[See POLICY ALERT Nos. 116, 167, 172, 191, 209 and 215]

1550 EQUAL EMPLOYMENT/ANTI-DISCRIMINATION AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES

The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in school district employment practices and shall systematically monitor school district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Board will ensure all persons regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, pursuant to N.J.A.C. 6A:7-1.1.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, either in employment practices or in the provision of benefits or services to students or employees. In addition, the Board will encourage minority businesses, women’s business enterprises, and labor surplus area firms to submit bids to be considered for the awarding of contracts.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.
The Board shall ensure equal pay for equal work among members of the school district's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

N.J.S.A. 10:5-4
N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

(First Reading May 22, 2018)

(Revised Alert 215)

Adopted:
[See POLICY ALERT Nos. 116, 167, 191 and 215]

R 1550  **EQUAL EMPLOYMENT/ANTI-DISCRIMINATION AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES COMPLAINT PROCEDURE**

A. Purpose and Application

1. The purpose of this procedure is to give any school district employee or candidate for school district employment the opportunity to appeal an alleged violation of the school district’s Affirmative Action Program for employment and contract practices, as set forth in Policy No. 1550 or in a plan formally adopted by the Board of Education and approved by the Commissioner.

2. No qualified handicapped person, shall, on the basis of handicap, be subjected to discrimination in employment and the Board will take positive steps to employ and advance in employment qualified handicapped persons in programs and activities.

3. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.

4. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.

5. All participants in the procedure will respect the confidentiality that this school district accords to information about individual staff members.

B. Definitions

1. “Board of Education” means the Board of Education of the Freehold Township School District.
2. "Complaint" means an alleged violation of the school district’s Affirmative Action Plan or Policy.

3. "Complainant" means a staff member who alleges a violation of the school district’s Affirmative Action Plan or Policy No. 1550.

4. "Day" means a business day working or calendar day as identified.

5. "School district" or "district" means the Freehold Township School District.

6. "Violation" means the failure of a school district official or employee to take the positive steps outlined in Policy No. 1550 or the duly approved Affirmative Action Plan to remove impermissible bias or preference from all aspects of school district employment or contract practices and/or to correct the results of past discrimination.

C. Procedure

1. A Complainant who believes that he/she has been harmed or adversely affected by a failure to enforce the school district’s Affirmative Action Plan for employment and contract practices shall discuss the matter with his/her immediate supervisor in an attempt to resolve the matter informally.

a. In the event the Complainant believes their immediate supervisor may be conflicted or if the immediate supervisor is not available, the Complainant may proceed directly to the school district’s Affirmative Action Officer as outlined in C.2. below.

b. In the event the Complainant believes the school district’s Affirmative Action Officer may be conflicted, the Complainant may submit a written complaint to the Superintendent of Schools who will designate a supervisor or administrative staff member to conduct the investigation in accordance with the procedures outlined in this Regulation. The Superintendent will
ensure the supervisor or administrative staff member is provided affirmative action training in accordance with State mandates and guidelines.

2. If the matter is not resolved to the satisfaction of the Complainant within ten business thirty working days, the Complainant may submit a written complaint to the Affirmative Action Officer. The complaint will include:

   a. The Complainant’s name and address;
   b. The specific failure to act that the Complainant complains of;
   c. The school officer or employee, if any, responsible for the alleged violation of the Affirmative Action Plan;
   d. The results of discussions conducted in accordance with paragraph C.1.; and
   e. The reasons why those results are not satisfactory.

3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven business working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.

4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within three business working days after it has been received by the Complainant. The appeal will include the original complaint, the response to the complaint, and the Complainant’s reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.

5. On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), Upon request, the Complainant will be given an informal hearing before the Superintendent, at a time and place
convenient to the parties, but no later than seven business working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation complained of.

6. The Superintendent will render a written decision in the matter no later than seven business working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties and to the Board of Education.

7. The Complainant may appeal the Superintendent’s decision to the Board by filing a written appeal with the Board Secretary no later than three business working days after receipt of the Superintendent’s decision. The appeal will include:

   a. The original complaint;

   b. The response to the complaint;

   c. The Superintendent’s decision;

   d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented; and

   e. The Complainant’s reason for believing the Superintendent’s decision should be changed.

8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.

9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the Complainant so requests, the Board may convene a hearing, at
which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.

10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.

11. The Complainant will be informed of his/her right to appeal the Board’s decision to the:

a. Commissioner of Education
   New Jersey State Department of Education
   P.O. Box 500
   Trenton, New Jersey 08625-0500, or
   Telephone: (877) 900-6960 or the

b. New Jersey Division on Civil Rights
   Trenton Central Regional Office
   Office of the Attorney General
   140 East Front Street – 6th Floor
   Trenton, New Jersey 08625-0090
   Telephone: (609) 292-4695

D. Record

1. The records of any complaint processed in accordance with this procedure shall be kept in a file maintained by the Affirmative Action Officer.

2. A copy of the decision rendered at its highest level of appeal will be kept in the Complainant’s personnel file.

(First Reading May 22, 2018)
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[See POLICY ALERT Nos. 81, 193, 209 and 215]

5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among students children and adolescents. A student under severe stress cannot benefit fully from the educational program and may pose a threat to themselves himself or herself or others.

The Board directs all school district staff members personnel to be alert to a the student who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall should be taken with the utmost seriousness and reported immediately to the Building Principal or designee, who will notify the student's parent and other professional staff members in accordance with administrative regulations.

The Principal or designee shall immediately contact the parent(s) of the a potentially suicidal student exhibiting warning signs of suicide to inform the parent(s) the student will shall be referred to the Child Study Team or a Suicide Intervention Team, appointed by the Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain for appropriate evaluation and/or recommendation for independent medical or psychiatric services for the student. In the event that the parent objects to the recommendation recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the Child Study Team Principal or designee will may contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request that agency's intervention on the student's behalf.

In the event the student is required to obtain medical or psychiatric services, the parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional, selected by the parent(s) and approved by the Superintendent, indicating the student has received medical services, does not present a risk to themselves or others, and is cleared to return to school. The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school. The parent(s) shall be required to authorize
their healthcare professional(s) to release relevant medical information to the school district’s healthcare professional, if requested.

Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24i, any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.

[Optional]

The Superintendent shall, in consultation with appropriate teaching staff members and mental health organizations, develop and implement a stress reduction program for students in grades ________ through _________ to address the problem of depression, help students toward alternative ways of resolving stressful situations, and encourage students to help one another.]

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-3 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

The Superintendent shall prepare and disseminate guidelines to assist school district regulations for the guidance of staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat in responding to threatened or attempted suicide, and to prevent in preventing contagion when a student commits suicide.
N.J.A.C. 6A:9C-3 et seq.

(First Reading May 22, 2018)

(Alert 215 revised)

Adopted:
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[See POLICY ALERT Nos. 96, 209 and 215]

R 5350 STUDENT SUICIDE PREVENTION

The following are guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide, and to prevent contagion when a student commits suicide.

A. Recognition of Warning Signs of Suicide

All school district staff members shall be alert to any warning signs a student may be contemplating suicide. Such warning signs may include, but are not limited to, a student’s:

1. Overt suggestion, regardless of its context, that he/she is considering or has considered suicide or has worked out the details of a suicide attempt;

2. Self-mutilation;

3. Obsession with death or afterlife;

4. Possession of a weapon or possession of other means of suicide or obsession with such means;

5. Sense of hopelessness or unrelieved sadness;

6. Lethargy or despondency, or, conversely, a tendency to become more impulsive or aggressive than usual;

7. Drop in academic achievement, slacking off of energy and effort, or inability to focus on studies;

8. Isolation from others by loss of friends, withdrawal from friends, lack of companionship, or family disintegration;

9. Preoccupation with nonexistent physical illness;
10. Loss of weight, appetite, and/or sleep;

11. Substance abuse;

12. Volatile mood swings or sudden changes in personality;

13. Prior suicide attempt(s);

14. Anxiety or eating disorder;

15. Involvement in an unhealthy, destructive, or abusive relationship; and

16. Depression due to being a victim/target of harassment, intimidation, bullying, or mistreatment by others.

B. Response to the Warning Signs of Suicide

1. Any indication of suicide, whether personally witnessed or received by a report from another, shall be taken seriously and immediately reported to the Principal or designee. Upon receiving such report, the Principal will ensure the student is supervised by a school staff member until a preliminary assessment of the risk is determined.

2. The Principal or designee shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) that the student will be referred to the Child Study Team or a Suicide Intervention Team for a preliminary assessment in accordance with C. below.

3. If the threat of suicide is immediate and serious, the Principal will contact local law enforcement and the Superintendent of Schools.

C. Preliminary Assessment and Recommendation(s)
1. The Principal or designee will designate the Child Study Team or the Suicide Intervention Team to immediately meet with the student to complete a preliminary assessment.

2. The Child Study Team or Suicide Intervention Team will make a recommendation(s), based on the preliminary assessment, to the Principal or designee regarding the student’s risk of suicide.

3. Upon receiving the recommendation(s), the Principal or designee will immediately meet with the parent(s) to review the findings of the preliminary assessment. Based on the recommendation(s) of the Child Study Team or Suicide Intervention Team, the student may be:

   a. Permitted to remain in school:

      (1) If the student remains in school after the preliminary assessment, the Principal or designee will designate a school staff member to follow-up with the student on any recommendations of the Child Study Team or Suicide Intervention Team.

   b. Referred to the Child Study Team for further evaluation;

   c. Removed from the school and released to the parent(s) and will be required to obtain medical or psychiatric services before the student may return to school:

      (1) The parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional selected by the parent(s) and acceptable to the Superintendent, indicating the student has received medical services, does not present a risk to himself/herself or others, and is cleared to return to school. The Superintendent will not act unreasonably in withholding approval of the medical professional selected by the parent(s). The written medical clearance may be reviewed by a Board of Education.
healthcare professional before the student is permitted to return to school.

(2) The parent(s) shall be required to authorize their healthcare professional(s) to release the student’s relevant medical information to the school district’s healthcare professional, if requested.

d. Required to comply with the recommendation(s) outlined in C.3.a., b., and/or c. above, and/or any other recommendation(s) of the Principal or designee to ensure the student’s safety and the safety of others.

4. In the event the parent(s) objects to the recommendation(s) or indicates an unwillingness to cooperate with the school district regarding their child, the Principal or designee will contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request intervention on the student’s behalf.

D. Response to Attempted Suicide by a Student

1. Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe a student has attempted suicide, shall immediately report the information to the Principal or designee or their immediate supervisor.

2. A Principal or designee or supervisor who receives a report of a student who has attempted suicide will immediately report it to the Superintendent or designee, who shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families.

3. The school district staff member who witnesses a suicide attempt on school grounds, at a school sponsored event, or on a school bus shall immediately contact local law enforcement and emergency medical services, as appropriate.

E. Response to Suicide Committed by a Student
1. Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe a student has committed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor.

2. A Principal or designee or supervisor who receives a report that a student has committed suicide will immediately report it to the Superintendent or designee, who shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families.

3. The Principal of the school the student attended will assemble school staff members as soon as possible, to provide school staff members information, plans for the school day, and guidelines for handling the concerns of students.

4. The Principal of the school the student attended will use a School Crisis Team to assist school staff members in dealing with any issues that arise due to the situation and to assist students in the loss.

5. The School Crisis Team will assist teachers in responding to the needs of students. Students who were close to the victim shall be offered special counseling services and parents will be notified of available community mental health services.

6. School staff members shall be especially alert to warning signs of contemplated suicide among the victim’s peers.

7. All Principals in the school district will be promptly informed when a student enrolled in the district commits suicide. The district, with the approval of the Superintendent, may provide support and services to school staff members and students as needed.

8. The Principal of the school the student attended may, with the approval of the Superintendent, provide any additional support and services that will assist school staff members and students in the loss.
F. Prevention of Suicide Contagion

1. School staff members, under the direction of the Principal or designee, shall attempt to prevent suicide contagion by:
   a. Avoiding the glorification or romanticization of suicide;
   b. Helping students recognize that suicide is irreversible and permanent and does not truly resolve problems;
   c. Encouraging students to ask questions when a fellow student suggests suicide and report to a school staff member;
   d. Discussing ways of handling depression and anxiety without resorting to self-destruction; and
   e. Implementing any other strategies to prevent suicide contagion.

(First Reading May 22, 2018)

(Alert 215 revised)

Issued:
R 7510 USE OF SCHOOL FACILITIES

A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals:

   School operations/activities
   School sponsored Athletic Teams
   School sponsored Extra-Curricular Groups and Clubs

2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial fees if requested use is outside of normal working hours, Monday thru Friday, 7:00 AM to 10:00 PM. Class II users include the following organizations and individuals:

   PTO’s
   P.A.C.E.
   FTEF
   Freehold Township Recreation Department sponsored groups Township Municipality

3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs. Class III users include the following organizations and individuals:

   Community Organizations
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USE OF SCHOOL FACILITIES

Community Political Organizations

Community Church Groups

Private Groups and Organizations

All others

4. No other organizations or individuals will be permitted to use school facilities.

B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the Main Office of each respective school and the Property Services Department.

2. Application for use of school facilities must be submitted to the Property Services Department: Board of Education Office, to the Business Office not less than fifteen (15) working days before the date of the requested use.

3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.

4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.

5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

6. Applications for Class III users will be accepted on a first come, first served basis except for requests for gym space during the peak rental period of November – March. Groups requesting this space may begin submitting their applications on July 1 for the upcoming school year. Applications will be held until August 30 and the gym space available to Class III users shall be assigned as equitable as possible. Once this
process has been completed any additional requests for available gym space during the peak rental period shall be made on a first come, first served basis.

C. Approval

1. The Property Services Chief, Business Administrator, Building Principal and/or their designee will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
   a. For use in the instructional or co-curricular program,
   b. For maintenance, repair, or capital improvement, or
   c. For use by another organization.

2. If the facility is not available for use, the Property Services Chief Business Administrator or designee will so inform the representative of the organization and may suggest alternative dates, times, or facilities.

3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Property Services Chief Business Administrator or designee will note his or her approval on the application form and will record the classification of the applicant organization.

4. Standards for approval include the following limitations on use:
   a. School facilities are available for use only on weekdays after school dismissal, and weekends not including school vacations or holidays. School facilities are not available on scheduled or emergency “early dismissal days”.
   b. School facilities are available for use only during the hours of 4:00 p.m. and 10:30 p.m. on weekdays. School facilities are not available for use during the school day, or when school is closed for holidays (no exceptions).
   c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or
for meetings of small groups that can conveniently convene in private homes.

d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.

5. The Property Services Chief Business Administrator and/or his designee will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. That information will be entered on the application form.

6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.

7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.

8. The application form will include the rules governing the use of school facilities, and the representative’s signature on the application will signify notice of those rules and the organization’s agreement to be bound by those rules.

9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.

10. Permission to use school facilities is not transferable.

11. The organization representative must inform the Property Services Chief Business Administrator or designee of any canceled use request as soon as he or she is aware of the cancellation. An organization’s failure to inform the Property Services Chief Business Administrator or designee of
a canceled use at least twenty-four hours in advance of the scheduled time of the use may result in imposition of service charges.

12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency. Inclement weather is defined as an impending or active hurricane, tornado, nor'easter, or accumulating snow/sleet event of one (1) inch or more. It is the user's responsibility to contact the Property Services Department Board of Education Office at (732) 462-8400 to confirm if the scheduled event is cancelled due to weather conditions. Notice of closure/cancellation will be posted on the district website and distributed to local news organizations as soon as possible.

D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.

2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.

3. The user shall furnish evidence of the purchase of liability insurance in the amount of not less than:

   a. Bodily injury and property damage
      $1,000,000 combined single limit
      $2,000,000 aggregate,

   b. Name the Freehold Township Board of Education as additional insured.

4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than
$50,000.00 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district’s Policy and Regulation 2431.4 – Prevention and Treatment of Sports Related Concussions and head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation.

E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.

   a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.

   b. The use must not exceed the established capacity of the facility used.

   c. The use must not involve gambling or games of chance.

   d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.

   e. Smoking is prohibited in accordance with Policy No. 7434.

   f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.

   g. No grilles or candles or open flames of any kind permitted.

2. Users of school facilities will respect Board property.
The user will not damage, destroy, or deface school property. The facility will be used with care and left in an orderly and neat condition.

The user must obtain the Property Services Chief's permission to bring equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property.

Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises more than twenty-four hours after the use may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.

Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors. If users request in advance and utilize bleachers, it is the user's responsibility to completely clean bleachers including the floor below to the satisfaction of the custodian on duty. If users do not clean bleachers and floor below, additional custodial fees will be incurred and billed.

No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.

Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.

The user must obtain the Property Services Chief's permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
h. No signs, posters, advertisements, or other displays may be placed in a school building without the approval of the Property Services Chief.

i. No school keys shall be issued to a user.

j. No animal shall be allowed on school premises without the approval of the Property Services Chief.

k. The Property Services Chief or his/her designee is responsible for examining the facility immediately after the use and informing the user of any loss or damage that must be corrected.

l. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, typewriters, and office equipment. Users may make use of public telephones.

m. No vehicles of any type shall be operated in any area that is not designed for such vehicles.

3. Uses Must be Properly Supervised.

a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is directed by the Property Services Chief to perform extra services as an accommodation to the user, the user will be charged an additional fee and the custodian will be compensated accordingly by the district. Custodial fees will be billed for one (1) hour before and one (1) hour after the scheduled event times for the purpose of opening and closing the facility. The Property Services Department will determine the number of custodial, maintenance or grounds personnel required for each event. The user will be billed accordingly.
b. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The user must provide adult supervision as follows: One (1) adult for each ten (10) youths participating and one (1) additional adult for every twenty five (25) spectators. The names of each adult supervisor shall be listed on the Use of Facility application. Failure to comply with this requirement for adult supervision may result in the cancellation or non-approval of future events.

c. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.

d. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

F. A fee schedule will be prepared by the Property Services Chief and submitted annually to by the School Business Administrator/Board Secretary or designee for the Board of Education to review and approval approve.

The Property Services Chief Business Office will prepare an itemized bill for the use of school facilities based on the approved application form.

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs.

2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial and service costs.
3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fees and charges for custodial and service costs.

4. Use Fees shall be charged as follows:
   - All Purpose Room - $20.00/hr, $25.00/hr.
   - Classroom - $5.00/hr, $6.00/hr.
   - Gym - $20.00/hr, $25.00/hr.
   - Lunchroom - $20.00/hr, $25.00/hr.
   - Stage - $10.00/hr, $12.00/hr.
   - Soccer Field - $75.00/$90.00/day
   - Softball Field - $50.00/$60.00/day
   - Baseball Field - $50.00/$60.00/day

5. Custodial/Maintenance Fees shall be charged as follows:
   - Straight Time - $32.25/hr, $34.00/hr.
   - Saturday - $48.38/hr, $51.00/hr.
   - Sunday - $64.51/hr, $68.00/hr.

6. Equipment Rental Fees shall be charged as follows:
   - Bleacher Rental - $25.00/event
   - Chair Rental – $1.50/each
   - Table Rental - $3.00/each
   - Gymnasium Sound System - $50.00/$60.00/event
   - Stage Lighting System - $50.00/$60.00/event
• Soccer Goals - $100.00/day

(First Reading May 22, 2018)

(Revised)

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