamphlets and other assigned material and to maintain close liaison with mass media and publicity organizations.
2. Provide staff members with assistance for preparation of material for community and staff consumption (handbooks, information leaflets, etc.)
3. Assist in coordinating work with civic and other groups which contribute to school system values.
4. Coordinate speaking engagements by appropriate staff at meetings of civic, P.T.A., or other groups.
5. Serve as community relations counselor to the Board and other staff members.

Legal References:

NH Code of Administrative Rules Sec. Ed. 306.04(a) (11)

NH Code of Administrative Rules Sec. Ed. 306.04 (K)

ADOPTED:

Bath School Board, March 12, 2009
Benton School Board, April 15, 2009
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Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

PUBLIC'S RIGHT TO KNOW
(Public Access to Records)

It will be the policy of the Board that all facts and information kept or prepared on the activities of the public schools, except confidential information, as exempted by law, will be considered public information. Any citizen may, with proper care, during office hours and subject to such regulations as the Superintendent may prescribe, have access to and inspect the public records in the possession of the public schools; consistent with the provisions of RSA 91-A.

Legal References:

RSA 91-A

ADOPTED: Bath School Board, March 12, 2009
Benton School Board, April 15, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

PUBLIC'S RIGHT TO KNOW
(Public Access to Records)

In compliance with state and federal laws and regulations requiring that public bodies provide citizens with access to public records, the district will implement the following procedure:

1. A request by a citizen to inspect public records (other than records specifically exempted by law from such inspection, such as employee records, student records and other confidential information) will be made at the office of the Superintendent.
2. Those requesting access will be accommodated by district personnel as soon as is reasonably possible, following approval of the request by the Superintendent or his/her designee. However, inspection of records will be limited to the normal working hours of office personnel.
3. Persons requesting to inspect district records will be asked to state or describe which records they wish to consult.
4. Anyone requesting a copy of a public record will be charged the amount which duplication costs the district.
5. In the event that a record which has been requested cannot be located, the person making the request will be given a response to that effect in writing.

ADOPTED:

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SAU School Board, April 2, 2009

USE OF STUDENTS IN PUBLIC INFORMATION PROGRAM

One of the strongest links of communications between the District and the public is the pupil in the classroom. Failure to provide parents with appropriate information may lead to misinformation about the schools.

It is the responsibility of the school administration to see that information regarding school activities, programs, and organizations is properly disseminated to parents.

The school administration shall take reasonable steps to ensure that the use of students as couriers is limited to carrying information about the school system, or a particular school, except as specifically provided in the following paragraph. School information may include publications, newsletters, notices, or other printed matter published under the name of the District, the individual school, or the recognized parent/teacher group.

Students may serve as couriers for information generated by non-school organizations, subject to the following conditions: (1) the information clearly states that it is not school-sponsored, (2) the sponsor of the information/activity is a non-profit organization and the activity is student-related, (3) the Superintendent reserves the right to refuse any request for distribution of such information, on a case-by-case basis, and (4) the distribution of such information is subject to prior approval by the Superintendent or his/her designee.

Information published by the District, individual school, employee organizations or unions, recognized parent/teacher groups, or non-school groups which advocates a particular position on bond issues, political matters, labor relations issues, or District budgets will not be distributed through the use of students as couriers.

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COMMUNITY INVOLVEMENT IN DECISIONMAKING

The School Board recognizes that the public has vast resources of training and experience useful to schools. The strength of the local school district is in large measure determined by the degree to which these resources are tapped for advisory purposes and to the degree that these resources are involved in supporting the improvement of the local educational program.

The Board shall encourage the involvement of citizens both as individuals and as groups to act as advisers and resource people in ways such as the following:

1. In solving specific problems;
2. In extending the instructional services of the classroom teacher in those instances where the specific talents of the lay person or persons complement such services;
3. In serving as advisory people to various Board and district committees.

The advice of the public will be given consideration. In the evaluation of such contributions, the first concern will be for the educational program as it affects the pupils. The final decision may depart from this advice when in the judgment of the administrative staff and the Board such advice is not consistent with goals adopted by the Board, current educational practice, or within the reach of the financial resources available.

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PUBLIC GIFTS/DONATIONS

Gifts from organizations, community groups and/or individuals, which will benefit the District, shall be encouraged. A gift shall be defined as money, real or personal property, and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the District shall be encouraged to discuss in advance with the Building Principal or the Superintendent what gifts are appropriate and needed.

The Board reserves the right to refuse any gift that does not contribute to the achievement of the district's goals, or in which the ownership of the gift would tend to deplete the resources of the district. In determining whether a gift will be accepted, consideration shall be given to district policies, school district goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

The Superintendent may accept gifts in the amount of \$500 or less. Gifts in excess of \$500 may only be accepted by the Board. Additionally, pursuant to RSA 198:200-b, gifts in the amount of \$5,000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of less than \$5,000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

Any gift accepted shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the district. The Board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the district. The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

It is the responsibility of the Superintendent or designee to process the appropriate forms to update inventory and to notify the donor of acceptance or rejection of a gift.

Legal References:

RSA 198:200-b

ADOPTED: Bath School Board, March 12, 2009
Benton School Board, April 15, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

DONATED COMPUTER EQUIPMENT POLICY
(Bath and Haverhill)

Policy:

Computer equipment donations to any school within School Administrative Unit # 23 are accepted only with prior permission from the Director of Technology. Individuals wishing to donate used computer equipment to schools must contact the Director of Technology via email or by phone at the SAU Office with a complete listing of the equipment wanting to be donated. The Director of Technology will make a decision on the usefulness of the equipment to the various schools and will inform the individual as to whether the donation will be accepted. Equipment dropped off directly at schools without permission of the Director of Technology will not be accepted.

Alternative:

If a computer equipment donation is not accepted, it is recommended that individuals donate their equipment to a company in the business of refurbishing equipment targeted for education or impoverished nations.

Background:

From time to time corporations, teachers, and parents have an interest in donating computer equipment to the District Office, a specific school site, or a specific classroom within a school site. Although this consideration is always appreciated, what it brings with it is a plethora of concerns, some of which are subsequently delineated, most of which are post acceptance support. Post acceptance support for non-standard computer equipment by a school district is problematic in that the repair time is extraordinary and locating parts can be time consuming. It is also common that equipment being donated is inferior to the equipment being used in our schools, and equipment not being used takes away valuable space inside our buildings.

Concerns with donated equipment:

Level of Hardware Function

Ability of Hardware to fit within our existing infrastructure

Legal Implications of Accepting the Equipment (Software Licensing, Purchase History, Inflated Value Assessment by the Donor)

Time required adapting the Equipment to the existing infrastructure

ADOPTED:

Bath School Board, March 12, 2009
Haverhill Cooperative School Board, March 19, 2009

DONATED COMPUTER EQUIPMENT POLICY
WARREN VILLAGE SCHOOL

Individuals or companies wishing to donate computers and related equipment to schools within School Administrative Unit #23 require prior approval for such donations from the associated district's Principal, or their designee, in consultation with the Director of Technology. Individuals may contact the Director of Technology via email or by phone at the SAU Office with a complete description of the equipment offered for donation. Acceptance will be made based on whether the equipment can be effectively utilized and integrated into the standard configurations in use at the specific institution, or at other institutions in the SAU. Equipment may not be dropped off without approval.

Considerations in evaluation of donated equipment include:

- Level of hardware function compared to existing standards
- Ability of hardware to fit within existing infrastructures
- Legal implications of accepting equipment may include software licensing, purchasing history, value assessment requirements, etc.
- Time necessary to adapt the equipment to the existing infrastructure.

Though all equipment offered for donation may not be accepted by the institutions of SAU #23; the interest and the intentions of individuals/companies is sincerely appreciated. If the offered equipment cannot be used within the SAU, an alternative is to donate the equipment to a company or organization that refurbishes equipment for use in education either nationally or abroad.

PUBLIC COMPLAINTS

The Board believes that complaints and grievances are best handled and resolved by the parties directly concerned. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. School Board

Any complaint presented to the Board about school personnel shall be referred back through proper administrative channels. The Board will not hear complains from individuals until such complaints have first been brought forth through the appropriate and applicable administrative procedures. Exceptions to this provision are for complaints that relate solely to Board actions or operations.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent for investigation.
2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the written complaint to the Superintendent for investigation.
3. If the person making the complaint feels that a satisfactory reply has not been received from the Superintendent he/she may request that the complaint be heard by the Board. The Board will hear and act upon the complaint only by majority vote. If the Board does hear and act upon the complaint, all Board decisions shall be final.

ADOPTED:

Bath School Board, March 12, 2009
Benton School Board, April 15, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
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SAU School Board, April 2, 2009

PUBLIC COMPLAINTS ABOUT SCHOOL BOARD POLICIES

Any complaint concerning school board policies should be sent in writing to the Superintendent of Schools. The complaint must be specific and must be signed. An opportunity to meet with the School Board will be granted to anyone requesting a meeting.

The public may also raise concerns about School Board Policies at any regularly scheduled board meeting. However, the Board may reserve extended discussion of the concern raised until a later time.

ADOPTED:

Bath School Board, March 12, 2009
Benton School Board, April 15, 2009
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PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL,
EMPLOYEES, STUDENTS OR ADMINISTRATION

The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.

Any complaint presented to the Board about school personnel, employees, students or administration, will be referred back to the Superintendent. The Board will not hear or review complaints until such complaints have first been brought forth through the appropriate and applicable administrative procedures and the Superintendent or his/her designee has had a reasonable opportunity to seek to resolve the complaint.

The Board may decline to hear any complaint, which will interfere with its ability to serve impartially at hearing of fact in any related student or personnel matter. This complaint procedure shall not supersede or modify any right held by employees of the District under federal law, state law, contract, or collective bargaining agreement.

To the extent it is deemed appropriate by the Superintendent, the individual who is the subject of the complaint may be advised of the nature of the complaint and may be given an opportunity for explanation, comment, and presentation of the facts. The Superintendent shall seek to resolve the matter and report to the Board.

Complaints about the Superintendent may be made directly to the Board through the Clerk, but only after reasonable efforts have been made by the complaining party to resolve their complaint directly with the Superintendent. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of facts.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent for investigation. The Superintendent may delegate the investigation to a Principal or other administrator.
2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.
3. If the person making the complaint believes that a satisfactory reply has not been received from the Superintendent, he or she may request that the Board hear the complaint. The Board will hear and act upon the complaint only by majority vote. The Board may decline to act on any complaint which, in its sole judgment, would interfere with the Superintendent's ability to properly administer the district. If the Board does hear and act upon the complaint, all Board decisions shall be final.
4. If the Board decides, in accord with Paragraph Three, to hear and act upon a complaint that pertains to personnel, employee, student or administrative matters, it shall determine whether the complaint shall be heard in public or non-public session in accord with RSA 91-A:3 and the laws pertaining to student and family privacy rights. The Board shall also determine whether it is appropriate to inform the individual who is the subject of the complaint of the meeting and to provide said individual with further opportunity for explanation, comment, and presentation of the facts to the Board.

5. If the Superintendent is the subject of the complaint, the Board shall determine whether the complaint should be heard in public or non-public session in accord with RSA 91-A:3. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of the facts.

Any parent, guardian, or other person who upbraids, insults, or abuses any teacher on school property or in the presence of pupils shall be prosecuted by the District under the provisions of school law.

ADOPTED:

Bath School Board, March 12, 2009
Benton School Board, April 15, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
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SAU School Board, April 2, 2009

RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Persons not in agreement with the school on its selection of books or other instructional material and who wish a particular book or material to be reviewed must submit a written request to the Principal.

The Principal, upon receipt of a request will acknowledge receipt to the complainant and list anticipated steps to be taken. The Principal will then schedule meetings necessary to review the complaint and to write a report.

The final report will be forwarded to the complainant and the Superintendent. If the complainant is dissatisfied, the next step is to submit the request to the Superintendent for action. If the complainant does not accept the Superintendent's decision, the complainant may request a review by the School Board, whose decision will be final.

During the investigation the Instructional material will remain in use unless the Principal decides to restrict the material until a final decision is made.

ADOPTED:

Bath School Board, March 12, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Request initiated by: _____ Date: _____

Address: _____

Telephone: _____ Email: _____

Complainant represents: _____
(Name of person or organization)Complaint concerns: ☐ Media Presentation ☐ Book ☐ Other

1. To what particular contents do you object? Please be specific, cite pages if possible.

2. What of value is there in this work? _____

3. What do you feel might be the result of reading or viewing this work? _____

4. For what age group would you recommend this work? _____

5. Did you read or view the entire work? _____ If not, what pages or sections?

6. Are you aware of the judgment of this work by critics? _____

7. Are you aware of the instructional purpose for using this work? _____

8. What do you believe is the theme or purpose of this work? _____

9. What would you prefer the school do about this work?
- ☐
- Reevaluate it

☐ Withdraw it from all students ☐ Do not assign or recommend it to my child

10. What work of equal value would you recommend to replace the one in question?

Signature of Requester: _____

PUBLIC COMPLAINTS ABOUT FACILITIES OR SERVICES
GRIEVANCE PROCEDURE

1. Any qualified handicapped person or persons who feel subject to discrimination with respect to Section 504 of the Rehabilitation Act of 1973 have the right to file a formal grievance.
2. Any qualified handicapped person, or persons, who has a grievance shall discuss it first with the appropriate building Principal in an attempt to resolve the matter informally at that level.
3. If, as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved party within five (5) school days, the aggrieved party shall set forth the grievance in writing to the Principal. The Principal shall communicate his/her decision to the aggrieved party in writing within five (5) days of receipt of the written grievance.
4. The aggrieved party, no later than five (5) school days after receipt of the Principal's decision, may appeal the Principal's decision to the Section 504 Coordinator. The appeal to the Coordinator must be made in writing reciting the matter submitted to the Principal and the aggrieved party's dissatisfaction with decisions previously rendered. The Coordinator shall meet with the aggrieved party to attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) school days. The Coordinator shall communicate his/her decision in writing to the aggrieved party and the Principal not later than five (5) school days after the meeting.
5. If the grievance is not resolved to the aggrieved party's or Principal's satisfaction, the aggrieved party, no later than five (5) school days after receipt of the Coordinator's decision may submit a written request for a hearing with the local School Board regarding the alleged discrimination through the Superintendent of Schools. The hearing will be held within thirty (30) calendar days of the written request. The School Board must provide the aggrieved party with a written decision on the appeal within ten (10) calendar days after the hearing.
6. Between the date the aggrieved party requests the hearing and the date the hearing is held, the aggrieved party and the Section 504 coordinator may continue to negotiate. If the school district and aggrieved party agree on a mutual solution to the alleged discrimination, the hearing would be cancelled.
7. The decision of the local school board is final pending any further legal recourse as may be described in current local district, state or federal statutes pertaining to Section 504 of the Rehabilitation Act of 1973.
8. The Section 504 Coordinator for the School District will be the Superintendent or his/her designee.

ADOPTED: Bath School Board, March 12, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

USE OF SCHOOL BUILDINGS AND FACILITIES

Any group or individual requesting the use of school facilities, except for school activities, must submit an application to the school principal or his/her designee not less than two weeks prior to the time school facilities are needed. Facility use permits are available at the individual school's office.

Approval may be denied due to lack of appropriate space or if a previous activity by the applicant resulted in a violation of any aspect of any School Board Policy or guidelines.

Facility Use Permits will be issued on a first come basis. Facilities will be reserved only for the time available within the coming semester.

When schools have been closed because of inclement weather, the facilities will be closed for all use. The schools do not assume the responsibility of contacting groups when such closures occur.

Organizations connected with and promoting recognized school functions may use the buildings without charge.

Other organizations may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the Superintendent and approved by the School Board. The Board reserves the right to waive rental fees for charitable or non-profit organizations.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the Superintendent, it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteers.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

The Superintendent of his/her designee, on the basis of this policy and its accompanying regulations, shall approve all rentals of school facilities. The Board must approve any special requests or exceptions to this policy and/or regulations.

ADOPTED:

Bath School Board, March 12, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

USE OF SCHOOL FACILITIES
(Bath)

1. The use of school buildings, grounds, equipment and facilities by nonprofit organizations will be authorized by the Principal or Building Administrator in conformity with the following regulations governing their use as approved by the Board. The use of school buildings, grounds, equipment and facilities for individuals, private or commercial purposes shall be authorized by the Board.
2. Requests for the use of school facilities by nonprofit organizations will be made in writing at the office of the Principal or Building Administrator at least 14 days prior to the date of use. Requests for the use of school facilities for individual, private or commercial purposes shall be made in writing at least 14 days prior to the next scheduled board meeting.
3. The Principal or Building Administrator will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups.
4. The use of school facilities for school purposes, meeting of pupils, entertainments given by pupils, meetings for the benefit of teachers, meetings and entertainment by teachers' clubs, alumni associations, parent teacher associations and other organizations affiliated with the schools have precedence over all others. Requests for school facilities for school programs must be cleared with the building Principal or the Building Administrator or both, should the nature of the request so justify.
5. Sponsoring organizations shall provide sufficient competent adult and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued. Police coverage may be required by the administration.
6. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent.
7. Groups receiving permission are responsible for the observance of county and state fire and safety regulations at all times.
8. The use of alcoholic beverages, profane language, or gambling in any form is not permitted in school buildings. Smoking or use of tobacco is prohibited at all times in school buildings in accordance with state law. Smoking is permitted in designated outside smoking areas provided that the activity takes place outside normal school hours. Smoking or use of tobacco is prohibited at all times on school grounds if the activity is held during normal school hours.
9. The Board will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
10. Proper liability insurance will be required by all individuals or groups given permission to use school facilities, except where this coverage is already provided by the Board
11. All applicants for use of district facilities shall hold the School District free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Also, in the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be decided by the Superintendent and approved by the Board and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
12. The Superintendent shall recommend and the Board shall approve all universal fees for fee use of district facilities.

13. Any and all fees may be waived for recognized nonprofit community groups. In situations where extended usage for a long period of time is required, rates may be set at a contracted price.
14. The Board reserves the right to cancel any permission granted.

USE OF SCHOOL FACILITIES
(Haverhill)

1. The use of school buildings, grounds, equipment and facilities by nonprofit organizations will be authorized by the Principal or Building Administrator in conformity with the following regulations governing their use as approved by the Board. The use of school buildings, grounds, equipment and facilities for individuals, private or commercial purposes shall be authorized by the Board.
2. Requests for the use of school facilities by nonprofit organizations will be made in writing at the office of the Principal or Building Administrator at least 14 days prior to the date of use. Requests for use of school facilities for individual, private or commercial purposes shall be made in writing at least 14 days prior to the next board meeting.
3. The Principal or Building Administrator will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups.
4. The use of school facilities for school purposes, meeting of pupils, entertainments given by pupils, meetings for the benefit of teachers, meetings and entertainment by teachers' clubs, alumni associations, parent teacher associations and other organizations affiliated with the schools have precedence over all others. Requests for school facilities for school programs must be cleared with the building Principal or the Building Administrator or both, should the nature of the request so justify.
5. Sponsoring organizations shall provide sufficient competent adult and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued. Police coverage may be required by the administration.
6. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent.
7. Groups receiving permission are responsible for the observance of county and state fire and safety regulations at all times.
8. The use of profane language or gambling in any form is not permitted in school buildings. Smoking or use of tobacco is prohibited at all times in school buildings in accordance with state law. Smoking is permitted in designated outside smoking areas provided that the activity takes place outside normal school hours. Smoking or use of tobacco is prohibited at all times on school grounds if the activity is held during normal school hours.
9. The Board will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
10. Proper liability insurance will be required by all individuals or groups given permission to use school facilities, except where this coverage is already provided by the Board. A specific policy or rider will be required for individuals or groups given permission to use alcohol beverages.
11. All applicants for use of district facilities shall hold the School District free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Also, in the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be decided by the Superintendent and approved by the Board and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

12. The Superintendent shall recommend and the Board shall approve all universal fees for fee use of district facilities.
13. Any and all fees may be waived for recognized nonprofit community groups. In situations where extended usage for a long period of time is required, rates may be set at a contracted price.
14. The Board reserves the right to cancel any permission granted.
15. RENTAL RATE FOR HAVERHILL SCHOOL PROPERTY

	<u>In District</u>	<u>Out of District</u>
Classrooms	\$ 20.00 + \$10.00/hr.	\$ 30.00 + \$10.00/hr.
Community Bldg.		
Gym	\$ 75.00 + \$25.00/hr.	\$150.00 + \$25.00/hr
Cafeteria	\$ 50.00 + \$20.00/hr	\$100.00 + \$20.00/hr
Kitchen	\$ 25.00 + \$10.00/hr	\$ 50.00 + \$10.00/hr
HCMS		
Gym	\$ 75.00+ \$25.00/hr	\$150.00 + \$25.00/hr
Cafeteria	\$ 50.00 + \$20.00/hr	\$100.00 + \$20.00/hr.
Kitchen	\$ 25.00 + \$10.00/hr	\$ 50.00 + \$10.00/hr.
WES		
Gym	\$ 50.00 + \$20.00/hr	\$100.00 + \$20.00/hr
Kitchen	\$ 25.00 + \$10.00/hr	\$ 50.00 + \$10.00/hr

16. The Haverhill School Board will require a custodian to be present at all times during all rentals unless waived by the building Principal or building Administrator for recognized non-profit community groups. Additionally, unless waived by the building Principal or building Administrator for recognized non-profit community groups, the Haverhill School Board will require a staff member employed in our kitchens to be available for 2 hours to explain proper use of the equipment and ensure proper clean- up, if the kitchen is to be used. Staff members will be paid overtime and the entire cost of their wages will be the responsibility of the renters.

***This stipulation might be waived in the event an approved district employee wished to fulfill the requirements stated above. **No keys will be exchanged for such rentals or building use.**

USE OF SCHOOL FACILITIES (Piermont)

The Piermont Village School is owned by its taxpayers and operated by its School Board. The School Board encourages public use of school facilities for adult education, civic and religious groups, recreation, voter registration and polling, and any other purpose promoting community welfare.

The Board will cooperate with the Red Cross and Civil Defense Agencies to make school facilities available in emergencies.

SCHEDULING

School property will be made available to qualified applicants on a first come first serve basis. School sponsored activities, however, will have first priority. The School Board, Superintendent, (or his/her designee), and/or the school Principal will authorize the use of school facilities.

The Principal will maintain an accurate calendar for scheduling purposes.

Requests for use will be made in writing to the Principal's Office at least 30 days in advance. See attached application form. Approval can be made on shorter notice for Category I groups.

Groups receiving permission are restricted to the dates, hours, and areas specified unless requested changes are approved by the School Board or Principal.

RENTAL FEES AND TERMS

1. All fees shall be paid to the Piermont School District. See attached Fee Schedule. Fees may be waived for recognized nonprofit community groups holding a non-fund raising event.

Rates may be set at a contracted price for groups wishing extended use over time.

2. The School District will require an applicant to furnish liability insurance for the scheduled event. The purpose of this insurance is to be certain that the School District will incur no liability for personal injury or personal property damage occurring during the scheduled event. The applicant must file a Certificate of Insurance with the Principal's Office no later than seven days in advance of the event. Failure to do so will render the application null and void.

3. Sponsoring organizations shall provide sufficient and competent adult supervision. An "adult" must be at least 21 years of age and (for Category I groups) reside in Piermont. The amount of adequate supervision will be agreed upon at the time the authorization is issued. The School District may require that a school employee be present at all times when the facility is in use.

4. The School District may require an applicant to furnish one or more uniformed police officers for the event. The Principal or School Board will so inform the applicant at the time of application. Any such police officer must be a full or part time officer employed by a New Hampshire city, town, or county.

Payment to the officer will be made by the applicant on the day of the building usage.

5. Groups receiving permission are responsible for the observance of county and state fire and safety regulations at all times.

6. Smoking or use of tobacco is prohibited at all times on school grounds in accordance with state laws.

7. No alcoholic beverages are permitted on school property.

8. The School Board, Principal, and or Superintendent (or his/her designee) may cancel the scheduled event, without liability, when, in their judgment, cancellation is necessary due to inclement weather or any other safety related reason.

9. Failure to observe any regulation at the scheduled event may bar the applicant from future use of the school property.

10. In the event that the School District suffers property loss or damage due to the applicant's use of school property, the Principal shall determine the amount of loss. The applicant shall immediately reimburse the School District in that amount.

11. Sponsoring organizations are responsible to insure that the facility is returned to the condition in which it was found. All refuse shall be placed in the dumpster outside of the building.

FEE SCHEDULE

1. Double Time for Personnel Services Requires

2. Plus:

	Classroom	MultiPurpose Room	MultiPurpose Room with Kitchen
Category I	No Charge	No Charge	No Charge
Category II	\$10.00	\$20.00	\$25.00
Category III	\$20.00	\$40.00	\$50.00

Category I: In Town, NonProfit, NonFundraiser

Category II: In Town, NonProfit, Fundraiser,
Out of Town, NonProfit, NonFundraiser

Category III: Private Group, Any ForProfit Organization
Out of Town, NonProfit, Fundraiser

Proof of liability insurance will be required for all categories.

The School Board will accept as proof of liability insurance any of the following:
Homeowners insurance;
Renters insurance;
or a one time special event policy.

All liability insurance must have a minimum coverage of \$500,000.

USE OF SCHOOL FACILITIES
(Warren)

1. The use of school buildings, grounds, equipment, and facilities by all groups including nonprofit organizations, individuals, or groups for private or commercial purposes, will be authorized by the Principal in conformity with the following regulations governing their use as approved by the Board.
2. Requests for the use of school facilities by nonprofit organizations, individuals, or groups for private or commercial purposes, will be made in writing at the office of the Principal at least 14 days prior to the date of use.
3. The Principal or Building Administrator will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups.
4. The use of school facilities for school purposes, meeting of pupils, entertainments given by pupils, meetings for the benefit of teachers, meetings and entertainment by teachers' clubs, alumni associations, parent teacher associations and other organizations affiliated with the schools have precedence over all others. Requests for school facilities for school programs must be cleared with the building Principal or the Building Administrator or both, should the nature of the request so justify.
5. Sponsoring organizations shall provide sufficient competent adult and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued. Police coverage may be required by the administration.
6. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent.
7. Groups receiving permission are responsible for the observance of county and state fire and safety regulations at all times.
8. The use of profane language or gambling in any form is not permitted in school buildings. Smoking or use of tobacco is prohibited at all times in school buildings in accordance with state law. Smoking is permitted in designated areas provided that the activity takes place outside normal school hours. Smoking or use of tobacco is prohibited at all times on school grounds if the activity is held during normal school hours.
9. The Board will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for Civil Defense.
10. Proper liability insurance will be required by all individuals or groups given permission to use school facilities, except where this coverage is already provided by the Board. A specific policy or rider will be required for individuals or groups given permission to use alcohol beverages.
11. All applicants for use of district facilities shall hold the School District free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Also, in the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be decided by the Superintendent and approved by the Board and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
12. The Superintendent shall recommend and the Board shall approve all universal fees for fee use of district facilities.
13. Any and all fees may be waived for recognized nonprofit community groups. A waiver does not absolve community groups of the responsibility for leaving the facility in the condition in which it was found and may require users to assume costs of custodial fees. In situations where extended usage for a long period of time is required, rates may be set at a contracted price.

- a. It is the expectation of Warren School Board that non-school users of the facility will provide custodial services as needed to fulfill these conditions.
 - b. For groups who will be using the facility periodically over the course of the school year, Warren School Board will require an initial deposit of \$25.00. This will be used for cleaning as needed, to be determined by the principal in consultation with appropriate steps.
14. The Board reserves the right to cancel any permission granted.
15. The use of alcoholic beverages is limited to the Warren MultiPurpose Room. Organizations sponsoring, "Bring your Own Bottle" functions must have police supervision. Organizations must contact the Warren Police Department and complete form KFF relative to police supervision.
16. In the event that the School District suffers property loss or damage due to the applicant's use of school property, the Principal shall determine the amount of loss and notify insurance carrier. The applicant shall immediately reimburse the School District in that amount.

FEE SCHEDULE

For All Users:

- a) \$50 non-refundable fee if ALCOHOL will be on the premises. ALCOHOL also requires insurance coverage at the current insurance rates.
- b) \$25 refundable cleaning deposit (current users are exempt from this fee if known to be reliable).
- c) A checklist of expected cleaning for the kitchen, multi-purpose room (MPR), bathrooms and grounds will be given to building users. A "walk through" should be done so the building user and a school representative are in agreement as to the condition of the school at the time the user takes over.

	Classroom	MultiPurpose Room	MultiPurpose Room with Kitchen
Category I	No Charge	No Charge	No Charge
Category II	\$10.00	\$10.00	\$10.00
Category III	\$15.00	\$50.00	\$75.00
Category IV	\$20.00	\$75.00	\$100.00

Category I: In Town, student related, & free in-town community organization functions.

Example: Basketball, Little League, OM, 4H, Scouts, PTO, Youth dances/parties, Park & Rec., Volleyball, Community exercise groups, Warren-Wentworth Ambulance Service trainings.

Category II: In Town community organization fundraiser. Example: Penny Socials & dinners.

Category III: In Town private group. Examples: wedding receptions, adult dances.

Category IV: Out of Town Private Groups. Example: wedding receptions, Racing Banquet, adult dances.

ADOPTED: Warren School Board, May 12, 2009

APPLICATION FOR PERMISSION TO USE SCHOOL DISTRICT PROPERTY

The applicant, _____, hereby applies for use
(agency or individual's name)

of _____ on _____, from the
(name of facility) (date)

hours of _____ to _____ for the purpose of _____.

The number of persons expected to attend is _____.

Proceeds from the function will benefit _____ .
(if applicable)

Use of the cafeteria facilities will _____ or will not _____, be required.

Use of the kitchen facilities will _____ or will not _____, be required.

Personnel provided by the district will be paid overtime wages and their entire cost will be the responsibility of the applicant.

SEE ATTACHED POLICY FOR FEES AND LIABILITY INSURANCE REQUIREMENTS.

By completing this form, the applicant _____ agrees to all terms
above and conditions stated in the attached POLICY KF-R Use of School Facilities.

Applicant Representative

Applicant Billing Address

Applicant Phone

FOR SCHOOL USE ONLY:

Building use approved: _____ not approved: _____ Building fees: \$ _____ or WAIVED _____

Principal signature: _____

Custodian hours: _____ Verification of hours worked: _____
Custodian signature

Custodian comments relating to building condition after use (optional)

ADDENDUM TO APPLICATION FOR USE OF FACILITIES
(Piermont and Warren)

This Addendum becomes part of any User Agreement by and between the Event Sponsor and the School District.

EVENT SPONSOR _____

IT IS AGREED that in consideration for allowing the rental of school facilities and in full recognition of the school board's fiduciary responsibility to protect school property and assets, the Event Sponsor (Tenant User) hereby covenants and agrees at all times to indemnify and hold harmless the School District, its school board, officers and employees, to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to, reasonable attorneys' fees and legal costs, arising out of the use of these rental premises and all school facilities by the Event Sponsor (Tenant User), its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

The Event Sponsor will provide a Certificate of Insurance as evidence of Commercial General Liability coverage, naming the School District as an Additional Insured, with limits of at least \$1 million per occurrence. **(\$500,000 for Piermont)**

EVIDENCE OF INSURANCE (check one):

- () The Event Sponsor maintains CGL coverage of at least \$1 million **(\$500,000 for Piermont)**.
A Certificate of Insurance will be provided before any use of the facility, endorsed to name the School District as an Additional Insured.

or

- () The Event Sponsor hereby applies for \$1 million **(\$500,000 for Piermont)** CGL coverage for the following use of the facility:

EVENT INFORMATION

1. Type of event: _____
2. Location of event: _____
3. Date(s) the facilities will be used and estimated number of attendees per date including spectators:
Date (number)

_____ () _____ () _____ () _____ ()

_____ () _____ () _____ () _____ ()

_____ () _____ () _____ () _____ ()

4. Total expected participants: _____

Signature of Legal Representative of Event Sponsor _____

Print Name and Title _____ Date _____

Certification of Contract with the Warren Police Department

Date: _____

Group: _____

Activity: _____

Date of Activity: _____

This is to certify that I have made arrangements with the Warren Police Department for police coverage at BYOB activity at the Warren MultiPurpose Room.

Signature of Group Official

PUBLIC CONDUCT ON SCHOOL PROPERTY/ASSAULTS

Violence of any kind and to any degree will not be tolerated on school grounds.

The Board encourages the prosecution of any person who commits assault and/or battery upon a school employee or student. The Board also encourages the prosecution of any person who threatens another and places any employee or student in immediate fear of bodily harm while the employee or student is in the performance of his/her duties as a school employee or student.

"School employee" is hereby defined to include any duly appointed person or employee of a firm contracting with a school system for any purpose, including personnel not directly related to the teaching process and including School Board members during School Board meetings.

Legal References:

RSA 631, Assault and Related Offenses

ADOPTED:

Bath School Board, March 12, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

USE OF SCHOOL FACILITIES FOR MOTOR VEHICLES

Pursuant to the protection of school property, no school property is to be used for the operation of unauthorized motor vehicles; for example, minibikes, all terrain vehicles, go carts, and snowmobiles are prohibited unless authorized by the School Board or the administration.

ADOPTED:

Bath School Board, March 12, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

PUBLIC SOLICITATIONS IN THE SCHOOL

There will be no solicitation within the schools for any purpose without the approval of the Superintendent or Principal. School solicitation should be limited to:

1. Activities conducted by the school or school organization for the purpose of raising funds for a worthwhile service to the school.
2. Parent Teacher organization activities.

Any request for the exception to this rule must be submitted in writing to the School Board or its agents (Superintendent and/or Principal) at least 30 days prior to the implementation of the requested activity. The School Board reserves the right to grant exceptions.

The foregoing policy is for the purpose of insuring maximum instruction time for the student and in no way reflects a negative attitude toward many of the very worthwhile civic and charitable activities sponsored within the community, either on a strictly local basis or as part of a regional, state, or national activity. The above does not apply when buildings are rented by an organization.

ADOPTED:

Bath School Board, March 12, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

ADVERTISING IN THE SCHOOLS

Neither the facilities, the name, the staff, nor the children of the schools, school system, nor any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that:

1. The school may cooperate in furthering the work of any nonprofit, communitywide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.
2. The schools may use films or other educational materials bearing only simple mention of the producing or sponsoring firms.
3. The schools may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools.
4. The Principal may, at his/her discretion, announce or authorize to be announced any lecture or other community activity of particular educational merit.
5. The schools may, upon approval of the Principal, cooperate with any governmental agency in promoting activities in the general public interest which are nonpartisan and noncontroversial and which promote the education or other best interests of the pupils.
6. School publications may accept and publish paid advertising under established procedures.
7. Promotional literature may be distributed through the schools for educational and youth oriented organizations approved by the administration.
8. In specific instances, on application to, and with the explicit approval of the Board and Superintendent, a private enterprise that offers a program or materials of value to students or the school may be authorized.

ADOPTED:

Bath School Board, March 12, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

POSTING OF COMMUNITY NOTICES

Non-school notices may be posted on school bulletin boards if the following requirements are met:

1. Approval by the Principal
2. Clearly state on notice that the function or activity is not a school sponsored activity.
3. The function or activity is directly of benefit to local youth.

All notices regarding town or precinct sponsored activities may be posted under the jurisdiction of the Principal.

ADOPTED:

Bath School Board, March 12, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

VISITORS TO THE SCHOOLS

Citizens are encouraged to visit the schools and to observe the school programs.

All visitors to the school should first report to the office of the Principal to inform the school of the purpose of the visit.

Citizens wishing to observe classes should make arrangements 24 hours ahead of time through the office of the Principal.

Persons wishing to meet with a teacher for the purpose of discussing a particular problem shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may do so by direct contact with the teacher.

Any visitor who disrupts the educational program will be asked to leave the premises.

ADOPTED: Bath School Board, March 12, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

RELATIONS WITH POLICE AND OTHER AUTHORITIES

It is the policy of the schools 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/guardians for the welfare of the students while they are in the care of the school.

For the purposes of this policy, the term "Authority" is defined to include any member of the law enforcement agencies of the local, state or federal governments as well as employees of local, state or federal agency such as Division of children and Youth Services (DCYS) investigators or federal alcohol and tobacco investigators who have legal authority to do so.

To carry out this responsibility school district employees should observe the following:

I. CUSTODY

An Authority may require that a pupil be released to his/her custody providing a written request from the Authority is presented to the school official in charge. The request for custody should be made only when one or more of the following conditions exist:

1. There are indications that the pupil to be taken into custody may be involved in a violation of a local ordinance, state or federal statute; or
2. The pupil involved is a known fugitive from either his/her parents/guardians or justice; or
3. It appears in the best interest of the pupil that he/she be taken into protective custody.

The request for release to custody must be signed by the Authority. The Authority shall have a responsibility to notify a parent or guardian of the action taken.

NOTE: When circumstances dictate the immediate questioning of a pupil, the Authority will take the pupil into custody in accordance with the provisions of this statement. It is recognized that certain Authority such as a police officer or a DCYS official has the right to take a pupil into custody without written authorization. However, it is equally important for the Authority to recognize the parent-pupil-school relationship.

II. QUESTIONING

If the Authority needs to question a pupil, the most desirable practice is to notify a parent or guardian, and to permit presence of a parent or guardian at the time of questioning.

Also, whenever possible, questioning of the pupil should be conducted away from the school to avoid any unnecessary display of law enforcement activities which can lead to unfortunate misunderstandings on the part of other pupils and/or members of the faculty or community.

It is recognized that the above conditions may not be easily arranged in every instance. Further, it is expected that in some instances an Authority will call the school and request a message be passed on to a pupil, which message would instruct the pupil to present himself/herself at the police station or some other agreeable location preferably after the close of classes. The Authority is expected to make every reasonable effort to contact a parent or guardian, and to appraise them of the situation.

If pupils are questioned on school grounds, parents/guardians should be notified, and should be given the opportunity to be present, except when otherwise determined in writing by the Authority, such as in child abuse investigations. If a parent/guardian is unable to be present, a school representative shall be present except as determined in writing by the "authority".

ADOPTED:

Bath School Board, March 12, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

RELATIONS WITH BOOSTER ORGANIZATIONS

The Board recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system. Booster-proposed plans, projects, or movements, however, must be evaluated and promoted in light of their stated contribution to the academic, as well as the athletic and musical, program of the schools. Care must be taken to avoid compromising or diluting the responsibilities and authorities of the Board.

Any plan, project, or movement instituted to expand, modernize, renovate, or otherwise render maintenance to school controlled and/or owned properties, or provide academic achievement awards and other recognition to students or student bodies, will be approved by the administration in advance.

ADOPTED: Bath School Board, March 12, 2009
Haverhill Cooperative School Board, March 19, 2009
Piermont School Board, March 17, 2009
Warren School Board, May 12, 2009
SAU School Board, April 2, 2009

RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

The Board recognizes the importance of working cooperatively with other governmental agencies. The Board, Administration, faculty and staff will work with other governmental agencies on projects that will be mutually beneficial.

ADOPTED:

- Bath School Board, March 12, 2009
- Benton School Board, April 15, 2009
- Haverhill Cooperative School Board, March 19, 2009
- Piermont School Board, March 17, 2009
- Warren School Board, May 12, 2009
- SAU School Board, April 2, 2009