

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

June 12, 2019 3:30 – 5:00

Central Office

Agenda

I. Call to Order

- KF – Facilities Use
 - KF-R – Guidelines on the Use of Facilities
 - KF-R1 – Buildings/Grounds Rental Fees
- JLCF – Wellness
- IJL – Library & Instructional Materials Selections & Reconsideration

Next Meeting: To Be Determined

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
School Board First/Second Read: November 7, 2012/November 14, 2012 Policy Review: February 4, 2014 School Board First/Second Read: March 5, 2014/April 2, 2014 Policy Committee Review: August 8, 2018 School Board First/Second/Adoption: August 15, 2018 <u>Policy Committee Review: May 8, 2019 & June 12, 2019</u>	Page 1 of 3 Category: Recommended

USE OF SCHOOL BUILDINGS AND FACILITIES

The Oyster River School Board ~~accepts the responsibility for making~~ allows its facilities to be used by available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities which ~~does not interfere with school activities infringe upon nor interfere with the conduct~~ 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.

Right is reserved by the board 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.

Fees:

The Board will approve a schedule of fees for use of school facilities. The Superintendent or designee(s) may grant waivers of fee payment in exceptional cases. 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.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
School Board First/Second Read: November 7, 2012/November 14, 2012 Policy Review: February 4, 2014 School Board First/Second Read: March 5, 2014/April 2, 2014 Policy Committee Review: August 8, 2018 School Board First/Second/Adoption: August 15, 2018 Policy Committee Review: May 8, 2019 & June 12, 2014	Page 2 of 3

USE OF SCHOOL BUILDINGS AND FACILITIES (continued)

Certificates of 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 Superintendent or designee(s) may grant waivers of certificate of insurance in exceptional cases. The Oyster River Cooperative School District shall be listed on the certificate as an additional named insured.

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.

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.

Insurance:

During the term of this Agreement the Organization shall maintain in effect a policy of general public liability insurance with limits of at least \$1,000,000 for bodily injury (per occurrence) and \$1,000,000 for property damage (per occurrence) the Organization shall cause the Oyster River School to be named as additionally insured on such insurance policy and shall not cause such policy to be terminated or materially changed without giving the Board at least 10 days' prior written notice. The Organization shall maintain workers compensation insurance as required by state law. The Organization shall provide the Board with proof of insurance upon request.

Receipts:

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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
School Board First/Second Read: November 7, 2012/November 14, 2012 Policy Review: February 4, 2014 School Board First/Second Read: March 5, 2014/April 2, 2014 Policy Committee Review: August 8, 2018 School Board First/Second/Adoption: August 15, 2018 Policy Committee Review: May 8, 2019 & June 12, 2019	Page 3 of 3

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 principal 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.
- 2.3. 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.
- 3.4. 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.
- 4.5. 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.
- 5.6. 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.
- 6.7. 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.
- 7.8. 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.
- 8.9. Anyone considering renting school facilities and wishing to take measurements or survey the area shall contact the Facilities office to make prior arrangements.
- 9.10. 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, ~~school board member~~, 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, ~~permission for the~~ use of facilities may not be granted ~~until before~~ **3:0030 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 A.M. to 10 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 ~~and/or Oyster River School Committee~~ 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 – {Excluding High School Athletic Turf Field & Track}

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

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

- 1. Oyster River community youth recreation programs
- 2. Youth groups (ORYA, Boy/Girl Scouts, 4-H, etc.).
- 3. Community service organizations (Lee Historical Society, Red Cross, League of Women Voters, etc.).
- 4. 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 Board 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.

Fees for Use of High School Athletic Turf Field & Track

~~The only group that will not be charges for use of the Athletic Turf Field & Track will be the athletic activities of the Oyster River Cooperative School District.~~

~~All other activities will need to be assessed individually based on use of the track, field and lights to determine an appropriate cost.~~

Rental 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}
- ~~1. Use for Oyster River student activities.~~
- ~~2.3. Use for youth of the Oyster River communitiesy town recreation programs.~~
- ~~4. Use for Programs serving the youth of the Oyster River communitiesy recreational programs.~~
- ~~3.5. Programs serving the Oyster River adult community's recreational programs.~~
- ~~4. Use for educational, cultural, civic and/or governmental programs.~~
- ~~5.6. 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 percent number of ORCSD - open participation
2. Ability based servicing highest percent number of ORCSD - select participation

The organization must furnish their ORCSD resident registration percentages 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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCF
Wellness Committee Review: April 30, 2019 Policy Committee Review for: June 12, 2019	Page 1 of 2

Wellness Policy

Overview

The Oyster River Cooperative School District (ORCSD) is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Oyster River Cooperative School District to:

- Engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district wide nutrition and physical activity policies.
- Provide all students in grades K-12 opportunities, support, and encouragement to be physically active on a regular basis.
- Ensure that foods and beverages sold or served to students by ORCSD will meet the nutrition recommendations of the [Dietary Guidelines for Americans](#).
- Ensure that qualified child nutrition professionals provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students. Further, ORCSD will accommodate the health, religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- Participate in the available federal school meal programs, to the maximum extent possible, including the [School Breakfast Program](#), [National School Lunch Program](#) and other related programs
- Provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity; and to establish linkages between health education, school meal programs, and related community services.
- Meet or exceed federal and local regulations as they relate to nutrition, physical activity, and wellness.

ORCSD has taken into consideration our unique circumstances, challenges, and opportunities. Among the factors considered in the policy are socioeconomic status of the student body, school size, location, and presence of dual-language or limited-English students. A baseline assessment of schools’ existing nutrition and physical activity environments was done. We are fortunate to have a well-educated public that supports the healthy development of its children. This district has been proactive with physical education and health education components that have met or exceeded the state guidelines for many years. Currently, the district’s obesity percentage is below that of the [national average](#). We continue with a conscious effort to support and maintain a healthy environment for our students.

Component #1: Goals for Nutrition Education

ORCSD shall teach, encourage, support and model healthy eating habits for students.

Component #2: Goals for Physical Activity

ORCSD shall teach, encourage, support, and model age appropriate physical activity.

Component #3: Nutrition Guidelines for Students

To facilitate the adoption of healthier eating habits, ORCSD shall comply with the nutrition guidelines outlined in this policy.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCF
Wellness Committee Review: April 30, 2019 Policy Committee Review for: June 12, 2019	Page 2 of 2

Component #4: School Environment

The ORCSD shall educate students, employees to the important benefits of a healthy lifestyle. The district shall offer nutrition education to the community.

Component #5: Implementation & Review of the Wellness Policy

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies.

Cross Reference: JLCF-R – Wellness Procedure

Library and Instructional Materials Selection and Reconsideration Policy

Part 1: Selection of Instructional Materials and Library Resources

I. Objectives

The Oyster River Cooperative School Board recognizes its responsibility for all matters related to the District schools. The responsibility for the selection and coordination of instructional matters and other resources are delegated to the professional trained personnel employed by the school District in this capacity.

Instructional materials are selected by the school district to implement, enrich, and support the educational program. Materials will serve both the breadth of the curriculum and the needs and interests of the faculty and students. The district is obligated to provide a wide range of materials on all levels of difficulty and in a variety of formats, with diversity of appeal, and representing the presentation of many different points of view.

The objective of the Library is to make available to students and faculty a collection of materials that will enrich and support the curriculum and meet the needs and interests of the students and faculty served.

II. Responsibility for Selection

While the selection of materials involves many people including administrators, teachers, students, and community residents, the responsibility for coordinating and recommending the selection and purchase of library media materials rests with the Librarian. The responsibility for selecting instructional materials rests with the professional staff.

III. Criteria for Selection

The following general selection criteria will be used for the selection of library and instructional materials, including electronic, print, and non-print resources, as they apply:

1. Instructional materials and library resources shall support and be consistent with the general educational goals of the state and the district, and the aims and objectives of ORCSD and specific courses.
2. Instructional materials and library resources shall be chosen to enrich and support the curriculum and the personal needs and interests of users.
3. Instructional materials and library resources shall meet high standards of quality in:
 - Enrichment and support of the curriculum department
 - Accurate and unbiased depiction of the diversity and pluralistic nature of society
 - Matching the appropriate skill levels of students
 - Contribution to the curriculum and the educational goals of the school
 - Relevance to the interests of students and faculty
 - Reviews found in standard selection sources
 - Recommendations based on a preview examination of materials by professional personnel, adults with special expertise, or students

- Reputation and significance of the author, producer, and publisher
 - Currency or timeliness of material
 - Contribution to a breadth and diversity of representative viewpoints on controversial issues
 - Contribution to multicultural and pluralistic awareness
 - High degree of potential user appeal
 - Quality, durability, and variety of format
 - Suitability of format and appearance for intended use
 - Value commensurate with cost and/or need
4. Instructional materials and library resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning style, and social development of the students for whom the materials are selected.
 5. Instructional materials and library resources shall be designed to provide a background of information that will motivate students and staff to examine their own attitudes and behavior; to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society; and to make informed judgments in their daily lives.
 6. Instructional materials and library resources shall provide information on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis.

IV. Selection of Learning Sources

In selecting materials for use, staff members will evaluate the materials and may consult reputable balanced critical assessments, review journals, specialists and/or professionally trained personnel employed by the School District. With the materials used in group instruction, school staff will pay particular attention to the experience and needs of their students in preparatory and follow-up activities.

- In selecting instructional materials and library resources, the Librarian or other professional staff members will evaluate available resources and curriculum needs and will consult reputable, professionally recognized reviewing periodicals, standard catalogs, and other selection aids to help guide the selection.
- Recommendations for purchase may involve administrators, teachers, students, parents, and community members, as appropriate.
- Gift materials shall be judged by the criteria outlined in this policy and shall be accepted or rejected by those criteria.
- Selection is an ongoing process that should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

V. Position on Intellectual Freedom

This school subscribes in principle to the statements of policy on library philosophy as expressed in the American Library Association's *Library Bill of Rights*, a copy of which is appended to, and made a part of, this policy statement [Appendix A]. In the event that library or instructional materials are questioned, the principles of intellectual freedom shall be defended.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IJL
Policy Committee Review: June 12, 2019	Page 3 of 12

Part 2: Procedures for Dealing with Challenged Materials

I. Statement of Policy

Despite the quality of the selection process, any parent/legal guardian or student may formally challenge instructional materials and library resources used in the school's educational program on the basis of appropriateness. The procedure concerning challenged materials is outlined below. Its purpose is to provide for a hearing with appropriate action, within the context of the principles of freedom of information, the student's right to access information, and the professional responsibility and integrity of the school faculty. No materials shall be removed from ORCSD before the process of review is completed.

II. Preliminary Complaint Request

Upon receiving a complaint:

1. The librarian [or Principal, or other appropriate staff member] shall explain to the questioner the school's selection procedure, criteria, and qualifications of those persons selecting the resource.
2. The librarian [or other appropriate staff member] shall explain the particular place the questioned resource occupies in the educational program, its intended usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource.
3. If the questioner wishes to file a formal challenge, a copy of the *ORCSD School Library and Instructional Materials Selection and Reconsideration Policy* and a *Request for the Reconsideration of Instructional Materials and Library Resources* form [Appendix C] shall be emailed to the party concerned by the library media director, along with a letter to the complainant [Appendix D].

III. Request for Formal Reconsideration

A) Preliminary Procedures

1. The questioner must read or review the material in question in its entirety.
2. ORCSD will keep on hand and make available the *Request for Reconsideration of Instructional Materials and Library Resources* forms [Appendix C]. All formal objections to instructional materials and library resources must be made on these forms.
3. *The Request for Reconsideration of Instructional Materials and Library Resources* form shall be completed and signed by the questioner before further consideration will be given. The form shall be filed with the principal. If the form is not completed and returned, it shall be assumed that the questioner no longer wishes to file a formal complaint [as stated in the letter to complainant, [Appendix D.]

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IJL
Policy Committee Review: June 12, 2019	Page 4 of 12

4. The superintendent shall be informed of the formal complaint received.
5. The request for reconsideration shall be referred to a reconsideration committee at the school level for reevaluation of the resource.

B) The Reconsideration Committee

1. Upon receipt of a request for the reconsideration of Instructional Materials and Library Resources, [Appendix C] the reconsideration committee shall arrange to meet within twenty working days after the complaint is received.

The Librarian will select and chair, with the support from the building principal, a reconsideration committee selected for diversity of opinion and relevant expertise.

The reconsideration committee will consist of:

- o Members of the teaching staff,
 - o A school administrator, appointed by the administrative team
 - o Up to two students, as age appropriate
 - o Up to two adults, appointed by the Superintendent
2. The reconsideration committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the *ORCSD School Library and Instructional Materials Selection and Reconsideration Policy*.
 3. The identity of committee members will remain anonymous.

C) Resolution

1. The reconsideration committee shall:
 - a. Examine the challenged resource in its entirety
 - b. Determine professional acceptance by reading critical reviews of the resource
 - c. Weigh values and faults, and form opinions based on the material as a whole rather than on passages or selections taken out of context
 - d. Discuss the challenged resource in the context of the educational program
 - e. Discuss the challenged item with the individual questioner when appropriate
 - f. Prepare a written report
2. The written report shall be discussed with the individual questioner if requested.
3. The librarian shall retain the written report with copies forwarded to the superintendent, and the principal.
4. Notwithstanding any procedure outlined in this policy, the questioner shall have the right to appeal any decision of the reconsideration committee to the Superintendent whose sole role is to review the process used for consistency but will not supersede the integrity and thoroughness of the final recommendations of the review committee.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IJL
Policy Committee Review: June 12, 2019	Page 5 of 12

D) Guiding Principles

1. Parent/Legal Guardian or student may raise objection to instructional materials and library resources used in ORCSD educational program, despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure, and observed the criteria for selecting instructional materials and library resources.
2. The librarian should review the selection and objection rules with the teaching staff at least annually. The staff should be reminded that the right to object to instructional materials and library resources is one granted by policies enacted by the school board.
3. No parent has the right to determine reading, viewing, or listening matter for students other than his or her own children.
4. ORCSD supports the *Library Bill of Rights* and *The Freedom to Read Statement*, adopted by the American Library Association [Appendixes A and B]. When instructional materials and library resources are challenged, the principles of the freedom to read/listen/view must be defended as well.
5. Access to challenged material shall not be restricted during the consideration process.
6. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility by the professionals involved in the original selection and/or use of the material.

Appendix A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

© American Library Association Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IJL
Policy Committee Review: June 12, 2019	Page 7 of 12

Appendix B

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IJL
Policy Committee Review: June 12, 2019	Page 8 of 12

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters' values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IJL
Policy Committee Review: June 12, 2019	Page 9 of 12

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

- 6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

- 7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Appendix C

Request for the Reconsideration of Instructional Materials and Library Resources

Request Initiated by: _____

Telephone: _____ Address: _____

Town: _____

Complainant is student parent/guardian of student

Complainant represents: _____ himself/herself

_____ name of group

_____ other: _____

Resource on which you are commenting:

_____ Book _____ Video _____ Other

_____ Magazine _____ CD

_____ Newspaper _____ Website

Author/Producer: _____

Title: _____

Publisher: _____

Please answer the following questions either in the space provided, or on additional pages.

1. Have you been able to discuss this work with the teacher or librarian who ordered it or who used it?

_____ Yes _____ No

2. Did you read the entire book, or view the entire material? If not, which parts?

Appendix D

Sample Letter to Complainant

Date

Dear:

We appreciate your concern over the use of _____ at
the Oyster River Cooperative School: _____.

The school has developed procedures for selecting materials but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending a copy of Oyster River's *Library and Instructional Materials Selection and Reconsideration Policy*.

If you are still concerned after you review this material, please complete the *Request for the Reconsideration of Learning Resources form* and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within two weeks from the date listed above, we will assume you no longer wish to file a formal complaint.

Sincerely,

Librarian