

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

October 9, 2019 3:30 – 5:00

Central Office

Agenda

I. Call to Order

- JLIE – Student Automobile Use
 - JLIE-R – Revised Parking Application
- KF – Use of School Building and Facilities
 - KF-R – Guidelines on the Use of School Facilities
 - KF-R1 – Building/Grounds Rental Fees
- JIHB – Searches of Student Automobiles on School Property
 - JIHB-R – Student Vehicle Search Report
- JH – Attendance, Absenteeism and Truancy – Existing
 - JH – NHSBA Version

Next Meeting: November 13, 2019

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: JLIE |
| Code Change School Board 1 st Read 7/14/10 Previously - JHFD Code/Revision School Board 2 nd Read/Adoption: 8/11/10 Review Policy Committee: April 10, 2019 School Board First Read: May 1, 2019 | Page 1 of 1 Category: Recommended |

STUDENT AUTOMOBILE USE

The Oyster River Cooperative School Board encourages high school students to use the bus transportation provided to them. However, students may be granted the privilege of driving to school in their own vehicles if the requirements in this policy are met.

1. A student must complete a Student Driver Request/Registration Form that includes documentation concerning the student's vehicle, insurance and parental permission. No application will be approved without appropriate insurance or parental permission.
2. Students who are approved to drive to school must park only in areas designated for student parking.
3. Students may not access their vehicles [or leave school grounds](#) during the school day without permission of the building administrator.
4. Students should be aware that any vehicle that they drive to school may be subject to search as provided by Board policy [JIHB](#).
5. Students are required to drive safely and obey all traffic/parking rules while operating a vehicle on school grounds.
6. In order for a student to drive his/her vehicle to any school-sponsored activity off school grounds in which he or she is participating, prior written permission from the student's parent/guardian must be provided on the appropriate form and in accordance with all applicable Board policies and school rules.
7. The building administrator has the discretion to suspend or revoke a student's driving privileges and impose other disciplinary measures for driving infractions or other violations of Board policies or school rules. The building administrator may also report driving infractions to local law enforcement authorities as he/she deems appropriate.
8. Students are not allowed to transport other students to school sponsored activities in which he or she is participating, except in special circumstances, without prior written permission from [both](#) the parent/guardian of the passenger and the driver and the approval of the building administrator.

Cross References: [JLIE-R – Parking Application](#)
[EEBBAG](#) – Use of Private Vehicles to Transport Students
[JFICC](#) – Student Conduct on School Buses

[Student Driver Permission Form is part of this policy.](#)

**OYSTER RIVER HIGH SCHOOL
PARKING APPLICATION**

Vehicle# 1

| | | |
|----------------------------------|---------------------------------------|----------------------------|
| Student's Last Name: | Student's First Name: | Student DOB & Grade Level: |
| Vehicle Make (Ford, Chevy, etc): | Vehicle Model (F-150, Cavalier, etc): | Vehicle Color: |
| License Plate Number and State: | Student Driver License#: | Vehicle Owner Name: |

Vehicle# 2 (For permit-share)

| | | |
|----------------------------------|---------------------------------------|----------------------------|
| Student's Last Name: | Student's First Name: | Student DOB & Grade Level: |
| Vehicle Make (Ford, Chevy, etc): | Vehicle Model (F-150, Cavalier, etc): | Vehicle Color: |
| License Plate Number and State: | Student Driver License#: | Vehicle Owner Name: |

Student Parking Rules and Regulations:

Parking at Oyster River High School is limited. Given the challenges of student parking we urge all students to use the buses provided by the district, walk to school, or participate in the Permit-Share program.

Permit - Share: Two or more licensed drivers may share a permit (and the cost), a parking spot, and vehicles. Students who have made a commitment to Permit-Share must have at least two or more students in the vehicle to park in the assigned lot.

The permit application process will begin the week of June 17th. Permits will be drawn first from Pool 1, then Pool 2 and so on.

Pool 1 - One senior and at least **one** licensed partner (\$60)

Pool 2 - Individual seniors (\$100)

Pool 3 - One junior and at least **one** licensed partner (\$100)

Pool 4 - Individual juniors (\$100)

To be in a pool:

- student must have a valid driver's license at the time of application,
- live outside of walking distance,
- have paid all fines and fees.

First Application Deadline - June 21st

Permits issued as available for Pools 1 and 2 in that order.

Second Application Deadline - August 23rd

Permits issued as available for Pools 2, 3 & 4

Student Parking Violations:

First Violation: Warning ticket, license plate recorded. Face to face meeting with administration. Incident recorded in Power School.

Second Offense: One-week revocation of parking and Sr./Jr. privileges. Administration contacts parent/guardian.

Third Offense: Extended loss of parking and Sr./Jr. privileges. The school reserves the right to tow vehicle at owner's expense.

1. Parking on school property is a privilege, NOT A RIGHT. Students must observe and abide by all parking lot rules included on this form and as stated in the Student Handbook.
2. Parking permits may be obtained for \$100.00 by completing an application form available in the main office. **Please return applications to the main office.**
3. Each applicant for a parking permit must have in their possession:
 - a. An application form with student and parent/guardian signatures
 - b. A valid Driver's License
4. All vehicles must display a valid parking permit on the **lowe passenger (right) side of the vehicle's windshield.**
5. **Permit-Share** vehicles may park in designated lot (By the Gym.) The Permit-Share Hang Tag must be displayed at all times.
6. **Single Permit** vehicles are required to park only where **a yellow paw print** is visible, or on Coe Drive. Transferring a permit to another student will result in the loss of parking privileges.
7. Numbered spots are for Staff or Visitors only. Violators may be towed.
8. Oyster River High School parking privileges and/or permits may be revoked or suspended by the administration for the following reasons:
 - a. Parking violations
 - b. Possession or use of a stolen or lost permit, or alteration of a parking permit. **Permits are not to be shared.**
 - c. Chronic or habitual tardiness to school
 - d. Reckless driving

- e. Vandalizing other vehicles in lots
 - f. Loss of Academic Eligibility (see student handbook)
9. ORHS will not be held liable for any theft of property, vandalism, or damage incurred to any vehicle or contents while parked on or removed from school property.
10. After a student has arrived at school he/she may not return to their vehicle without permission.
11. Persons who falsify information to obtain a parking permit or display an altered, unauthorized, or counterfeit permit will be subject to towing at owner's expense and revocation of their campus parking privileges.
(See District Policy)
12. Report any lost or stolen parking permits to administration immediately.
13. Temporary day parking permits may be obtained from administration for extenuating circumstances.
14. Students attending any career-technical program (Somersworth, Dover, Rochester, etc.) may not drive their personal vehicle to any CTC without advance written permission from ORHS, Receiving School, **AND** a parent. Students violating these guidelines are subject to disciplinary action and may have parking privileges suspended.
15. The bus loop zone is closed to traffic during loading and unloading. It is illegal to pass a stopped school bus that is displaying its flashing lights or extended stop sign. Bus drivers will report offenders to the Durham Police Department.
16. A winter parking ban will be in place from November 1st through March 31, during the hours of 12 midnight to 6 am. Vehicles parked in prohibited areas during snow removal may be towed at the owner's expense.

Vehicles found in violation of the provisions of these regulations may be towed from the campus at the "registered owner's" risk and expense. The registered owner of the vehicle will be liable for the cost of such removal and storage. Damage to towed vehicles will be the responsibility of the vehicle's registered owner.

Driver Agreement: I certify that all the information above is correct. I have read the rules and regulations and agree to abide by them

Parental Permission: I give my student permission to drive a vehicle to school and/or to permit-share. I have read and reviewed the rules and regulations with my student driver and understand that my student driver is expected to abide by all the rules established.

#1 _____

Student Signature and Date

Parent Signature and Date

For Permit share:

#2 _____

Student Signature and Date

Parent Signature and Date

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| 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 | Page 1 of 2 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.

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.

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USE OF SCHOOL BUILDINGS AND FACILITIES (continued)

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.

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.

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.

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 y Town Recreation Programs.
4. Programs serving the youth of the Oyster River communities
5. Programs serving the Oyster River adult community's recreational programs.
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 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

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT **KF-R1**
BUILDING/GROUNDS RENTAL FEES - Revised September 10, 2018/April 4, 2019/May 8, 2019

| | STAFF FEES: | HS Gymnasium Capacity |
|----------------------|---------------------------------------|------------------------------------|
| Custodial Fee | \$40.00 per hr. minimum charge 3 hrs. | Bleachers closed no furnisher 1729 |
| Kitchen Fee | \$40.00 per hr. minimum charge 3 hrs. | Bleachers closed chairs only 1153 |
| Auditorium Tech Fee | \$50.00 per hr. minimum charge 3 hrs. | Bleachers closed table&chairs 808 |
| Application Fee | \$25 per event | Bleachers 672 |
| | | |
| | AUDIO/VISUAL FEES: | |
| Audio/Visual | \$20.00 per day | Bleachers open & chairs 907 |
| Piano | \$50.00 per day | Bleachers open table & chairs 636 |
| Tables and Chairs | \$10 per table \$1 per chair | |
| Gym Floor Cover Tarp | \$800 per set up and breakdown | |

| | SCHOOL RENTAL FEE/DAY | SEATING CAPACITY | Outside Groups | | ORCSD | Parent^ |
|--|--|--------------------------|-------------------------------------|-------------------|-----------------------------|-----------------|
| | | | Non Profit | For Profit | Community Non-Profit | Tutoring |
| MOHARIMET SCHOOL | | | | | | |
| Cafeteria/Stage | 298 (seating only set ups) | 147 chairs allowed | \$125 | \$200 | | |
| Gym | 518 (seating only set ups) | 357 chairs allowed | \$200 | \$500 | | |
| Cafe/Gym combined space | 816 - 504 chairs | | | | | |
| Kitchen | | | \$75 | \$100 | | |
| East Commons | 50 | | \$75 | \$150 | | |
| West Commons | 50 | | \$75 | \$150 | | |
| Library | 44 | | \$100 | \$200 | | |
| Classroom | 30 | | \$50 | \$100 | | \$25 |
| Sports Field | | | \$20/hr* | \$75/hr* | | |
| | | | *(Minimum 1 Hour) *(Minimum 1 Hour) | | | |
| MAST WAY SCHOOL | | | | | | |
| Multi-Purpose Room/Stage | 250(lecture style) | 134(with tables/chairs) | \$200 | \$500 | | |
| Cafeteria | 225(lecture style) | 170(with tables/chairs) | \$125 | \$200 | | |
| Kitchen | | | \$75 | \$100 | | |
| North Commons | 40 | | \$75 | \$150 | | |
| Library | 44 | | \$100 | \$200 | | |
| Classroom | 30 | | \$50 | \$100 | | \$25 |
| Sports Field | | | \$20/hr* | \$75/hr* | | |
| | | | *(Minimum 1 Hour) *(Minimum 1 Hour) | | | |
| MIDDLE SCHOOL | | | | | | |
| Gymnasium | 1170(w/o bleachers) | 550(with tables/chairs) | \$250 | \$650 | | |
| Cafeteria/Stage | 428(lecture style) | 200(with tables/chairs) | \$125 | \$200 | | |
| Kitchen | | | \$75 | \$100 | | |
| Multi-Purpose Room/Stage | 336(lecture style) | 174(with tables/chairs) | \$225 | \$500 | | |
| Library | 64 | | \$100 | \$200 | | |
| Classroom | 30 | | \$50 | \$100 | | \$25 |
| Softball Field | | | \$175/hr* | \$400/hr* | | |
| | | | *(Minimum 1 Hour) *(Minimum 1 Hour) | | | |
| HIGH SCHOOL | | | | | | |
| Audio/Visual systems are included in Auditorium but notice must be given at time of reservation. | | | | | | |
| Auditorium/stage & Music Rm | 524 seats with 6 spots for wheelchairs | | \$350 | \$850 | | |
| Gymnasium | PLEASE SEE BOX ABOVE | | \$350 | \$750 | | |
| Multipurpose Room/Stage | 242 (tables& Chairs) | 519 (Lecture style) | \$225 | \$500 | | |
| Locker Rooms | | | \$50 | \$50 | | |
| Cafeteria | 428 (lecture style) | 200 (with tables/chairs) | \$125 | \$200 | | |
| Kitchen | | | \$75 | \$100 | | |
| Library | 64 | | \$100 | \$200 | | |
| Music Room | 40 | | \$125 | \$225 | | |
| Classroom | 30 | | \$50 | \$100 | | \$25 |
| HS Athletic Turf Field & Track | | | \$150/hr* | \$300/hr* | \$150/hr | |
| - Lights {Additional Fee} | | | \$75.00/hr | | \$75/hr | |
| Baseball Field | | | \$125/hr* | \$250/hr* | | |
| Softball Field | | | \$125/hr* | \$250/hr* | | |
| Tennis Courts | | | \$75/hr* | \$150/hr* | | |

ORCSD Community Non Profit Yearly Flat Fee: TO BE ESTABLISHED

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

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

*Insurance Provided by private provider

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.

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| 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: April 10, 2019 School Board First Read: May 1, 2019 Policy Committee: October 9, 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/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

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|---|---------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: JIHB-R |
| Policy Committee: January 7, 2015, March 11, 2015 School Board Adoption: April 1, 2015 | Page 1 of 1 |

SEARCHES OF STUDENT AUTOMOBILES ON SCHOOL PROPERTY
STUDENT OPERATED VEHICLE SEARCH REPORT

NAME OF SCHOOL: _____

NAME OF STUDENT: _____

ADDRESS: _____

DATE OF SEARCH: _____

OWNER OF VEHICLE: _____

REASON(S) FOR SEARCH: _____

RESULTS/ITEMS RECOVERED: _____

VEHICLE DESCRIPTION AND TAG #: _____

ADMINISTRATOR: _____

WITNESS: _____

ADDITIONAL NOTES: _____

Cross Reference:

JIHB – Searches of Student Automobiles on School Property

EXISTING

| | |
|---|-----------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: JH |
| Policy Committee Review: 11/30/10 School Board First Read: 12/01/10 School Board Second Read/Adoption: 12/15/10 | Page 1 of 3 |

JH- ATTENDANCE, ABSENTEEISM AND TRUANCY

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

Definition of Excused Absence:

A person's absence from school is excused when the absence is for one of the following reasons, as documented by parent notification:

- A. Personal illness. Absences beyond 3 consecutive days at the middle and high school level, or 5 consecutive days at the elementary level, require a note from a licensed medical professional;
- B. An appointment with a health professional that must be made during the regular school day;
- C. Observance of a recognized religious holiday when the observance is required during the regular school day;
- D. A family emergency;
- E. A planned absence for a personal or educational purpose which has been approved; or
- F. Scheduled Court appearance.

Any absence that has not been excused for any of these reasons will be considered an unexcused absence. A student or parent may appeal to the principal/designee for reconsideration of absences otherwise not excused.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. At this juncture, the Principal's decision shall be final. However, parents may appeal this decision in writing to the Superintendent within 5 days. This decision can be appealed to the school board.

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: JH |
| Policy Committee Review: 11/30/10 School Board First Read: 12/01/10 School Board Second Read/Adoption: 12/15/10 | Page 2 of 3 |

Family Vacations/Educational Opportunities

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework

Truancy Procedure

Definition

1. Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.
 2. Ten half-days of unexcused absence during a school year constitute habitual truancy.
 3. A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time.
 4. Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.
- A. If the principal and the attendance coordinator determine that the student is truant (one unexcused absence), the principal/designee shall contact the parent and follow any school disciplinary policies.

When a student is truant for 6 half-days, the principal/designee shall first try to correct the problem informally. Informal attempts to correct the problem may include interventions such as:

1. Frequent communication between the teacher and the family;
2. Changes in the learning environment;
3. Mentoring;
4. Student counseling;
5. Tutoring, including peer tutoring;
6. Placement into different classes;
7. Evaluation for alternative education programs;
8. Attendance contracts;

EXISTING

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|---|-----------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: JH |
| Policy Committee Review: 11/30/10 School Board First Read: 12/01/10 School Board Second Read/Adoption: 12/15/10 | Page 3 of 3 |

9. Referral to other agencies for family services; and
 10. Other interventions including but not limited to referral to the truant officer, school attendance coordinator, student assistance team, or dropout prevention committee.
- B. If the principal/designee is unable to correct the student's habitual truancy (defined as 10 half-days of unexcused absences per HB 154), the principal/designee shall inform the superintendent and the truant officer and shall serve or cause to be served upon the parent in-hand or by registered mail a written notice that the student's attendance at school is required by law. The notice shall:
1. State that the student is required to attend school pursuant to HB 154;
 2. Explain the parent's right to inspect the student's attendance records, attendance coordinator's reports, and principal's reports;
 3. Explain that the failure to send the student to school and maintain the student in regular attendance is a civil violation in accordance with ***RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil*** and explain the possible penalties; ***RSA 193:7 Penalty***
 4. State that the Superintendent/designee or truant officer may notify the Department of Health and Human Services; and
 5. Outline the plan developed to address the student's habitual truancy and the steps that have been taken to implement that plan.
- C. After 15 cumulative days of absence during a given school year, a parent meeting will be required. Failure of the student or the student's parents to appear at scheduled meetings does not preclude school administrators from implementing a plan to address a student's absence.

Developing and Coordinating Strategies for Truancy Reduction

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

NHSBA VERSION

ATTENDANCE, ABSENTEEISM AND TRUANCY

Absences

The Board requires that school-aged children enrolled in the District attend school in accordance with all applicable state laws and Board policies. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the District during the days and hours that school is in session, except that the Principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. Illness
2. Recovery from an accident
3. Required court attendance
4. Medical and dental appointments
5. Death in the immediate family
6. Observation or celebration of a bona fide religious holiday
7. Such other good cause as may be acceptable to the Principal or permitted by law

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final.

NHSBA VERSION

Family Vacations/Educational Opportunities

Generally, absences other than for illness during the school year are discouraged. The school principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to write a note to their child's teacher at least two weeks before the trip. This advance planning will allow the teacher enough time to work with parents and the student regarding homework completion.

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student, who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline; and
5. Determination as to whether school record keeping practices and parental notification of the student's absences have an effect on the child's attendance.

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

NHSBA VERSION

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Developing and Coordinating Strategies for Truancy Reduction

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

Parental Notification of Truancy Policy

Prior to adopting this policy, the Board will place the item on the agenda of a public-school board meeting and will allow two weeks for public input as to the policy's provisions. Any public input shall be advisory only and final adoption as to the policy's provisions will remain solely with the Board.

Additionally, the Superintendent shall also ensure that this policy is included in or referenced in the student handbook and is mailed to parents annually at the beginning of each school year.

Legal References:

RSA 189:34, Appointment
RSA 189:35-a, Truancy Defined
RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil
RSA 193:7 Penalty
RSA 193:8, Notice Requirements
RSA 193:16 Bylaws as to Nonattendance
NH Code of Administrative Rules, Section Ed 306.04 (a)(j), Attendance and Absenteeism
NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism