

AMHERST Policy

KA - SCHOOL, COMMUNITY, AND HOME RELATIONS

The School Board recognizes the importance of having a strong partnership between the school system and the parents of our students as well as the community at large. It is therefore the policy of the Board to define standards for involvement between the schools, the community, and the parents of all students enrolled in District schools. The Superintendent is directed to implement these standards.

- (1) Schools shall strive to involve parents and family members of all ages and grade levels;
- (2) Schools shall provide parent educational activities throughout the school year to help parents support their children's learning;
- (3) Schools shall frequently communicate school performance, student progress, personalized learning strategies as adopted by the local school board, and academic opportunities, using both print and online formats;
- (4) Schools shall work with agencies and businesses to support community-based developmental activities that prepare young children for school and promote ongoing achievement;
- (5) Schools shall promote collaboration among parents, schools, and community on school improvement and student achievement projects;
- (6) Schools shall strive to harness all available community resources, including but not limited to organizations, businesses, talented individuals, natural resources, and technology, to engage each student in achieving the necessary skills and knowledge; and
- (7) Schools shall encourage business partnerships to assist students in the successful transition to employment or further education.

Legal References:

NH Code of Administration Rules, Section Ed. 306.04(a)(11), Policy Development
NH Code of Administration Rules, Section Ed. 306.04(k), Policy Development

ADOPTED: March 6, 2008

AMHERST Policy

KB - TITLE I - PARENT INVOLVEMENT IN EDUCATION

This policy is required only for districts receiving Title I funds.

The Board endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schools.

Pursuant to federal law, the District will develop jointly with, agree on with, and distribute to parents of children participating in the Title I program a written parent involvement policy.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement goals.

In addition to the required annual meeting, at least three additional meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school Principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

Resources:

"National Standards for Parent/Family Involvement Programs," National PTA (reprinted May 1998); Improving America's Schools Act, P.L. No. 103-382, Sec. 1112;

Local Education Agency Plans. P.L. 107-110, "No Child Left Behind Act of 2001," Title I - Improving the Academic Achievement of the Disadvantaged, Sec. 1118 Policy.

ADOPTED: September 4, 2008

**KED – GRIEVANCE PROCEDURE FOR SECTION 504 COMPLAINTS
(FACILITIES OR SERVICES)**

1. Any qualified handicapped person, or persons, who feels subject to discrimination with respect to Section 504 of the Rehabilitation Act has the right to file a formal grievance.
2. Any qualified handicapped person, or persons, who has a grievance shall discuss it first with the appropriate building Principal in an attempt to resolve the matter informally at that level.
3. If, as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved party within five (5) school days, the aggrieved party shall set forth the grievance in writing to the Principal. The Principal shall further investigate the matters of grievance and communicate his/her decision to the aggrieved party in writing within five (5) school days of receipt of the written grievance.
4. The aggrieved party, no later than five (5) school days after receipt of the Principal's decision, may appeal the Principal's decision to the Section 504 Coordinator. The appeal to the Coordinator must be made in writing reciting the matter submitted to the Principal and the aggrieved party's dissatisfaction with decisions previously rendered. The Coordinator shall meet with the aggrieved party to attempt to resolve the matter as quickly as possible, but within a period not to exceed (5) school days. The Coordinator shall communicate his/her decision in writing to the aggrieved party and the Principal not later than five (5) school days after the meeting.
5. If the grievance is not resolved to the aggrieved party's satisfaction, the aggrieved party, no later than five (5) school days after receipt of the Coordinator's decision, may submit a written request for a hearing to the local School Board regarding the alleged discrimination through the Superintendent of Schools. The local school board, or an independent hearing officer chosen by the school board if the school board determines the school board is not impartial, shall hold an impartial hearing within thirty (30) calendar days of the receipt of such a written request. A copy of the disposition of the written request shall be sent to each concerned party within ten (10) business days of this hearing.
6. Between the date the aggrieved party requests the hearing and the date the hearing is held, the aggrieved party and the School District may continue to negotiate. If the School District and aggrieved party agree on a mutual solution to the alleged discrimination, the hearing would be canceled.
7. The decision of the School Board or hearing officer is final, pending any further legal recourse as may be described in current local district, state or federal statutes pertaining to Section 504 of the Rehabilitation Act of 1973.

Further appeal may be made to the Office for Civil Rights, U.S. Department of Health and Human Services, Regional Office, JFK Building, Room 1875, Boston, MA 02203-2100 (617) 565-1340.

Legal References:

Section 504 of the Rehabilitation Act of 1973
34 C.F.R § 104.7(b), Adoption of Grievance Procedures

ADOPTED: May 8, 2008

PUBLIC INFORMATION PROGRAM

The board intends to keep the people of the school community informed of the affairs of the district. To achieve its goals for good school-community relations and maintenance of open two-way channels of communication with the public, the board authorizes the superintendent to:

1. Prepare or guide the preparation of informational materials including the annual report, newsletters, articles for periodicals, newspapers and/or radio releases, special pamphlets and other assigned material, and to maintain close liaison with news media and publicity organizations.
2. Support administration and faculty in arranging speaking engagements with civic, PTA, church, and other groups on school-related topics.
3. Provide staff members with assistance for preparation of material for community and staff distribution (handbooks, information leaflets, etc.).
4. Assist in coordinating work with civic and other groups which support the school system.

ADOPTED: June 3, 2002

USE OF STUDENTS IN PUBLIC INFORMATION PROGRAM

One of the strongest links of communication between the district and the public is the pupil in the classroom. Failure to provide parents with appropriate information may lead to misinformation about the schools.

It is the responsibility of the school administration to see that information regarding school activities, programs, and organizations is properly disseminated to parents.

The school administration shall take reasonable steps to ensure that the use of students as couriers is limited to carrying information about the school system, or a particular school, except as specifically provided in the following paragraph. School information may include publications, newsletters, notices, or other printed matter published under the name of the district, the individual school, or the recognized parent/teacher group.

Students may serve as couriers for information generated by non-school organizations, subject to the following conditions: (1) the information clearly states that it is not school-sponsored, (2) the sponsor of the information/activity is a non-profit organization and the activity is student-related, (3) the school board, or the superintendent, reserves the right to refuse any request for distribution of such information, on a case-by-case basis, and (4) the distribution of such information is subject to prior approval by the superintendent or his/her designee.

Information published by the district, individual school, employee organizations or unions, recognized parent/teacher groups, or non-school groups which advocates a particular position on bond issues, political matters, labor relations issues, or district budgets, will not be distributed through the use of students as couriers.

ADOPTED: June 3, 2002

AMHERST Policy

KF - USE OF SCHOOL BUILDINGS AND FACILITIES

Also ECA

It is the School Board's desire that the citizens of our town enjoy the use of school facilities. It is the board's intent that such use should take place with proper regard to all applicable statutes and ordinances, and that such use should take place with respect for the preservation of the facilities for school use. The Superintendent will establish administrative procedures and regulations to implement this policy.

When not in use for school purposes, school facilities may be used by community groups and organizations, as well as other non-community based groups, provided that the application process has been completed and is approved. The application process will include the submission of proof of insurance.

First priority for the use of all school facilities is granted to the schools for school activities and organizations with direct school affiliation. Second priority for the use of school facilities is granted to the Town Recreation Department. Third priority is granted to organizations with direct Town affiliation. Fourth priority is granted to those activities and organizations that serve the youth of the community. All other proper requests shall be granted on the basis of availability.

No person, group, or organization has any vested right to use the school facilities. The School Board reserves the right to make the final decision on the use of any school facility. Approval may be denied due to lack of appropriate space, if a previous activity by the applicant resulted in a violation of any aspect of any School Board policy or guidelines, or if the facility is to be used for an unlawful purpose.

Authorization for use of school facilities shall be considered neither an endorsement nor approval of the activity, group, organization, or the purposes they may represent.

When schools have been closed because of inclement weather, the facilities will be closed for all use. The schools do not assume the responsibility of contacting groups when such closures occur. The Superintendent or his/her designee may waive this requirement.

Organizations connected with and promoting recognized school functions will not incur any facility use fees but personnel and/or equipment fees may be assessed. The School District should not incur additional costs due to the community use of school facilities.

Whenever a community group is permitted to use a school facility, at least one district employee must be on hand, unless the Superintendent or his/her designee determines the school employee's presence is not necessary.

The Superintendent or his/her designee, on the basis of this policy and its accompanying regulations, shall approve all rentals of school facilities. The Board must approve any special requests or exceptions to this policy and/or regulations.

It shall be the responsibility of any user of a school facility to leave the school facility in a satisfactory condition. All users of school facilities agree as a condition of use to pay the cost of any damages to the facilities and school equipment other than damage caused by normal wear and tear.

ADOPTED: June 7, 2007

REVISED: August 14, 2007

PUBLIC SOLICITATIONS IN THE SCHOOLS

As a general policy, there will be no solicitation within the schools for any purpose whatsoever. No commercial enterprise may be represented in the schools, nor will a commercial enterprise be allowed the sale of goods or services on the school premises.

Any request for the exception to this rule must be submitted in writing to the superintendent at least 30 days prior to the implementation of the requested activity.

The school board reserves the right to grant exceptions to the superintendent's decision.

ADOPTED: June 3, 2002

ADVERTISING IN THE SCHOOLS

Neither the facilities, the name, the staff, nor the children of the schools, school district, nor any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization, except that:

The school may cooperate in furthering the work of any nonprofit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the school.

The schools may use films or other educational materials bearing only simple mention of the producing or sponsoring firm.

The schools may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the educational programs of the schools or of a particular educational value. The superintendent may, at his/her discretion, announce or authorize to be announced any lecture or other community activity of particular educational merit.

The schools may, upon approval of the superintendent, cooperate with any governmental agency in promoting activities in the general public interest which are nonpartisan and non-controversial and which promote the education or other best interests of the pupils.

School publications may accept and publish paid advertising only when approved for publication by the superintendent. Funds collected for advertising shall be deposited in the Amherst School District general fund.

Promotional literature will not be distributed through the schools except for recognized educational and youth-oriented organizations.

ADOPTED: June 3, 2002