

## SECTION K: SCHOOL - COMMUNITY - HOME RELATIONS

Section K contains policies, regulations, and exhibits on parent and community involvement in schools. Except for policies concerning education agencies, statements on public sector relations with the school district are located in this section, too.

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KCB	O	Community Involvement in Decision-Making
KDA	R	Public Information/School Communications Program
KDCAR		Use of Students in Public Information Program
KE	R	Public Concerns and Complaints
KEB	R	Public Concerns/Complaints about Personnel
KEC	R	Public Concerns/Complaints about Instructional Resources
KED	P	Public Concerns/Complaints about Facilities and Services (Section 504)
KF	R	Community Use of School Facilities
KFA	R	Public Conduct on School Property/ Assaults
KH	R	Solicitations in Schools (Also ADC, GBED & JICH)
KHB	R	Advertising in Schools
KI	R	Visitors to Schools
KLK	R	Relations with Law Enforcement Authorities

### Categories

**O= Optional** These policies should be reviewed to determine whether they meet a particular local need. Most are informational in nature.

**P = Priority** The subject matter of these policies is required by state and/or federal law.

**R = Recommended** While these policies are not required by law, they are highly recommended for effective and efficient school board operation.

**COMMUNITY INVOLVEMENT IN DECISION-MAKING**

The Board shall encourage the involvement of citizens to fulfill the mission of the schools through such means as hearings, surveys, informational meetings, etc., where the Board may hear and evaluate community opinions as it conducts its responsibilities.

Adopted: October 1998

Approved: January 2002

**PUBLIC INFORMATION PROGRAM**

The Board will do its best to keep the people informed of the affairs of the district. To achieve its goals for good school-community relations and maintenance of open two-way channels of communication with public, the Board authorizes the Superintendent to:

1. Prepare or guide the preparation of informational materials including the annual report, newsletters, articles for periodicals, newspapers and/or radio releases, special pamphlets and other assigned material, and to maintain close liaison with news media and publicity organizations.
2. Organize or assist in development of speakers' bureaus and speaking engagements with civic, PTA, church and other groups.
3. Provide staff members with assistance for preparation of material for community and staff distribution (handbooks, information leaflets, etc.).
4. Assist in coordinating work with civic and other groups which support the school system.

Adopted: October 1998

Approved: January 2002

### 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 School Board, or 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.

Adopted: October 1998

Approved: January 2002

### PUBLIC COMPLAINTS

While the Board recognizes its obligation to be available to the public at all times, it also believes that individual complaints can usually be resolved most effectively by parties directly concerned. All complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only. The Board, therefore, will not hear complaints from individual parents until such complaints have been raised, first with the child's teacher, and, if not resolved, successively with the department head (where applicable), Principal, and Superintendent.

Adopted: October 1998

Approved: January 2002

**PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

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 an opportunity for explanation, comment, and presentation of the facts.

The Superintendent shall resolve the matter and report to the Board.

Adopted: May 1987

Approved: January 2002

**POLICY ON 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 to the Principal a "Request for Reconsideration of Instructional Materials." The request forms are available at the school office.

The Principal, upon receipt of a "Request for Reconsideration" will acknowledge receipt to the complainant and list anticipated steps to be taken. The Principal will then notify the Book Review Committee and schedule meetings necessary to review the complaint and to write a report.

The final report will be forwarded to the complainant and the Superintendent of Schools. If the complainant is dissatisfied, the next step is to submit the request to the Superintendent of Schools 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 a Selection Committee votes to remove or restrict the material until a final decision is made.

*Appendix KEC-R*

Adopted: April 1985

Approved: January 2002

**Public Complaints About Facilities or Services  
GRIEVANCE PROCEDURE (SECTION 504)**

1. Any qualified handicapped person, or persons, who feels subject to discrimination with respect to Section 504 of the Rehabilitation Act of 1973 has 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) school 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 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 School District may continue to negotiate. If the School District and aggrieved party agree on a mutual solution to the alleged discrimination, the hearing would be canceled.
7. The decision of the 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.

Adopted: November 1998      Approved: January 2002

**USE OF SCHOOL BUILDINGS AND FACILITIES**

It shall be the policy of the Board to rent school buildings and facilities to recognized responsible organizations and groups. The Superintendent will develop procedures for the public use of school facilities.

Adopted: October 1998

Approved: January 2002

**PUBLIC CONDUCT ON SCHOOL PROPERTY/ASSAULTS**

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

**Statutory Reference:**

*RSA 571-C:2*

*Appendix KFA-R*

Adopted: October 1998

Approved: January 2002

**USE OF OUTDOOR SCHOOL PROPERTY**

The School Board recognizes that school grounds may serve as a recreational area for various organizations and citizens within the school district. Of major concern to the Board is the proper use of school grounds and of paramount importance is the promotion of child safety and demotion of vandalism. To address this concern, community members and organizations should observe the following:

1. All outdoor school property is closed to the public from nine o'clock in the evening (9:00 p.m.) until sunrise, except with Board approval per School Board Policy KGA-R. This does not pertain to authorized school functions.
2. Alcoholic beverages may not be brought onto nor consumed on school property unless special permission has been received per School Board Policy KGA-R and NH RSA 571-C-2..
3. An adult shall supervise all children on school grounds during and after school hours.
4. The use of skateboards, rollerblades, rollerskates, or bicycles is permitted with the supervision of an adult, over 18 or legal guardian who is responsible for the child using the above mentioned apparatus after normal school hours (based upon dismissal time established at beginning of school year.

Any violation of any of the above mentioned items will be dealt with by the Chester Police Department or any recognized NH Police Authority.

The Chester School District does not assume any liability of injury due to personal negligence while on school grounds after normal school hours.

The age specification for a child mentioned above is from infant up to ages 18. The age specification for an adult mentioned above is from age 18 on up.

ADOPTED November 1998

APPROVED: January 2002

**REGULATIONS FOR USE OF SCHOOL FACILITIES**

The normal non-school use of school facilities and grounds will be regulated by the Principal of Chester Academy and the Chester School Board.

**1. WHO MAY USE SCHOOL FACILITIES:**

Use of the Chester Academy facilities and grounds is strictly limited to individuals living in Chester, groups that are based in Chester, or those other groups, which are sanctioned by the Principal, and the School Board.

Use of the facilities free of charge is limited to non-profit activities that are equally accessible to all Chester residents, or to groups and individuals raising money for worthy causes.

Groups or individuals using any school facilities for private profit will be subject to a special rental fee to be set annually by the School Board. This fee is per day or any portion of the day and is in addition to any service charges for custodians, kitchen personnel, or police protection. This fee may be waived for educational purposes.

The Principal of Chester Academy or the Chester School Board reserves the right to refuse any applicant.

**2. APPLICATION:**

Groups, organizations, agencies and parties who wish to request use of school facilities must contact the Principal of Chester Academy and fill out a written application for use of the facilities (available in the school office) and must abide by the regulations contained therein.

***PLEASE UNDERSTAND THAT SCHOOL SPONSORED ACTIVITIES WILL TAKE PRECEDENCE OVER ALL OTHER OUTSIDE ACTIVITIES, AND APPLICANTS MAY, WITH REASONABLE NOTICE, BE REQUIRED TO CHANGE THE DATE, TIME, OR PLACE OF THE ACTIVITY TO ACCOMMODATE A SCHOOL SPONSORED EVENT.***

**3. AUTHORIZATION:**

At the time of application, the user will receive a copy of the regulations that govern the use of the facilities. Groups or parties who wish to use the facilities on a regular recurring basis for specific kinds of activities ( e.g. scouts, basketball, P.T.A. meetings, etc.) may receive approval for use for up to one year. Such approvals may be revoked or *temporarily suspended* in the event of misuse of the facilities, or *if the school should require the use of a facility for a school sponsored event or activity.*

**REGULATIONS FOR USE OF SCHOOL FACILITIES***Continued*

Legal responsibility for all public school property rests with the School Board. Therefore, the Board reserves the right to overrule a decision regarding the use of school property when such decision is deemed contrary to the best interests of the school district.

**4. ACTION ON REQUESTS:**

Approved or denied applicants will be notified by the school office regarding the status of their application as soon as possible following application. Approved applicants will receive a copy of the application form. The applicant must also complete a "liability release form". When indicated, the Principal will cause to be prepared a "Use of Facilities Agreement" to be signed by the applicant and the School Board Chairperson prior to the use of the facilities. All groups using the school facilities must submit a copy of the group's insurance coverage with the application. The copy will be kept on file in the school office.

Whenever more than one request for the same date is received, the following priorities shall apply:

- a. school activities
- b. school oriented organizations
- c. adult education groups
- d. civic and community service organizations
- e. other groups

**5. AUTHORIZATION REFUSAL:**

Authorization to use the school facilities may be refused under the following conditions:

*Whenever an applicant has been determined to be "not responsible" as a result of prior use.*

*Whenever the activity being planned is deemed inappropriate for the facilities as it could cause damage to school facilities or grounds. Whenever the activity being planned conflicts with an activity having prior approval.*

*Whenever the user fails to qualify under the categories stated under item #2 of these regulations.*

**6. Police protection and/or fire protection may be required at the discretion of the Principal or School Board. The user will be responsible for arranging and paying for any such required protection.**

**REGULATIONS FOR USE OF SCHOOL FACILITIES***Continued:*

7. The user will be held responsible for any damages incurred to school facilities or grounds while the activity is taking place.

8. FACILITY LIMITATIONS:

Use of school facilities may be limited from June 30<sup>th</sup> through the opening of school to accommodate scheduled maintenance.

The building Principal will assign applicants to a specific area for the function based on the nature of the activity, the number of people expected to attend and other relevant factors. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities requested, unless requested changes are approved by the Principal or School Board.

9. EMERGENCY CLOSINGS:

If school is canceled or dismissed early due to inclement weather or some other emergency, all after school events (school & community) shall also be canceled.

10. CUSTODIAN:

A custodian must be on duty at any time the facility is in use. Waivers of this requirement may be granted by the School Board and/or Principal. However, it is generally accepted that the applicant will be held responsible for properly maintaining the facility during its use. During normal custodial hours, if the applicant fails to leave the facility in proper condition (i.e. as it was found), the applicant will incur additional custodial cost as per the established fee schedule. Activities that are held outside regular custodial working hours shall result in added cost to the applicant as per the established fee schedule.

11. FEES:

Fees for utilities and custodial services will be established annually by the School Board in Policy KGA-E. Such fees shall also be stated on the "Application for Facilities Use" form.

All fees are paid directly to the Chester School District. No direct compensation for services is permitted.

## REGULATIONS FOR USE OF SCHOOL FACILITIES

*Continued:*

## 12. DAMAGE TO PREMISES:

Any damage to the facilities/grounds and or equipment shall be the responsibility of the applicant. Costs for repair of damages shall be born by the applicant.

## 13. LIABILITY:

The Chester School District assumes no liability for those persons or groups using the school facilities. Therefore, all groups or persons requesting use of the school facilities shall be required to show proof of liability insurance upon application. Copies of said proof shall be placed on file in the school office. Individuals or groups without liability insurance coverage shall be required to complete a liability release form.

## 14. ADULT SUPERVISION:

Appropriate adult supervision for all child-related activities must be provided by the applicant at all times.

## 15. SMOKING

Per RSA 155.45 no smoking is permitted in school buildings or on school grounds.

## 15. ALCOHOL USE

The use of alcohol on school grounds is not permitted.

## DEFINITIONS:

School facilities are all buildings and grounds owned by the Chester School District.

School oriented organizations are organizations, which are recognized by the School Board as directly, related to the activities of the school.

Civic organizations are religious, service, and fraternal groups which are located in the Town of Chester.

Other groups are all groups and organizations not defined above.

**REGULATIONS FOR USE OF SCHOOL FACILITIES**

*Continued:*

**CHESTER SCHOOL DISTRICT  
USE OF SCHOOL FACILITIES FEE SCHEDULE**

**CUSTODIAL FEES:**

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
<b>CUSTODIAN</b>	<b>\$12.00/HOUR</b>	<b>\$15.00/HOUR</b>

**GYMNASIUM OR CAFETORIUM FEES:**

Private profit-making activities will be charged \$300.00 per day or \$150.00 per half day.

Use of the facilities by non-profit groups shall not be subject to the aforementioned fee.

In situations where there is no cost to the school district, or in situations where a mutual exchange of facilities is possible between the school district and the organization, rates may be modified or eliminated by the School Board.

In situations where extended usage for a long period of time is requested, a yearly fee may be set at the discretion of the School Board and shall be contained in a facility use agreement document that shall be established between the applicant and the School Board.

**OTHER:**

Use of the classrooms, gym, cafetorium, Media Center, and/or grounds are free for school activities, school oriented organizations, adult education, exercise groups etc. Civic organizations and other non-profit groups offering equal access to any Chester resident shall not incur additional fees except as indicated for custodial services.

Reference: School Board Policy KG & KGA-R.

STATUS: AMENDED & APPROVED 3/2/00

**PUBLIC SOLICITATIONS IN THE SCHOOLS**

As a general policy, there will be no solicitation within the schools for any purpose whatsoever. No commercial enterprise may be represented in the schools and there will be no sale of goods or services on the premises.

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.

Adopted: October 1998

Approved: January 2002

### **ADVERTISING IN THE SCHOOLS**

Neither the facilities, the name, the staff, nor the children of the schools, school system, not 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;

The school may cooperate in furthering the work of any nonprofit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.

The schools may use films or other educational materials bearing only simple mention of the producing or sponsoring firm.

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.

The Superintendent may, at his/her or discretion, announce or authorize to be announced any lecture or other community activity of particular educational merit.

The schools may, upon approval of the Superintendent, cooperate with any governmental agency in promoting activities in the general public interest which are nonpartisan and non-controversial and which promote the education or other best interests of the pupils.

School publications may accept and publish paid advertising under established procedures.

Promotional literature will not be distributed through the schools except for recognized educational and youth-oriented organizations.

Adopted: October 1998

Approved: January 2002

### VISITORS TO THE SCHOOLS

All persons, other than staff and pupils enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office. Employees of the school system (directors, coordinators, maintenance staff members, and others) are to advise the school Principal or Secretary that they are in the building. A visitor (a person not employed by the school system) must report to the school office and receive permission to be on the school grounds.

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 securing an appointment with the teacher through the office of the Principal or by direct contact with the teacher.

No person shall visit a school without first reporting to the office of the Principal as to the purpose and place of the visit.

Adopted: October 1998

Approved: January 2002

**RELATIONS WITH POLICE AUTHORITIES**

It is the policy of the schools to cooperate with law enforcement agencies ( see appendix for memorandum of understanding).

*Appendix JICD – R, Page 1-4*

Adopted: October 1998

Approved: January 2002