

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

Constructive criticism of the school is welcomed by the Deubrook Area School District when it is motivated by a sincere desire to improve the quality of education program and to help the school personnel in performing their tasks more effectively.

The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

The Board recognizes that situations may arise in the operation of the school system that are of concern to parents or the public. Such concerns are best dealt with through communication with appropriate employees, the principals, the superintendent, and the Board.

The following guidelines are the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning individual students should first be addressed to the employee.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the principal of the school.
3. Unsettled matters from (2) above or problems and questions concerning the system should be directed to the superintendent.
4. The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the complaint and action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Board for the purpose of fuller study and decision by this body. Generally all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay rumors due to emotional feelings shall be discounted except those directly related to the facts of the situation. The employee involved shall be allowed representation.

The Board shall conduct such meetings in a fair and just manner. The Board may request a disinterested third party to act as moderator to help reach a mutually satisfactory solution.

PUBLIC CONDUCT ON SCHOOL PROPERTY

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Although the Board welcomes the use of its facilities for public events and public visitations to the schools, the Board expects all visitors to abide by acceptable rules of conduct. To maintain public order on school property, the Board prohibits the following conduct or acts on school property by students, teachers, staff members, licensees, or invitees:

1. The physical injury of any person or the threat to use force that would result in such injury.
2. The harassment or coercion of any person.
3. The damage to or destruction of property.
4. The disruption of the orderly conduct of classes or of any other school program or activity.
5. The entry of any school building or upon any portion of the school premises unless such entry is made in connection with official business with the district or to attend an activity or function authorized thereby.
6. The interference with the lawful and authorized activities of others.
7. The possession, consumption, or exchange of alcoholic beverages, unauthorized drugs or narcotics on school property.

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8. The possession or use of a knife, razor, ice pick, explosives, loaded cane, sword cane, machete, pistol, rifle, shot gun, pellet gun, air gun, or any other object that reasonably can be considered a weapon as defined by the district's weapon policy on property of the school district.
9. The violation of any federal or state statute, local ordinance, or Board policy.
10. The refusal or failure of a person to comply with a lawful order or direction of an official of the school district in the performance of his/her duties.
11. The distribution or posting of any written material, pamphlets or posters without the prior written approval of the superintendent or principal.

USE OF SCHOOL PROPERTY

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A. USE OF SCHOOL FACILITIES BY OUTSIDE ORGANIZATIONS.

1. Legal status of school buildings. The Board shall have the care and keeping of all school buildings and other school properties belonging to the district. It shall have authority to open any or all buildings for the use of night schools, improvement associations, scientific societies, mechanical societies, or agricultural societies under such regulation as the Board may adopt, provided that the Board may, at any time it thinks best refuse to open any and all buildings for any or all of these purposes.
2. Regulations on use of school buildings: It is the desire of the Board that maximum use is made of the facilities under its jurisdiction for education and recreational activities. To extend the privilege of use of these facilities, the Board requires compliance to its regulations governing the use of buildings and facilities. Since it is a policy to raise through taxation the funds for the operation of the school's education program only, the Board finds it necessary to charge a fee for the use of buildings and facilities by organizations not directly associated with the schools. These fees will be used to defray a portion of the expenses made by the increased use of heat, lights and custodial services.
3. Gym facilities will not be open to students to use unless an organized practice is scheduled or if the students are supervised by **an adult (person 18 years of age and not enrolled in high school)**.
4. Application for use of facilities: Organizations wishing to schedule use of school facilities will need to make application with Jr./Sr. High Building Principal. Additional scheduling may need to be made with custodians, head cook, etc.
5. Approved Activities: To be approved, application for activities sponsored by non-school organizations must evidence conformity with the general program of education and must not be for commercial use or personal gain or profit. Political meetings that are open to the public are considered to be within the general program public education, and school facilities may be rented at regular rates provided no discrimination is shown.
6. Supervision: Organizations using the building and facilities must provide an adequate number of adult sponsors and/or supervisors to assure proper care and use of school property.
7. Liability Disclaimer: The use may not interfere with school activities. Any person or persons or public body using school facilities is responsible to the school district for any and all damages that may be caused by reason of the use or occupancy. The school district is not liable for any suit for damages that might arise as the result of such use or occupancy.

B. RENTAL OF SCHOOL PROPERTY.

1. Auditorium Rental (Toronto and White)
 - a. Schedule A

Includes all rentals by individuals, groups of individuals, or groups sponsoring events for profit, when admission is charged, collections taken, or charges or space such as booths is imposed.

Morning only	(8:00 A.M.	-	12:00 P.M.)	\$40.00
Afternoon only	(1:00 P.M.	-	5:00 P.M.)	\$40.00
Evening only	(7:00 P.M.	-	11:00 P.M.)	\$60.00
All day	(7:00 A.M.	-	11:00 P.M.)	\$100.00

There will be a \$10.00 per hour charge for use of facilities for less than 3 hours at a time.

\$30.00 custodial fee charged to above costs.

- An additional \$10.00 per hour will be charged after 11:00 P.M.

- b. Schedule B

Includes all Civic, Educational, Religious and Charitable sponsors where no admission is charged, no collection taken and no selling of any promotional literature takes place.

Morning only	(8:00 A.M.	-	12:00 P.M.)	\$25.00
Afternoon only	(1:00 P.M.	-	5:00 P.M.)	\$25.00
Evening only	(7:00 P.M.	-	11:00 P.M.)	\$25.00
All day	(7:00 A.M.	-	11:00 P.M.)	\$25.00

When using facilities ALL DAY, there will be a basic charge of \$25.00 for the first five hours. An additional \$5.00 per hour will be charged when using the facility for more than five hours.

\$30.00 custodial fee charged to above costs.

- An additional \$10.00 per hour will be charged after 11:00 P.M.

2. Other Facilities Rental:
 - a. Commons Area (Toronto):

A flat fee of \$25.00 will be charged at any time the commons area is used without rental of other facilities.

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b. Kitchen:

A flat fee of \$20.00 will be charged at any time the kitchen facilities are to be used. There will be an extra \$30.00 charged for use of ovens, stoves, etc.

c. Auction sales will be charged a flat fee of \$150.00 (includes custodial fees).

d. Classrooms:

Includes all rentals by individuals, groups of individuals, or groups sponsoring events for profit, when admission is charged, collections taken or charges or space such as booths is imposed.

Mornings Only	(8:00 A.M.	-	12:00 P.M.)	\$40.00
Afternoon Only	(1:00 P.M.	-	5:00 P.M.)	\$40.00
Evening Only	(7:00 P.M.	-	11:00 P.M.)	\$60.00
All Day	(7:00 A.M.	-	11:00 P.M.)	\$100.00

There will be a \$10.00 per hour charge for use of facilities for less than 3 hours at a time.

\$30.00 custodial fee charged to above costs.

- An additional \$10.00 per hour will be charged after 11:00 P.M.

The above are guidelines that will be in effect. The School Board reserves the right to make changes as seem necessary because of the large variety and types of events for which school property request may be made.

NO SMOKING POLICY

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The Board of Education recognizes that smoking and tobacco poses a serious threat to the health and well being of the district's students and employees. It is detrimental to the effective operation and maintenance of the schools. Therefore, the Board expresses the following policy. The policy applies to all individuals regardless of age and regardless of whether they may legally use the products.

The policy reads: **NO SMOKING** permitted in the elementary building in Astoria and Toronto or the 7-12 building in White.

SCHEDULE OF ACTIVITIES

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In order to avoid conflicts, it should be understood that all practices and meetings of the school clubs or organizations should be cleared through the principal's office. The administration has no desire to hamper the work of any individual, or department, but rather hopes to improve the efficiency and to lessen the chance of hard feelings between departments.

Anytime an organization within the school has been requested by an organization outside the school (church groups, civic organizations, service clubs, etc.) to put on a program of any type, arrangements must first be made through the school administration or delegated representative. No program should be planned or scheduled without first consulting the principal or superintendent and getting their permission. Clear dates with the **MASTER CALENDAR IN THE HIGH SCHOOL PRINCIPAL'S OFFICE**. Dates on the master calendar take preference over all other events scheduled.

NO practice periods for any activity or class may be scheduled on Sunday without prior approval of the administration and School Board.