

## USE OF SCHOOL FACILITIES

Article 9, Section 414 of the New York State Consolidated Laws gives a school board the authority to adopt reasonable regulations with regard to granting the use of school buildings and facilities. It is the intent of the Board of Education to insure that District facilities are preserved for the primary purpose of educating students, and to allow the use of District facilities by not-for-profit Brentwood community-based organizations, when such use will not interfere with this primary purpose. The District's union organizations (BTA, BPSO, BCA, Local 237, BNPA and CSEA) as per stipulations set forth in their individual collective bargaining agreements (CBA) shall have the right, with prior approval, to use school facilities to hold union meetings, provided that such use shall not interfere with school programs. No other association or organization has the right to use a school building without receiving permission as prescribed by the regulations of the Board of Education.

In addition, Education Law provides that a school district may create a schedule of fees to charge outside groups for the cost of maintaining its facility or property (i.e., heat, electricity, custodian/maintenance costs, etc). In that regard the Board of Education has developed in this policy the terms concerning the use of a school building and/or grounds, the procedures on how to apply for use, and any rental fee sufficient to cover the expenses resulting from the prescribed use.

With the advent of heightened awareness for increased health, safety and security, the Brentwood Union Free School District's, Board of Education carefully developed this Use of School Facilities Policy. This policy and regulation address these issues and more clearly defines the usage of school buildings and grounds by outside groups. The policy ensures that not-for-profit Brentwood community-based organizations have equitable opportunities to use District facilities throughout the school year.

**In summary, the Board of Education encourages the use of District buildings and grounds as community centers for legitimate and appropriate activities by not-for-profit Brentwood community-based organizations. Any questions regarding this policy and the use of the District's facilities will be clarified at the time the application is filed with the Buildings and Grounds Department.**

**Enclosures: F1: USE OF SCHOOL FACILITIES APPLICATION  
 F2: SCHEDULE OF FEES FOR BUILDING AND FIELD USAGE  
 F3: ORGANIZATION'S ROSTER  
 F4: HOLD HARMLESS AGREEMENT  
 F5: DISTRICT'S CODE OF CONDUCT SUMMARY  
 F6: AED LOCATION LIST**

<b>Approved by the Board of Education:</b>	<b>12/14/06</b>
<b>Revision approved by the Board of Education:</b>	<b>8/15/07</b>
<b>Revision approved by the Board of Education:</b>	<b>12/13/07</b>
<b>Revision approved by the Board of Education:</b>	<b>8/21/08</b>
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**APPLICATION PROCEDURE FOR USE OF SCHOOL FACILITIES**

1. All organizations that wish to use the school building and/or grounds of the Brentwood Union Free School District **MUST** apply in writing, using the accompanying application. The Application for Use of School Buildings and/or Facilities and other required forms can be obtained on-line at the District's website (<http://www.brentwood.k12.ny.us/>), under Business Operations/B&G/Use of School Facilities Policy, or at the Buildings and Grounds Office located at 99 Oriole Place in Brentwood, NY. All completed Application for Use of School Buildings and/or Facilities and required forms are to be returned to the Buildings and Grounds Office at the above listed address. Any questions regarding the application, schedule of fees and the responsibilities of the not-for-profit Brentwood community-based organization while using the District's facilities shall be clarified at this time.
2. All applications and required forms for the use of District facilities must be submitted to the Buildings & Grounds Office at least 45 days prior to the date of requested usage. If the applicant is a group, the application must be completed and signed by a representative authorized to bind the group contractually. Groups that use district facilities regularly, such as on a weekly or monthly basis must submit a new application for each location annually before June 30 of each year.
3. All applicants must submit the following information and documentation with their completed application before it can be processed, failure to do so will delay the processing.
  - a. A Certificate of Insurance, specifically endorsed, naming the Brentwood Union Free School District as an additional insured party must accompany the completed application form. Such insurance shall; be from an A.M. Best rated "secured" NYS admitted insurer; provide for 30 days notice of cancellation; have a minimum coverage of \$1,000,000 for all liability, property damage, personal injury and medical expenses. The District reserves the right to exercise complete and non-reviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.
  - b. The nature of all programs/events for which the organization intends to use the building/grounds.
  - c. A completed and signed hold-harmless form. (See 1500-F4).
  - d. Names of the organization's officers and the event supervisor's at each location.

In addition, if the organization is a not-for-profit Brentwood community-based organization, the organization shall provide the following additional documents:

- a. Proof of IRS 501(c)(3) status, or current by-laws/constitution and/or financial reports of the not-for-profit community-based organization, if applicable.
  - b. A roster listing members of the not-for-profit community-based organization (See 1500-F3).
4. The Plant Facilities Administrator or his/her designee will insure that the Principal where use of the building or grounds is sought has been consulted. The Principal will review the application along with current and anticipated building utilization and make a judgment about its intended use, sign and send the application back to the Buildings & Grounds Office.

**APPLICATION PROCEDURE FOR USE OF SCHOOL FACILITIES**

5. The Plant Facilities Administrator or his/her designee will insure that the Coordinator of Physical Education and Athletics is consulted when an application is for the use of a field, tennis court or gymnasium. The Coordinator of Physical Education and Athletics will review the application along with current and anticipated building utilization and make a judgment about its intended use, sign and send the application back to the Buildings & Grounds Office.
6. Separate passes shall be issued at the District's Athletic Office, located in the Felicio Administration Building, to individuals desiring the use of the tennis courts, providing the petitioners comply with the rules and regulations governing the use of these courts.
7. If all of the above listed conditions have been met and the Plant Facilities Administrator or his/her designee determines that the organization requesting use is a not-for-profit Brentwood community-based organization, and the appropriate departmental approval has been received, the Plant Facilities Administrator or his/her designee will notify the applicant in writing by sending a final approval letter. If applicable, a fee will be established and an invoice will be created by the Buildings & Grounds Department and sent with the final approval letter. A copy of the invoice will also be sent to the Assistant Superintendent of Finance & Operations.
8. If the Plant Facilities Administrator or his/her designee determined that an organization does not have not-for-profit status or are not Brentwood community-based, the application will be forwarded to the Superintendent to approve, deny or seek Board of Education approval.
9. If an application is denied by the Plant Facilities Administrator or his/her designee, an appeal can be made to the Superintendent of Schools who will make a final decision on the matter.
10. If the approved use requires security, a copy of the application will be forwarded to the Director of Security. If the number of participants is expected to be over forty (40) at any one event, the District reserves the right to impose a charge equivalent to the current security guards salary rate (per hour, per guard), from one half hour before till one hour after the end of the event.
11. If the approved use requires the use of a kitchen, a copy of the application will be forwarded to the Director of Food Service. A charge will be imposed equivalent to the current food service workers salary rate (per hour, per person), from one half hour before till one half hour after the end of the event.
12. Applications for the intended use of District facilities are neither transferable nor assignable and no adjustments to the permit are allowed.
13. No proposed user will publicly advertise the proposed use until the permit is issued.

**APPLICATION PROCEDURE FOR USE OF SCHOOL FACILITIES**

- 14. All applicants must review this policy prior to submitting an application. All applications must be signed and the applicant’s signature on the application will attest to his/her/the group’s intent to comply with all Board policies and regulations. The applicant’s signature will further attest that he/she has read this regulation and will use district facilities strictly in accordance with the use described in the application.

**CANCELLATIONS**

- 1. Any changes in time or date or the cancellation of an activity by the approved group must be reported to the Buildings & Grounds Office in writing within twenty-four (24) hours of the intended use. If notification is given by telephone, a written confirmation must follow.
- 2. All events will be cancelled when school is closed due to an emergency, as determined by the District. It is the responsibility of the applicant to cancel the activity, including informing all interested persons that the activity is cancelled. If the school is closed due to an emergency, the District will incur no liability to the proposed user.
- 3. The Plant Facilities Administrator or his/her designee is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reasons.

- ENCLOSURES:**
- F1: USE OF SCHOOL FACILITIES APPLICATION**
  - F2: SCHEDULE OF FEES FOR BUILDING AND FIELD USAGE**
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**Application for Use of School Buildings and/or Facilities**

We have read the school law which governs the use of public school properties and also the attached regulations established by the Brentwood Board of Education regarding the care and usage of school facilities. We agree to abide by the law and the local regulations in every aspect. This application must be submitted with all the information as requested; failure to do so will delay the processing of your request. Certificate of Insurance must accompany application. This certificate must name the Brentwood School District as additional insured. It is the sole responsibility of the applicant to maintain sufficient insurance coverage throughout the period of use requested and to comply with all laws and District policies regarding the proposed use of facilities.

\_\_\_\_\_  
 Print name \_\_\_\_\_ Signature of Organization's Representative

SCHOOL/BUILDING REQUESTED: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

<p><b>The following person has agreed to assume responsibility for the facilities while they are being used by our organization.</b>  <b>(Please print)</b></p>			
Event Supervisor: _____ <span style="margin-left: 150px;">Print Name</span>		_____ <span style="margin-left: 150px;">Signature</span>	
Address: _____ <span style="margin-left: 100px;">Street</span>		_____ <span style="margin-left: 100px;">City/Town</span>	
Phone: _____		Email: _____	
Name of Organization: _____			

Nature of Event: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_, Adults: \_\_\_\_\_ Children: \_\_\_\_\_

**NOTE: If the building is to be used on Saturday and/or Sunday the Organization using the building will be charged for overtime custodial services and/or security fees.**

Day(s) of Event	Date(s) of Event	Time of Event	Official Use Only
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	From: ____/____/____ <span style="margin-left: 100px;">M      D      Y</span>  To: ____/____/____ <span style="margin-left: 100px;">M      D      Y</span>	From: _____ <span style="margin-left: 100px;">AM or PM</span>  To: _____ <span style="margin-left: 100px;">AM or PM</span>	Check when submitted by the organization _____ Insurance Cert. _____ Organization Roster w/Officers _____ Hold Harmless _____ Not for Profit Proof

AREAS TO BE USED (Check all that apply)				
<input type="checkbox"/> Auditorium	<input type="checkbox"/> Classrooms Please List: _____	<input type="checkbox"/> Cafeteria  <input type="checkbox"/> Large <input type="checkbox"/> Small	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Other Explain _____
<input type="checkbox"/> Baseball Field	<input type="checkbox"/> Football Field	<input type="checkbox"/> Tennis Court	<input type="checkbox"/> Soccer Field	<input type="checkbox"/> Gymnasium
<b>The Athletic Director must approve for use of the Baseball, Football or Soccer Fields, Tennis Courts and Gymnasium.</b> <div style="display: flex; justify-content: space-around;"> <span><input type="checkbox"/> APPROVED</span> <span><input type="checkbox"/> DISAPPROVED</span> </div> Athletic Director Signature: _____ Date: _____				

**APPROVED**
 **DISAPPROVED**

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**6/13/13**

**COSTS AND FEES FOR SCHOOL BUILDING AND FIELD USAGE**

**NOT-FOR-PROFIT BRENTWOOD COMMUNITY-BASED ORGANIZATIONS\***

To be considered a not-for-profit Brentwood community-based organization the conditions listed in Policy 1500-R - Use of School Facilities Regulations, under Section 3 – Conditions for Use of District Facilities, Item 2 must be met.

1. Weekday Use of Buildings and Grounds - Fees (building usage, custodial, security, food service etc.) SHALL NOT be charged if all of the following criteria are met:

a. The group is a not-for-profit Brentwood community-based organization whose activities are specifically geared for school aged children. (Verified from group roster and not-for-profit information).

**OR**

The group is a sponsored Brentwood community youth league/athletic program (Brentwood Soccer Club, BYA, CYO, etc.).

b. The group utilizes the building when the custodial staff is on hand (Monday through Friday excluding school closures). That shall include weekdays during the school year up to 10:00 P.M.

***Note: Not-for-profit Brentwood community-based organizations that do not comply and stay beyond 10:00 P.M. shall be subject to the cost of custodial overtime and may have their permit reviewed. Also, costs shall be imposed for any damage caused by the not-for-profit Brentwood community-based organization to the facilities.***

**\* In the event the Brentwood Union Free School District is operating on an contingency budget, all applicable custodial, security and food service costs, and building usage fees shall be charged for ALL not-for-profit Brentwood community-based organizations using school facilities.**

**2. Weekend Use of the Buildings and Grounds**

Any not-for-profit Brentwood community-based organizations that utilize the Brentwood School District's buildings or fields on the weekend and/or recesses shall be charged the applicable rate below, per date, per building/field, plus the cost of custodial overtime, security and/or food service fees if applicable.

**3. Adult program fees (building usage, custodial, security, food service costs, etc.) SHALL be charged for the following events:**

All organized adult leagues (baseball, softball, lacrosse, soccer, basketball etc.) that qualify for building usage by having a roster of 75% or more of their members from the Brentwood community, shall be charged the applicable rate listed below, per date, per building/field, plus the cost of custodial overtime, security and/or food service fees if applicable. Additional costs shall be imposed for any damage caused by the organization to the facilities.

**COSTS AND FEES FOR SCHOOL BUILDING AND FIELD USAGE**

**4. Organizations Charging Admission Fees**

Where admission fees are charged by the not-for-profit Brentwood community-based organization, the District shall charge reasonable fees for the use of the buildings. These fees are in addition to any applicable custodial, security and/or food service charges.

**The present fees for areas usually requested are as follows:**

	<b>Area</b>	<b>Fee</b>
a.	Classroom	\$50.00
b.	Elementary gymnasiums, general purpose lunchrooms, any athletic fields and cafeterias.	\$100.00
c.	Middle school gymnasiums, commons, large group instruction room, high school gymnasium and middle school or high school auditorium (Dress rehearsal without spectators).	\$150.00
d.	Middle school or high school auditoriums (per performance).	\$300.00

In the event that additional support services are required (i.e., Custodial, Security, Food Service Lighting Tech, etc.) there will be an additional charge. These support personnel will be paid by the organization utilizing the facility at the rate established by District contract.

Time is calculated at thirty (30) minutes prior to the scheduled use by the individual or group until sixty (60) minutes after the end of the actual use.

**ORGANIZATIONS REQUIRING BOARD OF EDUCATION APPROVAL**

Any other group or organization not meeting the requirements of a not-for-profit Brentwood community-based organization will require that their building use application be presented to the Board of Education for their review and consideration. If the application is approved by the Board the group or organization will be charged the following building usage fees for each event, held on any day of the week; plus a fee for any support personnel needed, as determined by the District.

**The present fees for areas usually requested are as follows:**

	<b>Area</b>	<b>Fee</b>
a.	Classroom	\$100.00
b.	Elementary gymnasiums, general purpose lunchrooms, any athletic fields and cafeterias.	\$200.00
c.	Middle school gymnasiums, commons, large group instruction room, high school gymnasium and middle school or high school auditorium (Dress rehearsal without spectators).	\$300.00
d.	Middle School or high school auditoriums (Cost per performance)	\$600.00

**COSTS AND FEES FOR SCHOOL BUILDING AND FIELD USAGE**

**\*CONTIGENT BUDGET\***

**In the event the Brentwood Union Free School District is operating on a contingency budget, all applicable custodial, security and food service costs, and building usage fees shall be charged for ALL not-for-profit Brentwood community-based organizations using school facilities.**

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<h2 style="margin: 0;">HOLD HARMLESS AGREEMENT</h2> <h3 style="margin: 0;">(USE OF BUILDINGS AND GROUNDS)</h3>
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\_\_\_\_\_ does hereby covenant and agree to defend, indemnify  
 Name of the not-for-profit  
 Brentwood community-based organization  
 (PLEASE PRINT)

and hold harmless the Brentwood Union Free School District from and against any and all liability, loss, damages, claims, or actions (including costs and attorney’s fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the

actual or proposed use of \_\_\_\_\_ property, facilities  
 Name of the Brentwood Union Free School District’s Facility  
 (PLEASE PRINT)

and/or the Brentwood Union free School District’s services by \_\_\_\_\_  
 Name of the not-for-profit Brentwood  
 community- based organization  
 (PLEASE PRINT)

and/or the activities, functions, events, affairs or proceeding of \_\_\_\_\_  
 Name of the not-for-profit Brentwood  
 community- based organization  
 (PLEASE PRINT)

\_\_\_\_\_  
 Organization’s Representative of the facility user

\_\_\_\_\_  
 Signature Organization’s Representative of the facility user

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Plant Facilities [Administrator or his/her designee]

\_\_\_\_\_  
 Date

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## CONSECUENCIAS DE LA CONDUCTA INACEPTABLE DE LOS ALUMNOS

El Distrito Escolar de Brentwood ha adoptado un código de disciplina para todos los alumnos, donde se reconoce que los miembros del personal escolar son los principales responsables de disciplinar a los alumnos. Sin embargo, cuando un funcionario considera que es necesario derivar un caso, la administración aplicará el Código de conducta según el historial disciplinario. A continuación, el administrador será responsable de dar seguimiento al caso con el funcionario que hizo la recomendación. Las consecuencias de la mala conducta incluyen: advertencia verbal, advertencia escrita, detención después de clases, suspensión dentro de la escuela, suspensión fuera de la escuela y/o pérdida de privilegios. Se realizará una solicitud de audiencia con el Superintendente para aquellos alumnos cuya mala conducta amerite una suspensión fuera de la escuela por más de cinco (5) días de clase. Los alumnos suspendidos no podrán participar en ninguna actividad escolar, y no estarán autorizados a ingresar a las instalaciones del Distrito mientras dure la suspensión.

Los alumnos podrán recibir medidas disciplinarias que pueden incluir la suspensión cuando:

### Tengan conductas desordenadas. Algunos ejemplos de conducta desordenada incluyen, entre otros:

1. Correr en los pasillos.
2. Hacer ruidos no razonables.
3. Utilizar lenguaje o gestos inmorales, obscenos, vulgares o abusivos.
4. Obstruir el tráfico vehicular o peatonal.
5. Realizar voluntariamente cualquier acto que perjudique el funcionamiento normal de la comunidad escolar.
6. Entrar sin autorización. Con excepción del edificio al que asisten regularmente, los alumnos no pueden ingresar a ningún otro edificio escolar a menos que estén autorizados por el administrador responsable del mismo.
7. Mal uso de comunicaciones informáticas/electrónicas, incluyendo el uso no autorizado de computadoras, software, cuenta de Internet/Intranet, acceso a sitios web inapropiados o cualquier otra violación de la política del Distrito con respecto al uso aceptable.
8. El uso no autorizado de dispositivos electrónicos (inclusive pero no limitado a reproductores de CD, los jugadores MP3, iPods, los videojuegos, sugerencias de láser, etc.) es prohibido en el aula.
9. Utilizar teléfonos celulares durante horas de clase son prohibidos.

### Tengan conductas insubordinadas o perjudiciales. Algunos ejemplos de conducta insubordinada o perjudicial incluyen, entre otros:

1. No cumplir las órdenes razonables de maestros, administradores u otros funcionarios escolares a cuyo cargo se encuentren los alumnos, o demostrar cualquier otra falta de respeto.
2. Llegar tarde, faltar o abandonar la escuela sin autorización.
3. Escaparse de la detención.

### Tengan conductas violentas. Algunos ejemplos de conducta violenta incluyen, entre otros:

1. Cometer un acto violento (tal como golpear, dar patadas, puñetazos y arañar) contra un maestro, administrador u otro funcionario escolar, o intentar cometer tales actos.
2. Cometer un acto violento (tal como golpear, dar patadas, puñetazos y arañar) contra otro alumno o cualquier otra persona que tenga derecho a estar en las instalaciones de la escuela, o intentar cometer tales actos.
3. Poseer un arma. Los agentes del orden autorizados son las únicas personas que pueden portar un arma en las instalaciones de la escuela o en un evento escolar.
4. Exhibir cualquier objeto parecido a un arma.
5. Amenazar con usar un arma.
6. Dañar o destruir intencionalmente los objetos personales de un alumno, maestro, administrador u otro empleado del Distrito, o cualquier otra persona que tenga derecho a estar en las instalaciones de la escuela.
7. Los daños incluyen graffitis e incendios provocados.
8. Dañar o destruir intencionalmente los bienes del distrito escolar.

### Mala conducta al viajar en un autobús escolar.

Es vital que los alumnos se comporten debidamente al viajar en los autobuses del Distrito, tanto por su seguridad como la de otros pasajeros, y para evitar distraer al conductor. En el autobús, los alumnos deben comportarse según los mismos estándares que se aplican en el aula. No se tolerará el ruido excesivo, los empujones ni las peleas.

## Normas de vestimenta escolar

Todos los alumnos deben prestar atención al aseo personal y vestirse adecuadamente para asistir a la escuela y eventos escolares. Los alumnos y sus padres son los principales responsables de la vestimenta y apariencia aceptable de los alumnos. Los maestros y otros funcionarios del Distrito deben reafirmar el concepto de vestimenta escolar aceptable y ayudar a los alumnos a comprender cuál es la apariencia adecuada para el entorno escolar. Ninguna de las siguientes normas entrará en conflicto con el hecho de que el Distrito adopte normas generales de vestimenta.

La vestimenta, arreglo personal y apariencia de los alumnos, incluyendo color del cabello, peinado, joyas, maquillaje y uñas deberá:

1. Ser seguro y apropiado, y no deberá perjudicar o interferir con el proceso educativo.
2. Excluir prendas demasiado pequeñas o transparentes, ya que no son apropiadas.
3. Incluir prendas exteriores que cubran completamente la ropa interior.
4. Siempre incluir calzado. No está permitido el calzado que represente una amenaza de seguridad.
5. Dentro del edificio escolar, excluir sombreros o accesorios que cubran la cabeza, excepto en casos determinados a discreción del edificio, o por motivos médicos o religiosos.
6. Excluir artículos vulgares, obscenos, difamatorios o que denigren a otras personas

### Asumir alguna conducta que ponga en peligro la seguridad, moral, salud o bienestar de otras personas. Algunos ejemplos de dicha conducta incluyen, entre otros:

1. Mentir al personal de la escuela.
2. Robar objetos de otros alumnos, personal de la escuela, o de cualquier otra persona que tenga derecho a estar en las instalaciones de la escuela, o asista a un evento escolar.
3. Difamación, que incluye hacer comentarios o declaraciones falsas o infundadas acerca de una persona o grupo identificable de personas, que humillan a esa persona o grupo y dañan su reputación.
4. Discriminación, que incluye el uso de la raza, color, credo, nacionalidad, religión, sexo, orientación sexual o discapacidad como base para tratar a otra persona en forma negativa.
5. Hostigamiento o maltrato, que incluye una acción lo suficientemente severa o un patrón persistente y dominante de acciones o declaraciones dirigidas a una persona o grupo identificable, que sean intencionalmente burlonas o humillantes o que una persona razonable percibiría como tales.
6. Intimidación, que incluye acciones o declaraciones que causan que una persona sienta temor de ser agredida físicamente.
7. Ritos de iniciación, que incluyen cualquier acto intencional o imprudente en contra de otra persona con fines de iniciación, afiliación o conservación de membresía en cualquier actividad, organización, club o equipo patrocinado por la escuela.
8. Vender, usar o poseer material obsceno.
9. Utilizar lenguaje vulgar o abusivo.
10. Fumar cigarrillos, cigarrillos o pipa, o usar tabaco masticable o sin humo.
11. Poseer, consumir, vender, distribuir o intercambiar bebidas alcohólicas o sustancias ilegales, o encontrarse bajo la influencia de cualquiera de ellas. Las "sustancias ilegales" incluyen pero no se limitan a inhalantes, marihuana, marihuana sintética, cocaína, LSD, PCP, anfetaminas, heroína, esteroides, "look-alikes" (drogas con efecto parecido al de las anfetaminas), y otras sustancias comúnmente llamadas "drogas de diseño".
12. Consumir en forma inapropiada o compartir medicamentos con o sin prescripción médica.
13. Apostar.
14. Exhibicionismo, es decir, mostrar las partes privadas del cuerpo de forma obscena o indecente.
15. Participar o asociarse con pandillas o actividades relacionadas con pandillas.
16. Realizar una denuncia de incendio u otra catástrofe sin una razón válida, hacer mal uso del 911 o descargar un extintor.

### Asumir cualquier mala conducta académica. Algunos ejemplos de mala conducta académica incluyen, entre otros:

1. Plagio
2. Hacer trampa.
3. Alterar registros.
4. Ayudar a otro alumno a cometer cualquiera de los actos anteriores.

### Si Entra en mala conducta fuera del distrito que pone en peligro la salud y la seguridad de estudiantes y personal dentro de la escuela o afecta adversamente el proceso educativo. Ejemplos de mala conducta incluyen pero no son limitados a:

1. Intimidar por el Internet
2. Amenazas, novatadas, o acosar a estudiantes o personal por teléfono o el Internet.
3. Utilizando dispositivos electrónicos para transmitir amenazas, comentarios despectivos o anunciando y/o imágenes pornográficas inadecuadas que envían, las imágenes o los videos del personal de estudiantes o escuela que interrumpe apreciablemente el proceso educativo.

en base a la raza, color, religión, credo, nacionalidad, sexo, orientación sexual o discapacidad.

7. No deberá promover ni apoyar el consumo de alcohol, tabaco o drogas ilegales, ni alentar otras actividades ilegales o violentas.
8. Excluir cualquier combinación de prendas que las fuerzas del orden en ese momento consideren relacionadas con pandillas. Estos artículos pueden variar de vez en cuando. (Estos son algunos ejemplos, entre otros: colores, símbolos, emblemas y artículos de conocida relación con pandillas.)

El director/a de cada edificio, o la persona que él/ella designe, serán responsables de informar a todos los alumnos y sus padres acerca de las normas de vestimenta al comienzo del año escolar. Además, deberán informar sobre cualquier modificación que se haga a estas normas durante el año escolar.

Los alumnos que infrinjan las normas de vestimenta escolar deberán modificar su apariencia, ya sea cubriendo o retirando el accesorio prohibido. Si fuera necesario o práctico, deberán reemplazarlo con un accesorio permitido. Cualquier alumno/a que se niegue a hacerlo estará sujeto/a a medidas disciplinarias que pueden incluir la suspensión. Cualquier alumno que infrinja las normas de vestimenta en múltiples ocasiones, estará sujeto a medidas disciplinarias adicionales que pueden incluir la suspensión.



# Brentwood School District Code of Conduct Summary 2013-14



The Brentwood School District is committed to providing a safe and orderly school environment where students may receive and District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents and visitors is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board of Education recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered

### Student Rights

The District is committed to safeguarding the rights given to all students under State and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all District students have the right to:

1. Take part in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

### Student Responsibilities

All District students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all District policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extra-curricular pursuits and strive toward their highest level of achievement possible.

promptly and fairly. The District has adopted a Code of Conduct that is in line with the NYS SAVE legislation. The full Code of Conduct is available upon request from each school principal, may be downloaded from the District's Web site ([www.bufsd.org](http://www.bufsd.org)) and is available for viewing at the Brentwood Public Library. Unless otherwise indicated, this Code applies to all students, school personnel, parents and visitors when on school property or attending a school function.

This summary is intended to help parents inform their children of the basic rights, responsibilities and consequences attached to misconduct. A copy of this summary will be mailed to parents and given to all students at the start of each school year.

All students are expected to know and adhere to the District's Code of Conduct.

## RIGHTS AND RESPONSIBILITIES

5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the District when participating in or attending school-sponsored extra-curricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Be forthcoming with information concerning violations of the Code.
2. Ensure their children attend school regularly, on time, and ready to participate and learn.
3. Ensure absences are excused (legal).
4. Insist their children be dressed and groomed in a manner consistent with the student dress code.
5. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
6. Know school rules and help their children understand them.
7. Convey to their children a supportive attitude toward education and the District.
8. Build good relationships with school staff, other parents and other children.
9. Help their children deal effectively with peer pressure.
10. Inform school officials of changes in the home situation that may affect student conduct or performance.
11. Provide a place for study and ensure homework assignments are completed.
12. Be forthcoming with information concerning violations of the Code.

### Parents Rights

All parents have the right to:

1. Receive regular and timely communication from the school related to student behavior and learning.
2. Expect their child to learn in a safe, orderly environment.
3. Expect equal and fair treatment of their child by school staff.

### Parents Responsibilities

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.

## BRENTWOOD UNION FREE SCHOOL DISTRICT

### BOARD OF EDUCATION

Ana Martinez, *President*

Helen Moss, *1st Vice President*

Robert Feliciano, *2nd Vice President*

Keith Allison, *Trustee*

Michael Jahkhah, *Trustee*

Gail Kirkham, *Trustee*

G. Paula Moore, *Trustee*

### CENTRAL ADMINISTRATION

Joseph C. Bond, *Superintendent of Schools*

Scott Hartman, *Assistant Superintendent for Secondary Education, Programs & Policy*

Dr. Aurelia Henriquez, *Assistant Superintendent for Elementary Education*

Stacy L. O'Connor, *Assistant Superintendent for Finance and Operations*

Paul Nolan, *Director of Funded Programs & Compliance*

Victoria Regan, *Director of Special Services*

## CONSEQUENCES FOR UNACCEPTABLE STUDENT BEHAVIOR

The Brentwood School District has adopted a discipline code for all students. It is recognized that the primary responsibility for student discipline lies with each staff member. However, when a staff member feels a referral is necessary, administration shall apply the Code of Conduct based on the prior disciplinary record. Follow-up with the referring staff member shall be the responsibility of the administrator. Consequences of misbehavior include: verbal warning, written warning, detention, in-school suspension, out-of-school suspension and/or loss of privileges. A request for a Superintendent's Hearing shall be made for those students whose misbehavior warrants an out-of-school suspension of more than five (5) school days. Students who are suspended shall not participate in any school activities nor be allowed on any District property for the duration of the suspension.

**Students may be subject to disciplinary action, up to and including suspension from school, when they:**

**Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:**

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act, which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate Web sites; or any other violation of the District's acceptable use policy.
8. Unauthorized use of electronic devices (including but not limited to CD players, MP3 players, iPods, video games, laser pointers, etc.) is prohibited in the classroom.
9. Using cell phones during school hours is prohibited.

**Engage in conduct that is insubordinate or disruptive. Examples of insubordinate or disruptive conduct include, but are not limited to:**

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students, or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping detention.

**Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:**

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property.
7. Acts of damage include graffiti and arson.
8. Intentionally damaging or destroying school district property.

**Engage in misconduct while on a school bus.**

It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise or pushing, shoving and fighting will not be tolerated.

## STUDENT DRESS CODE

The Board of Education requires all students to attend school in appropriate attire. To achieve this goal, the Board expects all students to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Nothing listed below shall conflict with the District adopting a uniform code of dress.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Reflect that extremely brief garments and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats or head coverings in the school building, except at building level discretion, or for a medical or religious purpose.

**Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include, but are not limited to:**

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment or bullying, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
8. Selling, using or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.
10. Smoking a cigarette, cigar or pipe or using chewing or smokeless tobacco.
11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
12. Inappropriately using or sharing prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Participating in or association with gangs or gang related activities.
16. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

**Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to:**

1. Plagiarism.
2. Cheating.
3. Altering records.
4. Assisting another student in any of the above actions.

**Engage in off-campus misconduct that endangers the health and safety of students and staff within the school and adversely affects the educational process. Examples of such misconduct include:**

1. Cyber Bullying.
2. Threatening, hazing, or harassing students or school personnel over the phone or internet.
3. Using electronic devices to convey threats, derogatory comments or posting and/or sending inappropriate pornographic pictures, images or videos of students or school personnel that significantly disrupt the educational process.

6. Not include items that are vulgar, obscene, or libelous or that denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. **Not include any combination of clothing which law enforcement agencies currently consider gang-related. These items may change from time to time. (Examples include but are not limited to: known gang colors, symbols, emblems, and paraphernalia.)**

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including suspension. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including suspension.



# Distrito Escolar de Brentwood Resumen del Código de Conducta 2013-14



El Distrito Escolar de Brentwood está comprometido a proporcionar un entorno escolar seguro y ordenado, donde el personal del Distrito proporcione a los alumnos servicios educativos de alta calidad, sin interrupciones o interferencias. Para alcanzar este objetivo, es fundamental que los alumnos, maestros, otros funcionarios del Distrito, padres y visitantes se comporten con responsabilidad.

Desde hace mucho tiempo, el Distrito posee una serie de expectativas con respecto a la conducta en las instalaciones de la escuela y durante eventos escolares. Estas expectativas se basan en los principios de cortesía, respeto mutuo, civismo, carácter, tolerancia, honestidad e integridad.

El Consejo de Educación reconoce la necesidad de definir claramente estas expectativas de conducta aceptable en las instalaciones de la escuela. De esta forma es posible identificar las posibles consecuencias de la conducta inaceptable y garantizar la aplicación rápida y justa de medidas disciplinarias. Por este motivo, el Distrito ha

## DERECHOS Y RESPONSABILIDADES

### Derechos de los alumnos

El Distrito está dedicado a proteger los derechos otorgados a todos los alumnos según las leyes estatales y federales. Además, para promover un entorno escolar seguro, saludable, ordenado y respetuoso, todos los alumnos del Distrito tienen derecho a:

1. Participar en todas las actividades del Distrito en un plano de igualdad independientemente de su raza, color, credo, nacionalidad, religión, sexo, orientación sexual o discapacidad.
2. Exponer su versión de los hechos relacionados con la imposición de una sanción disciplinaria ante el personal de la escuela autorizado a aplicar medidas disciplinarias.
3. Conocer las normas de la escuela y, cuando sea necesario, recibir una explicación de esas normas por parte del personal escolar.

### Responsabilidades de los alumnos

Todos los alumnos del Distrito deben:

1. Colaborar en la conservación de un entorno escolar seguro, ordenado y propicio para el aprendizaje, y demostrar respeto por las demás personas y la propiedad.
2. Conocer y cumplir todas las políticas, normas y reglamentos del Distrito relacionados con la conducta de los alumnos.
3. Asistir diariamente a la escuela a menos que posean una excusa válida y llegar a clase a la hora correspondiente, dispuestos a aprender.
4. Trabajar lo mejor posible en todas las actividades académicas y extracurriculares, y esforzarse por alcanzar los mayores logros posibles.
5. Reaccionar en forma respetuosa y positiva ante las instrucciones de los maestros, administradores y otros funcionarios de la escuela.
6. Trabajar para desarrollar mecanismos de control de la ira.
7. Preguntar cuando no comprenden algo.
8. Solicitar ayuda para resolver problemas que pueden ocasionar medidas disciplinarias.
9. Vestirse adecuadamente para asistir a la escuela y eventos escolares.
10. Hacerse responsable de sus actos.
11. Comportarse como representantes del Distrito al participar o asistir a eventos extracurriculares patrocinados por la escuela, y cumplir los más altos estándares de conducta, buenos modales y espíritu deportivo.
12. Proporcionar información sobre infracciones al Código.

adoptado un Código de conducta que está de acuerdo con la legislación SAVE del Estado de Nueva York. El Código de conducta completo se encuentra disponible y puede obtenerse a través de los directores de las escuelas, descargarse del sitio web del Distrito ([www.bufsd.org](http://www.bufsd.org)) o consultarse en la Biblioteca pública de Brentwood. A menos que se indique lo contrario, este Código se aplica a todos los alumnos, personal de la escuela, padres y visitantes mientras se encuentren en las instalaciones de la escuela o asistan a un evento escolar.

Este resumen fue creado para ayudar a los padres a informar a sus hijos sobre sus derechos y responsabilidades básicas, y sobre las consecuencias de la mala conducta. Se enviará por correo una copia de este resumen a los padres y se repartirá entre los alumnos al comienzo de cada año escolar.

Todos los alumnos deben conocer y cumplir el Código de conducta del Distrito.

### Derechos de los padres:

Todos los padres tienen derecho a:

1. Recibir de la escuela comunicaciones regulares y oportunas con respecto al comportamiento y aprendizaje de los alumnos.
2. Esperar que su hijo/a se eduque en un entorno seguro y ordenado.
3. Esperar que el personal de la escuela trate a su hijo con igualdad y justicia.

### Responsabilidades de los padres:

Todos los padres deberán:

1. Reconocer que la educación de su/s hijo/s es una responsabilidad conjunta de los padres y la comunidad escolar.
2. Asegurarse de que sus hijos asistan a la escuela regularmente, a la hora correspondiente y listos para participar y aprender.
3. Asegurarse de que las ausencias sean justificadas.
4. Insistir para que sus hijos se vistan y arreglen de acuerdo con las normas de vestimenta escolar.
5. Ayudar a sus hijos a comprender que una sociedad democrática necesita normas adecuadas para mantener un entorno seguro y ordenado.
6. Conocer las normas de la escuela y ayudar a sus hijos a comprenderlas.
7. Demostrar ante sus hijos una actitud positiva hacia la educación y el Distrito.
8. Desarrollar buenas relaciones con el personal de la escuela y otros alumnos.
9. Ayudar a sus hijos a manejar eficazmente la presión de sus pares.
10. Informar a los funcionarios de la escuela acerca de cambios en la situación del hogar que puedan afectar la conducta o rendimiento del alumno.
11. Proporcionar un lugar para estudiar y asegurarse de que se completen las tareas domiciliarias.
12. Proporcionar información sobre infracciones al Código.

## DISTRITO ESCOLAR DE BRENTWOOD

### CONSEJO DE EDUCACIÓN

Ana Martinez, *Presidente*  
Helen Moss, *Vice Presidente*  
Robert Feliciano, *Segundo Vice Presidente*

Keith Allison, *Síndico*  
Michael Jahkhhah, *Síndico*  
Gail Kirkham, *Síndico*  
G. Paula Moore, *Síndico*

### ADMINISTRACIÓN CENTRAL

Joseph C. Bond, *Superintendente de Escuelas*  
Scott Hartman, *Asistente del Superintendente para educación secundaria, Programas y Política*

Dr. Aurelia Henriquez, *Asistente del Superintendente para educación primaria*  
Stacy L. O'Connor, *Asistente del Superintendente para Finanzas y Funcionamiento*  
Paul Nolan, *Director de Programas Subvencionados y Acatamiento*  
Victoria Regan, *Director de Servicios Especiales*

**BRENTWOOD UNION FREE SCHOOL DISTRICT**

**1500-F6**

**AED LOCATION LIST**

**ELEMENTARY SCHOOLS**

EAST ELEMENTARY  
HEMLOCK PARK  
LAUREL PARK  
LORETTA PARK  
NORTH ELEMENTARY  
NORTHEAST  
OAK PARK  
PINE PARK  
FJC SOUTHEAST  
SOUTHWEST  
TWIN PINES

**LOCATION**

ABOVE THE PHONE IN THE FRONT LOBBY  
NEXT TO DISPLAY CASE IN THE FRONT LOBBY  
NEXT TO THE DOORS IN THE FRONT LOBBY  
ABOVE THE PHONE IN THE FRONT LOBBY  
TO THE RIGHT OF THE DOORS IN THE FRONT LOBBY  
IN THE ALCOVE IN THE FRONT LOBBY  
IN THE ALCOVE IN THE FRONT LOBBY  
TO THE RIGHT OF THE DOORS IN THE FRONT LOBBY  
OUTSIDE NURSE'S OFFICE  
ABOVE THE PHONE IN THE FRONT LOBBY (Main Building)  
MAIN LOBBY AREA LEFT OF SHOWCASE

**MIDDLE SCHOOLS**

EAST MIDDLE  
NORTH MIDDLE  
SOUTH MIDDLE  
WEST MIDDLE

**LOCATION**

MAIN LOBBY  
MAIN LOBBY BY THE FACULTY ROOM  
MAIN LOBBY  
MAIN LOBBY

**HIGH SCHOOL**

FRESHMAN CENTER  
ROSS HIGH SCHOOL  
SONDERLING HIGH SCHOOL

**LOCATION**

MAIN LOBBY BY THE FRONT SHOWCASE  
OUTSIDE THE NURSE'S OFFICE  
IN THE HALL BY THE GYM

**NON-SCHOOL BUILDINGS**

BUILDINGS & GROUNDS  
SPECIAL SERVICES  
SONDERLING-EVENING HS  
ADMINISTRATION BLDG.  
ADMINISTRATION BLDG.

**LOCATION**

IN THE OUTER OFFICE BY THE PRINTER  
OUTSIDE OF THE HEALTH SERVICES OFFICE  
IN THE EVENING HIGH SCHOOL OFFICE BY COPY MACHINE  
IN THE SECURITY OFFICE  
MAIN ENTRANCE STAIRCASE

**ATHLETICS DEPT. PORTABLE AED**

ROSS HS  
COORDINATOR OF ATHLETICS  
ASS'T. COORD. OF ATHLETICS  
EAST MIDDLE  
NORTH MIDDLE  
SOUTH MIDDLE  
WEST MIDDLE

**LOCATION**

POOL AREA  
IN DISTRICT VEHICLE  
IN DISTRICT VEHICLE  
PRINCIPAL'S OFFICE  
PRINCIPAL'S OFFICE  
PRINCIPAL'S OFFICE  
PRINCIPAL'S OFFICE

**6/13/13**

## **USE OF SCHOOL FACILITIES REGULATION**

Section 414(1) of NYS Education Law sets forth the permissible uses of school buildings and grounds. As long as the District determines that the particular use will not disrupt normal school operations, or damage school buildings, grounds and other property; the Board of Education encourages the use of District facilities by not-for-profit community-based organizations.

A school district permitting community use of school property for after-school programs shall ensure that such programs are open to all of the district's children, regardless of whether they attend public or private school (414(2)).

### **PERMITTED USES**

District facilities may be used for the purposes below, subject to the conditions and restrictions set forth in this policy.

- Instruction in any branch of education, learning or the arts.
- Social, civic and recreational meetings and entertainments, and other uses pertaining to the welfare of the community which are nonexclusive and open to the general public.
- Meetings, entertainments and occasions where admission fees are charged, when the proceeds are to be expended for an educational or charitable purpose. In this regard, a full accounting shall be made available to the Board of all monies collected.
- Polling places for holding primaries and elections, and for the registration of voters.
- Recreation, physical training and athletics, including competitive athletic contests of children attending a private, not-for-profit school.

### **PROHIBITED USES**

Use of District facilities for the following activities is specifically prohibited.

- Meetings, entertainments and occasions where admission fees are charged, when the proceeds are not to be expended for an educational or charitable purpose.
- Meetings, entertainments and occasions that are under exclusive control of, and the proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval, air force, and marine service of the United States and organizations of volunteer fire fighters or volunteer ambulance workers.
- Meetings sponsored by political organizations. They are permitted only if they are authorized by voter approval (414(1)(e); Elec. Law 4-104).
- Social, civic and recreational meetings and entertainments, and other uses pertaining to the welfare of the community which are exclusive and not open to the general public.

### **CONDITIONS FOR USE OF DISTRICT FACILITIES**

1. Use of school facilities may be permitted unless they are required for school purposes, or educational programs. School activities have priority over use of District facilities by individuals and not-for-profit Brentwood Community Based Organizations. The District reserves the exclusive and non-reviewable judgment to determine if a requested use would interfere with or disturb the District's educational programs or the educational process itself.

**USE OF SCHOOL FACILITIES REGULATION**

2. To ensure the District facilities are preserved for the benefit of the greater District community, the Plant Facilities Administrator or his/her designee can only grant access for use of District facilities to not-for-profit Brentwood community based organizations, **any other individual or group will require Board of Education approval.** To be considered a not-for-profit Brentwood community-based organization: (i) the group's membership must consist of 75% or more Brentwood residents, and be able to prove this by submitting a group roster, (ii) the group needs to be either tax-exempt under section 501(c)(3) of the Internal Revenue Code, or be able to prove that none of its earnings are given to private shareholders or individuals, (iii) the group's earnings shall not be used to influence legislation and the group shall not participate in any campaign activity for or against political candidates. The District may request proof of 501(c)(3) status, or a copy of the group's constitution/bylaws or financial reports to verify that a group is not-for-profit. Failure to provide requested proof may result in a denied building use application.
3. The permitted user is responsible for maintaining adequate discipline and is responsible for any injury or liability incurred. Groups composed of minors must have adequate supervision with at least one adult leader in complete charge. Adequate supervision means there is one (1) adult leader for every twenty-five (25) minors.
4. **There shall be no smoking on the premises pursuant to New York State Law and local regulations.**
5. **There shall be no gambling or use of intoxicating, alcoholic beverages at any time on school premises.**
6. The use of public school buildings or grounds must be in compliance with all Federal, New York State and/or local ordinances as well as, all policies, regulations and rules of the District, Police, Fire and/or Health Departments. Any organization that advocates or permits an action or activity contrary to the above listed ordinances, regulations or rules automatically and permanently forfeits its permit to use the facilities.
7. The school district expressly reserves the right to change the rules and regulations and to revoke permission previously granted at any time. This applies not only to cases where there is a question of misuse or misconduct, but also to cases where a need for the facilities develops in the school program after a permit for a specific date or series of dates has been granted to an outside group. If a group's permit is revoked they may appeal to the Superintendent, whose decision will be final.
8. It is expected that any facility utilized by a group shall be left in a clean and orderly manner. Failure to do so may result in permit revocation.
9. The granting of permission to use the school facilities shall not imply any right to exclude members of the Board of Education or school district representatives from the facility at the time for which permission has been granted, and all meetings shall be nonexclusive and shall be open to the general public.

**USE OF SCHOOL FACILITIES REGULATION**

10. The school custodian, as a representative of the Board of Education, may be present at all times during the use of the school facility for which permission has been granted for the purpose of inspection, or for observation to determine that the rules governing the facility use are enforced. His/her services are not at the disposal of the group.
11. Unless written permission is granted by the Plant Facilities Administrator or his/her designee, no permitted user may put up decorations or scenery; move District equipment, such as a piano or spotlight; sell, give away, exhibit, or display items; carry out, play, or stage a game of chance; and/or sell or serve refreshments.
12. **The organization to which permission has been granted under these rules is responsible for the care and proper use of the facilities and grounds. A responsible representative of the organization shall be the first person admitted to the grounds and the last person to leave. Further, he/she shall be in attendance at all times during the use of the grounds or facilities and he/she must have a copy of the approved permit with them during the approved usage.**
13. The person or organization, to which permission has been granted hereunder, is responsible for maintaining proper order on the part of all persons during the time for which permission has been granted. **The person or organization approved to use District facilities must abide by the District's Code of Conduct (see F5).** Should there be more than one organization using the same field, but different facilities, each organization is responsible for its area of the facilities. The permitted user is restricted solely to the times and in the areas that have been approved by the District.
14. The Brentwood School District recommends that organizations make provisions for an AED/CPR trained and certified person to be on hand during the times when the facilities are in use (see F6 – AED Location List).
15. **The person or organization, to which permission has been granted here under, shall be liable for any damages to school property through the negligence, carelessness, or neglect of anyone in attendance during the use for which permission has been granted hereunder. The District and Board of Education assume no responsibility for personal property left on the premises or for personal injury sustained. The group must maintain adequate insurance coverage as defined in the Application for Use of School Buildings and/or Facilities (see 1500-F1).**
16. Regular meetings on a weekly, monthly or other regular timetable are the only ones covered by “blanket permission.” Any special meetings or activities held at other times must receive special permission. **Any school buildings that are used on Saturdays, Sundays, or over recesses shall be subject to the appropriate fees (custodians, security, etc.).**
17. Activities held by not-for-profit Brentwood community-based organizations shall be scheduled so that the session is over by **10:00 P.M.** so that facilities can be cleaned and made sanitary for the students the following day. If for some reason the activity must exceed this **10:00 P.M.** time, there will be a charge equivalent to the current custodial salary rate (per hour, per person) required to clean the facility.



**USE OF SCHOOL FACILITIES REGULATION**

- 18. The District may decline to accept any future applications for use of school grounds and facilities should the organization violate any of the rules and regulations as herein set forth, or otherwise, in the exercise of its discretion.
- 19. In case of an emergency, any pending application or actual permit for use of a District facility may be canceled so that all District facilities are immediately available to the District or the American Red Cross. The District reserves the exclusive non-reviewable right to determine if an emergency exists warranting the termination or alteration of any use.
- 20. The District reserves the right, without liability, to deny, terminate, suspend and/or revoke any permitted use that in the estimation of the District could reasonably be expected to, or actually does give rise to a riot or public disturbance.
- 21. Regular gym shoes/sneakers must be worn when sports or games are conducted on the gymnasium floors.
- 22. Use of District kitchens for food preparation and distribution requires prior consent and should be requested on the **Application for Use of School Buildings and/or Facilities (see 1500-F1)**. The District requires the use of food service personnel be paid for by the organization requesting kitchen use, as only authorized personnel are permitted to operate kitchen equipment.
- 23. Upon approval of the written application, all checks for staff services, use fees, utilities and other building/grounds maintenance shall be made payable to the Brentwood Union Free School District **within 60 days of billing**. **Those organizations who fail to make timely payments risk having their permission permit revoked and/or the denial of future requests, by the organization, to use District buildings and fields.**
- 24. The District retains the right to condition use upon an applicant depositing with the District a sum equaling the estimated cost and fees associated with the proposed use ten (10) days in advance of the requested use. The District also retains the right to waive fees for groups that are associated with or sponsored by the District.
- 25. **In the event that the District is operating on a contingency budget, all applicable custodial, security, etc, costs will be charged to ALL groups including not-for-profit Brentwood community-based organizations using school properties.**

**SEE SCHEDULE OF FEES POLICY 1500-F-2**

<b>Approved by the Board of Education:</b>	<b>12/14/06</b>
<b>Revision approved by the Board of Education:</b>	<b>8/15/07</b>
<b>Revision approved by the Board of Education:</b>	<b>12/13/07</b>
<b>Revision approved by the Board of Education:</b>	<b>8/21/08</b>
<b>Revision approved by the Board of Education:</b>	<b>6/13/13</b>