

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

November 13, 2019 3:30 – 5:00

Central Office

Agenda

I. Call to Order

- JIHB – Searches of Student Automobiles on School Property
- KF – Use of School Building and Facilities
 - KF-R – Guidelines on the Use of School Facilities
 - KF-R1 – Building/Grounds Rental Fees
- JICJ (A) – Technology Devices – K-8 Cell Phones/Personal Devices
- ADB – Drug-Free Workplace/Drug-Free Schools
- IIB-R – Class Size Procedure {Review of Changes made}

Next Meeting: December 11, 2019

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JIHB
Policy Committee: January 7, 2015 Policy Committee: March 11, 2015 School Board First Read: March 18, 2015 School Board Second Read/Adoption: April 1, 2014 Policy Review: 4/10/19, 10/9/19, 11/13/19 School Board First Read: 5/1/19, 10/16/19 School Board Review: November 6, 2019	Page 1 of 1 Category: Recommended

SEARCHES OF STUDENT AUTOMOBILES ON SCHOOL PROPERTY

Oyster River Cooperative School District students recognize that parking their automobiles on school property is a privilege and not a right. As part of this privilege, the district may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules or policy has occurred. Students consent to having their automobiles searched by parking in school parking lots.

In the event that an employee of the school district has reason to believe that drugs, drug paraphernalia, or weapons are present in a student's automobile, that employee will inform the building principal, who will then conduct a search of the automobile. [The principal with consult with the SRO and the District will collaborate with the Durham Police Department. The principal/designee shall have the discretion to engage the police in the search.](#) The principal shall fill out a vehicle search form, which will be maintained by the district.

Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.

Legal Reference:

NH Constitution, Pt.1, Art.19

Cross Reference:

JIHB-R – Student Operated Vehicle Search Report

[JLIE – Student Automobile Use](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
School Board First/Second Read: March 5, 2014/April 2, 2014 School Board First/Second/Adoption: August 15, 2018 Policy Committee Review: May 8, 2019 & June 12, 2019 School Board First Read: June 19, 2019 & October 16, 2019 School Board Second Read/Adoption: July 10, 2019 Back to Policy October 9, 2019 Back to Policy: November 13, 2019 Superintendent Review/Revision: October 17, 2019 School Board Review: November 6, 2019	Page 1 of 23 Category: Recommended

USE OF SCHOOL BUILDINGS AND FACILITIES

The Oyster River School Board allows its facilities to be used by responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities which do not interfere with school activities and is in the best interests of the school system. Authorization to use school facilities does not connote Board endorsement or approval of the activity or of the sponsoring organization/individual.

Policies

The Organization shall ensure that staff, students, and all participants in the PROGRAM shall follow all policies and rules of the Oyster River Cooperative School District to ensure the safety of all participants and the care of the facilities.

The Organization shall further ensure that the PROGRAM is operated in a manner that conforms to the School Board's Policy AC (Nondiscrimination/Equal Opportunity) and permits the School District to meet its obligations under federal and state non-discrimination laws.

The School District Rules can be found in the Parent Student Handbook on the District website under the school tab for each school, and the School Board Policies at:

<http://www.orcsd.org/schoolboard/policies>

Prohibited:

Any activity or organization which:

1. Promulgates any theory or doctrine subversive to the laws of the United States, the State of New Hampshire or any political subdivision thereof.
2. Advocates governmental change by violence.
3. Violates the canons of good morals, manners or taste, or is injurious to the district buildings, grounds or equipment.
4. Is in conflict with school activities or programs or policies.
5. Raises funds for any purpose except as permitted by board policy or special action of the board.
6. Is discriminatory.

Granting of Approval:

The Superintendent of schools or designee is authorized to approve and arrange for scheduling the use of school facilities by applicants satisfying the above requirements.

The Board authorizes the Superintendent to revoke any such permit, without liability, should such action be deemed necessary or desirable.

Applicants may be required to submit an explanatory statement declaring that to the best of their knowledge the projected use is within the general policy and is not in violation of prohibited activities noted above.

[Community Recreation Programs and Outside Non-Profit Groups wishing to use the district facilities will meet seasonally with the Athletic Director and his administrative assistant to ensure maximum usage with minimal conflict.](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
School Board First/Second Read: March 5, 2014/April 2, 2014 School Board First/Second/Adoption: August 15, 2018 Policy Committee Review: May 8, 2019 & June 12, 2014 School Board First Read: June 19, 2019 School Board Second Read/Adoption: July 10, 2019 Back to Policy October 9, 2019 Back to Policy: November 13, 2019 School Board First Read: October 16, 2019 Superintendent Review/Revision: October 17, 2019 School Board Review: November 6, 2019	Page 2 of 3

USE OF SCHOOL BUILDINGS AND FACILITIES (continued)

Building Access

Keys and cards provided to approved users are for their exclusive use and may not be shared with anyone. Adult supervision by the approved user is required at all times for events that involve children.

Fees:

The Board will approve a schedule of fees for use of school facilities. After regular hours, weekends or holidays, custodial, kitchen and auditorium tech fees to be charged to all outside users. Other charges may occur for turf field, lights, vandalism, damages and any other equipment outside the use of the space requested. The Superintendent or designee(s) may grant waivers of fee payment in exceptional cases. The superintendent may adjust the fee charged. When doing so, will report out at the next Board meeting. The Board intends that recognized parent volunteer groups, such as PTO's, will not be charged fees for use of facilities that have approval of the building Principal and Business Administrator. Fee schedule will be reviewed as part of the annual budget process.

Non-profits serving district students will not be charged other than the exceptions noted above. Other non-profits will be charged according to the fee schedule.

Insurance:

Each application for school rental will include a certificate of insurance for general liability and property damage, the coverage to be as recommended by the district's insurance carrier. The Organization shall maintain workers compensation insurance as required by state law. The organization shall provide the Board with proof of insurance and shall not cause such policy to be terminated or materially changed without giving the Board at least 10 days' prior written notice. Each applicant claiming a non-profit status will need to provide IRS or State of -NH proof documenting their non-profit status.

Damages:

Anyone submitting an application for the rental of school property must assume responsibility for the proper use of the facility and for the conduct of all attending the event. As a condition for permission to use the facility the user must indemnify the school district from any claims which might arise from the use. If any school district property is lost or damaged during usage, the amount of loss or damage will be determined by the superintendent of schools, and a bill for damages (both labor and materials) will be mailed to the applicant of record, who accepts responsibility for payment of damages as a condition for permission to use the facility. In addition, the Superintendent or designee may require the submission of a deposit in advance to cover any potential loss or damage to school district property.

Complaints:

1. If an incident occurs that could be viewed as a violation of district policy or procedure, the district will be informed. ORCSD reserves the right to examine the incident and determine if it impacts further facilities use.
2. Every effort will be made to resolve the issue at the lowest level.
3. Complaints that result in investigations of violation of district policies will be conducted by independent third parties at the expense of the group using ORCSD Facilities.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
School Board First/Second Read: March 5, 2014/April 2, 2014 School Board First/Second/Adoption: August 15, 2018 Policy Committee Review: May 8, 2019 & June 12, 2019 School Board First Read: June 19, 2019 School Board Second Read/Adoption: July 10, 2019 Back to Policy October 9, 2019 <u>Back to Policy : November 13, 2019</u> School Board First Read: October 16, 2019 Superintendent Review/Revision: October 17, 2019 School Board Review: November 6, 2019	Page 1 of 3 of 23 Category: Recommended

USE OF SCHOOL BUILDINGS AND FACILITIES (continued)

Indemnification:

The organization agrees to defend, indemnify and hold harmless ORCSD for any claims, liability, or damages, arising out of the Organization's use of space under this Agreement.

Receipts:

Receipts from fees shall be used for facilities maintenance and operation costs.

Regulations:

Regulations governing this policy shall be posted on the school district web site.

Cross Reference:

- AC- Nondiscrimination/Equal Opportunity
- ACE & R – Nondiscrimination on Basis of Handicap/Disability & Procedure
- GBA – Equal Opportunity Employment
- GBAA & R & 1 – Sexual Harassment – Employee/Staff & Procedure & Report Form
- JBAA & R– Sexual Harassment and Violence -Students & Procedure
- JBAB & R – Transgender and Gender Nonconforming & Procedure
- KF-R Guidelines on the Use of School Facilities
- KF-R1 Building Rental Fees
- JLCF – Wellness Policy
- JL – Soliciting Funds
- KFB – Advertising in Schools

Legal Reference: Military Recruitment in high schools

GUIDELINES ON THE USE OF SCHOOL FACILITIES

Use of facilities, owned and operated by the Oyster River Cooperative School District, is governed by federal and state law and by ORCSD policy KF.

Reservations and Arrangements:

1. All use/rental applications shall be made at least 14 days in advance. Reservations are made on a school year basis unless prior approval received by the Superintendent's office. Applications for facility use/rental are available online at our orcsd.org website under Facilities department.
2. A written permit will be issued to the applicant by the Central office and a copy, along with a copy of the regulations governing use, will be sent to all concerned. No reservation will be made until the application is approved by the Superintendent or his/her designee. If a local organization's request is one with regularly occurring dates, approval may be given for the entire schedule providing it is not among the exceptions in the policy, groups paying rental charges takes precedence. Should a conflict occur because of a school activity, the right is reserved to cancel the permission granted and to arrange a date and time for rescheduling. If a space is reserved, it is with the understanding that it will be used. Any space reserved for an "on hold" basis, must have prior approval by the facilities office.
3. For all sports/athletic events, the District will establish an open request window by seasonal activities. Any request changes need to be shared with the Athletics Director. The organization that has requested the facility is responsible to inform the District if they do not plan to use the approved space.
4. The applicant and the organization shall be held responsible for the proper use of the facility, for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and hours agreed on the application. 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 Facilities office or designee and a bill for damages will be presented to the group using or occupying the facilities during the time loss or damage was sustained.
5. All applicants for use of district facilities shall hold the Oyster River Cooperative 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. Individuals requesting to use a facility for non-school event must execute an Oyster River Release of All claims prior to receiving permission to use the facility. Forms for release will be made available by the Facilities office to requesting parties.
6. Users of school facilities must assume responsibility for the safety and protection of the participants, audience, and workmen to the extent required by law. The applicant shall be required to provide Commercial General Liability to use school facilities by providing a written certificate of insurance proving liability coverage and property damage insurance totaling \$1,000,000/\$1,000,000 with the Oyster River Cooperative School District listed on the certificate as an additional named insured.
7. Rental payment checks should be made payable to the Oyster River Cooperative School District. Payment must be received at the District Central Office at least ten days prior to the event. If payment is not made by this date the Facilities office or designee has the authority to cancel the applicant's contract.
8. Any additional expenses incurred during the event i.e., custodial, security, media, kitchen help or any other expenses will be billed within two (2) weeks after completion of rental. Payment of services will be expected within thirty days from billing date.
9. Anyone considering renting school facilities and wishing to take measurements or survey the area shall contact the Facilities office to make prior arrangements.
10. Rain date reservation requests will need prior approval of the Facilities Office. ORCSD reserves the right to charge custodial costs and rental fees even if the rain date goes unused.

USER RESPONSIBILITIES AND GUIDELINES ON THE USE OF SCHOOL FACILITIES

Regulations Governing the Use of Facilities:

Persons or organizations violating these regulations may forfeit their rights to further use of school facilities. Sponsoring organizations shall provide sufficient competent adult supervision that has the authority to sign the written agreement and is responsible to the organization seeking permission to use the school facilities. The responsibility for the enforcement and communication of these regulations shall rest with the person(s) or organizations(s) using the facilities. The staff member in charge should ascertain that users are aware of policy and regulations governing use of school facilities.

1. Bring your signed forms or confirmation sheet with you to all practice, activities and games. Please give a copy of this sheet to the person who will be on site for the planned activity.
2. A member of the school staff (administrator, teacher, custodian, coach, assistant coach, aide, maintenance person) or an authorized program leader (coach, assistant coach, activity director/coordinator) must be present while a school facility is being used. Any organization using school facilities must agree to the assignment of custodial/supervisory personnel for continuous duty during the time stated on the application. Custodian(s) assigned to cover the events(s) will be responsible for locking and unlocking the facility; turning house-lights on and off; security; and cleaning any debris left by the renting organization. The rate shall be established by the School Committee.
3. Organizations sponsoring events requiring police and/or traffic control are responsible for making all arrangements for such services directly with the police department. Any time a room, hall or facility is to be used to more than half of its rated capacity, the local police and fire departments must be notified prior to the reservation's being confirmed. Notification is the responsibility of the group or individual renting the school facility. If this is not complied with, the school district reserves the right to cancel the contracted rental agreement. Payments for these services should be made directly to the police/fire department.
4. When schools have been closed because of inclement weather, the facilities will be closed for all use. There is no parking in any of the school parking lots during or after storms for safety, plowing and sand/salting purposes. The schools do not assume the responsibility of contacting groups when such closures occur. School closures will be posted on our website. ORCSD reserves the right to tow any unauthorized vehicle at the vehicle owner's expense.

Weekend/After Hours Events: The District reserves the right to cancel these events in case of an emergency, inclement weather, power outages or any additional unforeseen circumstances. The schools do not assume the responsibility of contacting groups when such closures occur.

5. If a school kitchen facility is included in a rental, the rental must be approved by the District Food Service Director. Use of kitchen facilities requires the presence of designated cafeteria personnel. The kitchen area must remain under the direct control of the cafeteria manager because of the expensive equipment, food supplies and rigid sanitation requirements. The rate shall be established by the School Committee.
6. Only facilities explicitly contracted for in the written agreement may be used for an activity.
7. No school building or facility shall be used for any purpose which could result in rioting, disturbing the peace or damage to property or for any purpose prohibited by law.
8. Users have the responsibility for maintaining aisles, doorways and exits free and clear of all obstructions to permit unimpeded emergency access. Users may not construct sets or add decorations unless the materials used can be documented as meeting fire safety code requirements.
9. Users are responsible for emergency evacuation of buildings and publicly announcing the provisions of that plan including the locations of the emergency exits to the attending public prior to the commencement of any activity.

10. Any activity which requires special equipment, a rearrangement of school furnishings, or decorations attached to any building surface, must have the written approval from the school principal prior to scheduling the event. Please show respect for the facility with proper care, usage and respectful language.
11. Consumption of all beverages and food is prohibited in the ORHS gymnasium and auditorium and the ORMS gymnasiums and auditorium. Designated area: Cafeteria
12. Concessions need to be pre-approved.
13. Use of alcoholic beverages, drugs, tobacco products, profane language, or gambling in any form is strictly prohibited on school property. The use/possession/selling of drugs or other controlled substances on school district property is against federal and state laws. Any person who violates this section shall be guilty of a violation and notwithstanding RSA 651:2 shall be punished by a fine. The Oyster River School Board strongly supports all efforts by law enforcement officials to eliminate drugs in schools.
14. Individuals and/or groups renting school district property must clean the area rented and clear it of their belongings by the end of the scheduled reservation time at least 1 hour prior to the next scheduled event. Oyster River Cooperative School District reserves the right to remove or discard any items left behind at renter's expense.
15. There shall be no changes in the lighting arrangement unless prior permission has been granted by the technical director. Under no conditions shall there be any tampering with light controls.
16. Pianos shall not be moved without prior permission of the principal. The cost of tuning the piano for an event will be the responsibility of the renter. Pianos must be returned to the condition it was in prior to the event.
17. The possession of firearms or other weapons on school district property is prohibited.
18. Rental contracts are made with the person(s) or organization listed on the application only. The subletting of school facilities is prohibited.
19. Users who have permission to enter the building on weekends or during school breaks are responsible for the activation/deactivation of school alarm systems and accept full responsibility as a result of their negligence.
20. The use of school parking facilities in conjunction with a school facility rental is strictly on a first come - first served basis. Regular school business always takes precedence. At no time, may fire lanes and emergency exits, or handicapped parking spaces and entrances, be blocked by vehicles. Vehicles are not permitted on athletic fields or grass areas at any time. Illegal parking may result in vehicles receiving tickets, warning tags or towing at the vehicles owner's expense. Parking in marked spaces only.
21. Non-profit groups requesting a waiver shall complete a waiver form. All waivers of fees shall require a review and demonstration of financial need.
22. Table placement at district events shall not be set up as to interrupt the normal flow of pedestrian traffic into or out of an event. Must comply with fire aisles - 6' outside theater door.

Fields

1. At times, conditions of the high school fields may warrant closure. When this occurs, all activities for field use will be cancelled. Groups will be notified of closure as soon as possible.

Gym/Auditorium

1. No objects are to be fastened to or dragged across the gymnasium or auditorium floor.
2. No tape shall be applied to the gymnasium floor, walls, or bleachers.
3. Preliminary reservations requests will be accepted until June 15th for the following school year. The schedule will be confirmed during the last week in June, or after the school district calendar has been

approved by the school board. The schedule will be finalized in early July, after which additional reservation requests will be accepted and scheduled if the requested dates are available.

4. Gymnasium systems (bleachers, floor protective tarps, scoreboard, adjusting basketball hoops, operating divider curtains, sound system, floor protective covering) can only be operated by individuals approved by the Oyster River School District. Fees are set by the school committee.
5. Auditorium systems (stage rigging, lighting, audio & video) can only be operated by individuals approved by the Oyster River School District. Fees are set by the school committee.
6. Typically for non-theatrical events the auditorium may only be reserved for the day of the event. For theatrical productions, the auditorium may be reserved for a period of one week concluding the night of the final performance. Exceptions to this will be considered depending on the nature of the event, and demand on the auditorium.
7. All equipment, props, etc., owned by the renting organization must be removed from the premises the evening of the last performance, unless other arrangements have been made with the facilities office. Storage space in the auditorium is extremely limited and only available while the auditorium is reserved by the renting organization (for a theatrical production the load in would be no earlier than one week before the final performance unless other arrangements have been made in advance through the Facilities office).
8. The availability of auditorium equipment and systems for any particular use is subject to the approval of the School Principal and Technical Director.
9. Food, beverages and other items may be sold in the ticket booth/concession stand but are not permitted in the seating area.
10. Props, backdrops, etc. may only be hung in a safe manner according to the intended use of stage rigging and sets. No objects are to be fastened to the stage curtains. No objects are to be hung from the sprinkler pipes. No objects are to be fastened to the stage floor or walls. The Theater Technician in conjunction with the Facilities Director has authority to ensure the safety of all scenery, props, equipment, etc., and to require the removal of the unsafe material or modifications to satisfy safety needs as determined by the Technical Director.
11. Only gaffers or spike tapes, supplied by ORCSD, or Glow tape approved by the Theater Technician shall be applied to the stage floor. No other tape (masking or duct) shall be used. Duct tape will not be allowed in the gym/auditorium at any time. Painting of any kind must be approved by the Facility Director and may not occur on the stage.

Time Limits

During a school day, the use of facilities may not be granted before **3:30 P.M.** and may not extend beyond **10:00 P.M.** All facilities must be cleared within thirty minutes of closing time indicated on the application. For weekend and holidays, facility use will be granted between the hours of 7:00 A.M. to 10:00 P.M.

Cancellation:

Request for cancellation must be received at least 24 hours in advance (weekend events 48 hours) of agreed upon starting time. Failure to cancel shall obligate the applicant to pay the custodial/auditorium tech service fees and any other expenses incurred. Cancellations can be made by contacting the Facilities Office. Verification of cancellation must be acknowledged by a Facilities staff member.

Cancellation of permission to use school facilities may be ordered by the Superintendent or his/her designee whenever such action is deemed in the best interest of the school district. As much notice as possible will be granted. (Reminder: Postponement of school events may cause sudden change in use of facilities.)

Fees for Use of School Facilities

A schedule of fees shall be published before the beginning of each school year.

After regular hours, weekends or holidays, custodial, kitchen and auditorium tech fees to be charged to all outside users. Other charges may occur for turf field, lights, vandalism, damages and any other equipment outside the use of the space requested.

GROUPS

No fee for the use of school facilities will be charged for activities sponsored by the following:

A. In-House/School District

1. The individual schools or school districts.
2. School related organizations (PTO, Teachers' Guild, etc.).

No fee other than insurance costs for the use of school facilities will be charged for activities sponsored by the categories listed below. This assumes that school personnel are on hand during the time the building is in use. If school personnel are needed during times outside normal work schedules, the cost of these personnel shall be borne by the user. Such cost shall be published before the beginning of the school year. The cost of any non-school personnel shall also be borne by the user.

B. Community/Municipality

- Oyster River community youth recreation programs
- Youth groups (ORYA, Boy/Girl Scouts, 4-H, etc.).
- Community service organizations (Lee Historical Society, Red Cross, League of Women Voters, etc.).
- Local government (elections, town meetings, budget hearings, etc.).

The following groups will be charged a custodial, equipment, and/or room rental fee at a rate set by the School District.

A. Outside Groups/Non-profit (proof may be required 501(c)3 Certificate of Tax Exemption)

1. Any group that does not fall in the above listed category and any groups not sponsored by the Oyster River School District.

B. Outside Groups for Profit

C. Afterschool Care

1. Programs approved for school use will be charged \$200 per month for usage of Multipurpose Room

D. All groups including community-based programs, will be charged to use the Turf and Track area.

Use Priorities

If there is a conflict in the scheduling of events in school facilities, consideration will be given in the following order:

1. Use for Oyster River School District student activities.
2. ORCSD Community Town Governmental business {voting, public hearing, deliberative sessions}
3. Use for Oyster River Town Recreation Programs.
4. Non-Profit Pprograms serving the youth of the Oyster River communities
5. Non-Profit Pprograms serving the Oyster River adult community's recreational programs.
- 5.6. Non-Profit programs serving outside community.
- 6.7. All other acceptable uses.

In the event there are 2 competing organizations requesting the same time and space, the following criteria will be used:

Priority order:

1. Non-ability based serving highest number of ORCSD – open participation
2. Ability based servicing highest number of ORCSD – select participation

The organization must furnish their ORCSD resident registration numbers by sport and town.

It is understood that the District maintains control of its facilities. Requested times are subject to District approval based on the judgement of the Athletic Director.

Community Emergencies

The Board recognizes the role of the school facilities in times of community emergencies and will make suitable facilities available to such recognized agencies as the Red Cross and Civil Defense. Such needs supersede any and all rental arrangements.

I have read and understand the Oyster River School District's "Use of School Facilities and Guidelines" and agree to the terms and conditions stated in the policy.

Typed/Print Name: _____ Signature & Date _____

Cross Reference:

- AC- Nondiscrimination/Equal Opportunity
- ACE & R – Nondiscrimination on Basis of Handicap/Disability & Procedure
- GBA – Equal Opportunity Employment
- GBAA & R & 1 – Sexual Harassment – Employee/Staff & Procedure & Report Form
- JBAA & R- Sexual Harassment and Violence -Students & Procedure
- JBAB & R – Transgender and Gender Nonconforming & Procedure
- KF-Use of Buildings and Facilities
- KF-R1 – Building Rental Fees
- JLCF - Wellness

Facility Use Requirements

IRS Tax Exempt Certificate shall be required to substantiate non-profit annually.

Proof of Insurance will be provided by the user annually

When there are two events held: one in the afternoon and one in the evening - a separate fee is charged for each event, providing there is an admission fee charged for each event.

Elementary Day Care Usage Monthly Charge \$200.00

UNH will be charged in the Outside Non-Profit Category

After regular hours, weekends or holidays, custodial, kitchen and auditorium tech fees to be charged to all outside users. Other charges may occur for turf field, lights, vandalism, damages and any other equipment outside the use of the space requested.

*A minimum of one hour will be charged for all of these locations

ORCSD Community Non-Profit Yearly Flat-Fee: _____ TO BE ESTABLISHED

BUILDING/GROUNDS RENTAL FEES

STAFF FEES:

Custodial Fee	\$40.00 per hr. minimum charge 3 hrs.
Kitchen Fee	\$40.00 per hr. minimum charge 3 hrs.
Auditorium Tech Fee	\$50.00 per hr. minimum charge 3 hrs.
Application Fee	\$25 per event

AUDIO/VISUAL FEES:

Audio/Visual	\$20.00 per day
Piano	\$50.00 per day
Tables and Chairs	\$10 per table \$1 per chair
Gym Floor Cover Tarp	\$800 per set up and breakdown

SCHOOL RENTAL FEE/DAY

MOHARIMET SCHOOL	SEATING CAPACITY	Outside Groups For Profit	Outside Group Non Profit	Non-Profits w/in District	Parent^A Tutoring
Cafeteria/Stage	298 (seating only set ups) 147 chairs allowec	\$200	\$125	\$0	
Gym	518 (seating only set ups) 357 chairs allowed	\$500	\$200	\$0	
Cafe/Gym combined space	816 - 504 chairs			\$0	
Kitchen		\$100	\$75	\$0	
East Commons	50	\$150	\$75	\$0	
West Commons	50	\$150	\$75	\$0	
Library	44	\$200	\$100	\$0	
Classroom	30	\$100	\$50	\$0	\$25
Sports Field		\$75/hr	\$20/hr*	\$0	
		*(Minimum 1 Hour) *(Minimum 1 Hour)			
MAST WAY SCHOOL					
Multi-Purpose Room/Stage	250 (lecture style) 134 (with tables/chairs)	\$500	\$200	\$0	
Cafeteria	225 (lecture style) 170 (with tables/chairs)	\$200	\$125	\$0	
Kitchen		\$100	\$75	\$0	
North Commons	40	\$150	\$75	\$0	
Library	44	\$200	\$100	\$0	
Classroom	30	\$100	\$50	\$0	\$25
Sports Field		\$75/hr	\$20/hr*	\$0	
		*(Minimum 1 Hour) *(Minimum 1 Hour)			
MIDDLE SCHOOL					
Gymnasium	1170 (w/o bleachers) 550 (with tables/chairs)	\$650	\$250	\$0	
Cafeteria/Stage	428 (lecture style) 200 (with tables/chairs)	\$200	\$125	\$0	
Kitchen		\$100	\$75	\$0	
Multi-Purpose Room/Stage	336 (lecture style) 174 (with tables/chairs)	\$500	\$225	\$0	
Library	64	\$200	\$100	\$0	
Classroom	30	\$100	\$50	\$0	\$25
Softball Field		\$400/hr	\$175/hr*	\$0	
		*(Minimum 1 Hour) *(Minimum 1 Hour)			

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT **KF-R1**
BUILDING/GROUNDS RENTAL FEES - Revised: 9/10/18, 4/4/19, 5/8/19, 10/17/19, 11/13/19

HIGH SCHOOL

Auditorium/stage & Music Rm 524 seats with 6 spots for wheelchairs		\$850	\$350	\$0	
Gymnasium	PLEASE SEE BOX BELOW	\$750	\$350	\$0	
Multipurpose Room/Stage	242 (tables & Chairs) 519 (Lecture style)	\$500	\$225	\$0	
Locker Rooms		\$50	\$50	\$0	
Cafeteria	428 (lecture style) 200 (with tables/chairs)	\$200	\$125	\$0	
Kitchen		\$100	\$75	\$0	
Library	64	\$200	\$100	\$0	
Music Room	40	\$225	\$125	\$0	
Classroom	30	\$100	\$50	\$0	\$25
HS Athletic Turf Field & Track		\$300/hr	\$150/hr*	\$0	
- Lights {Additional Fee}			\$75.00/hr	\$0	
			*(Minimum 1 hour)		
Baseball Field		\$250/hr	\$125	\$0	
Softball Field		\$250/hr	\$125	\$0	
Tennis Courts		\$150/hr	\$75	\$0	

Audio/Visual systems are included in Auditorium but notice must be given at time of reservation.

HS Gymnasium Capacity

Bleachers closed no furnisher	1729
Bleachers closed chairs only	1153
Bleachers closed tables & chairs	808
Bleachers	672
Bleachers open & chairs	907
Bleachers open table & chairs	636

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICJ (A)
Draft to Policy Committee: April 11, 2018 Draft to School Board for Discussion: 04/18/18 & 05/02/18 Draft Back to Policy for Review: May 9, 2018 School Board for First Read: May 16, 2018 School Board Second Read/Adoption: June 6, 2018 <u>Policy Committee: November 13, 2019</u>	Page 1 of 1

TECHNOLOGY DEVICES - K-8 CELL PHONES/PERSONAL DEVICES

Cell phones or personally owned technology devices may not be used during the academic day, defined as the 1st bell in the morning to the last bell in the afternoon.

Exceptions if school devices cannot accomplish a student's needs include:

- IEP that requires a personal device
- 504 that requires a personal device
- Medical reason that requires a personal device through the Nursing Care Plan

Cell phones may be used before the school day begins and after the school day ends, however: these devices may not be used in any manner that violates Board policies or school rules as described in the JICJ -(A)and (R) procedures. The District assumes no responsibility for damage to such devices.

Cross Reference:

JICJ (A)-R - K-8 Cell Phone Procedure
 JICJ & R – High School Cell Phone/Personal Technology Devices
 JICK – Bullying and Cyberbullying – Pupil Safety and Violence Prevention
 JICL & R – Student Computer & Internet Use and Procedure

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy: ADB
School Board Adoption: June 15, 2011 Policy Committee Review: September 11, 2019 School Board First Read: September 18, 2019 Back to Policy: November 13, 2019	Page 1 of 2

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS

A. Drug-Free Workplace

1. All Oyster River Cooperative School District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:
 - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.
 - d. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy: ADB
School Board Adoption: June 15, 2011 Policy Committee Review: September 11, 2019 School Board First Read: September 18, 2019 Back to Policy Committee: November 13, 2019	Page 2 of 2

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy **and report back to the School Board**. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

Cross Reference: EEAEA – Mandatory Drug and Alcohol Testing – School Bus Drivers

GUILD Contract

ORBDA Contract

ORPaSS Contract

ORESPA Contract

ORAA Contract

Legal References:

41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients

RSA Chapter 193-B Drug Free School Zones

N.H. Admin. Code, Ed. Part 316

CLASS SIZE PROCEDURE

The Oyster River Cooperative School District Elementary Placement Procedure will use the following criteria to implement Policy IIB.

Every effort will be made by administration to bring both Mast Way and Moharimet Elementary Schools to functional capacity recognizing that both elementary are district schools.

Every effort will be made by administration to create parity in grade level enrollment between the two schools.

To that end, the Superintendent will use the administrative team, as appropriate, to make placement decisions.

1. Placement of students will be made from a District-wide perspective.
2. No class will exceed more than 2 students above recommended level unless administration deems it in the best interest of the school.
3. Exceptions will be made based upon special services, busing or other unforeseen circumstances.
4. When a family enrolls with multiple children and one of the children would exceed enrollment limit, every consideration will be made to keep family in the same school.
5. Kindergarten building placement will be ~~no later than~~ made between August 1st through August 7th.
6. New students to ORCSD will be placed in the elementary school most appropriate to meet the goal of overall enrollment equity and/or grade level equity.
7. Students within walking distance of a respective elementary school will be allowed to attend that school
8. If a family moves within district, normally they will need to enroll the child at the school in which is designated as their school.
 - a. If the move happens mid-year, the family will have the option of remaining in the current school for the remainder of the year, but the parents need to provide transportation to the school the child is currently enrolled or meet a bus going to the school currently attending.
 - b. As of the beginning of the next school year, the child will need to attend the school designated by the district unless administration makes an exception under section 3.
9. Any new enrollee placement will be determined by August 7th.

Cross Reference: IIB – Class Size