

SECOND READ JANUARY 2018

COMMUNICABLE/INFECTIOUS DISEASES

Teachers shall be alert to signs of illness and communicable disease and refer students who show such symptoms to the school nurse.

All students under quarantine shall be excluded from school and school activities. Quarantine regulations established by the Bureau of Health shall be observed. The school nurse shall be responsible for notifying the local health department of all students having a communicable disease as required by law and Department of Education rules. The building principal shall be notified of all communicable disease cases and contacts in the school.

Students who have other types of communicable diseases shall be excluded from school as prescribed by law, or shall observe other protective procedures according to recommendations issued by the Maine Center for Disease Control and Prevention and in accordance with laws of confidentiality.

When a student returns to school after having had a communicable disease, a certificate from the attending physician may be required. The building principal and/or the school nurse must give permission before the student is readmitted to class.

*Legal Reference:* 5 MRSa § 19201 *ets. eq.*  
20-A MRSa §§ -1001.1 I-A 6301  
22 MRSa §§ 8-01, 80211, 806, 823, 824  
*Adopted:* 5/23/78  
*Revised:* 2/11/98  
11/2017

SECOND READ JANUARY 2018

ADMINISTERING MEDICINES TO STUDENTS

Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

The intent of this policy is to promote the safe administration of medications to students by school personnel. This policy provides for authorization of student self-administration of medications. The Board encourages collaboration between parents/guardians and the schools in these efforts. The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from administration or self-administration of medication.

The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

*Legal Reference:* 20-A MRSA §§ 254; 4009 (4)  
Ch. 40 (ME Dept. of Ed. Rule)  
28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)  
34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)  
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

*Adopted:* 5/23/78  
*Revised:* 7/17/84, 4/10/96  
*Reviewed:* 4/7/97  
*Revised:* 11/2017

## SECOND READ – JANUARY 2018

## WEAPONS, VIOLENCE AND SCHOOL SAFETY

The Brunswick School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff are required to immediately report incidents of prohibited conduct by students to the school administration for investigation and appropriate action.

## I. PROHIBITED CONDUCT

Students, staff and all other persons are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used as weapons or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, or clubs.
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort.
- C. Possession of items or objects, whether designed to be used as guns, weapons, or firearms or not, that are replicas of guns, weapons, or firearms or that resemble any items commonly used as weapons in likeness. Examples include, but are not limited to BB guns, airsoft guns, pellet guns, paintball guns, toy guns, pocket knives.
- D. Willful and malicious damage to school or personal property.
- E. Stealing or attempting to steal school or personal property.
- F. Lewd, indecent or obscene acts or expressions of any kind.
- G. Violations of the Brunswick School Department's drug/alcohol and tobacco policies.
- H. Violations of state or federal laws.
- I. Any other conduct that may be harmful to persons or property.

II. EXCEPTIONS TO PROHIBITIONS ON POSSESSION AND DISCHARGE OF FIREARMS ON SCHOOL PROPERTY

The prohibition on the possession and discharge of firearms on school property does not apply to law enforcement officials acting in the performance of their duties.

III. USE OF OTHER WEAPONS IN INSTRUCTIONAL ACTIVITIES

Nothing in this policy shall prevent the school system from offering instructional activities using objects other than firearms that are generally considered weapons (e.g., bows and arrows) or from allowing an object generally considered a weapon to be brought to school for supervised instructional activities (e.g., archery).

IV. DISCIPLINARY ACTION

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001(9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing, and trafficking of scheduled drugs.

A student who is determined to have brought a firearm to school or to have possessed a firearm at school shall be expelled for a period of not less than one year, except that this requirement may be modified by the Superintendent on a case-by-case basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent. Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations.

V. NOTIFICATION TEAM/CONFIDENTIALITY

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force.

Within ten days, or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the

administrator/designee of the school building where the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student's parent/guardian.

The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record.

The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

#### V. PSYCHOLOGICAL EVALUATION/RISK ASSESSMENT

The Board authorizes the Superintendent to request an immediate psychological evaluation of a student who engages in conduct prohibited by this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school. The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior. All such evaluations shall be performed at the Brunswick School Department's expense. If the parent/guardian and/or student refuses to permit a requested psychological evaluation, the Superintendent and the Board may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.

*Legal References:* 5 MRSA § 4681 et seq.  
15 M.R.S.A. §§ 3301-A; 3308(7)(E); 3009  
17-A MRSA §§ 2(9); 2(12-A)  
20 USCA § 7151 (Gun-Free Schools Act)  
20-A MRSA §§ 1001(9); 1001(9-A); 1055(11); 6552

*Adopted:*

**BRUNSWICK SCHOOL DEPARTMENT  
REVENUE AND EXPENSE REPORT FOR DECEMBER 31, 2017**

School Year 2017-18

Revenues		Approved 06/13/17	Adjustments	Revised Budget	Revenues through 12/31/17	Remaining Bal.	% Collected		
	Unapprop. Fund Bal.	\$ 2,611,364.00	\$ -	2,611,364.00	\$ 2,611,364.00	\$ -	100.00%		
	State Subsidy	\$ 9,914,775.00	\$ 600,000.00	10,514,775.00	\$ 4,630,696.48	\$ 5,884,078.52	44.04%		
	Local Share	\$ 24,707,992.00	\$ (200,000.00)	24,507,992.00	\$ 24,507,992.00	\$ -	100.00%		
	Tuition	\$ 71,338.00	\$ -	71,338.00	\$ 43,873.26	\$ 27,464.74	61.50%		
	Misc.	\$ 63,000.00	\$ -	63,000.00	\$ 29,324.73	\$ 33,675.27	46.55%		
	Other	\$ 110,000.00	\$ -	110,000.00	\$ 110,000.00	\$ -	0.00%		
	<b>Total Revenue</b>	<b>\$ 37,478,469.00</b>	<b>\$ 400,000.00</b>	<b>\$ 37,878,469.00</b>	<b>\$ 31,933,250.47</b>	<b>\$ 5,945,218.53</b>	<b>84.30%</b>		
Expenses By Warrant Number		Approved 06/13/17	Adjustments	Revised Budget	Expended Through 12/31/17	Encumbrances	Remaining Bal.	% Remaining	% Expended
1	Regular Instruction	\$ 16,114,873.12	\$ 183,999.00	16,298,872.12	\$ 5,528,423.73	\$ 9,863,223.26	\$ 907,225.13	5.57%	33.92%
2	Spec. Ed. Instruction	\$ 5,462,310.22	\$ -	5,462,310.22	1,952,268.63	2,921,402.72	588,638.87	10.78%	35.74%
3	CTE	\$ 881,756.00	\$ -	881,756.00	514,357.83	367,398.17	\$ -	0.00%	58.33%
4	Other Instruction	\$ 750,171.29	\$ 28,000.00	778,171.29	282,472.01	78,260.13	417,439.15	53.64%	36.30%
5	Student & Staff Support	\$ 3,332,439.05	\$ 188,001.00	3,520,440.05	1,344,712.67	1,625,750.25	549,977.13	15.62%	38.20%
6	System Administration	\$ 1,007,763.00	\$ -	1,007,763.00	452,355.27	413,208.27	142,199.46	14.11%	44.89%
7	School Administration	\$ 1,593,750.00	\$ -	1,593,750.00	741,529.63	762,369.00	89,851.37	5.64%	46.53%
8	Transportation	\$ 1,822,046.60	\$ -	1,822,046.60	787,004.57	798,845.03	236,197.00	12.96%	43.19%
9	Operation & Maintenance	\$ 4,522,678.86	\$ -	4,522,678.86	1,836,949.72	1,180,173.26	1,505,555.88	33.29%	40.62%
10	Debt Service	\$ 1,766,894.86	\$ -	1,766,894.86	94,693.82	\$ -	\$ -	0.00%	5.36%
11	All Other	\$ 110,000.00	\$ -	110,000.00	110,000.00	\$ -	\$ -	0.00%	100.00%
12	Adult Education	\$ 113,786.00	\$ -	113,786.00	\$ -	113,786.00	\$ -	0.00%	0.00%
	<b>Total Budget</b>	<b>\$ 37,478,469.00</b>	<b>\$ 400,000.00</b>	<b>\$ 37,878,469.00</b>	<b>\$ 13,644,767.88</b>	<b>\$ 19,796,617.13</b>	<b>\$ 4,437,083.99</b>	<b>11.71%</b>	<b>36.02%</b>

2018-2019 District Calendar  
Brunswick School Department Draft 1

	S	M	T	W	T	F	S
Aug	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
Sep	9	10	11	12	13	14	15
2018	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	1	2	3	4	5	6
Oct	7	8	9	10	11	12	13
2018	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
	4	5	6	7	8	9	10
Nov	11	12	13	14	15	16	17
2018	18	19	20	21	22	23	24
	25	26	27	28	29	30	1
	2	3	4	5	6	7	8
Dec	9	10	11	12	13	14	15
2018	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
	6	7	8	9	10	11	12
Jan	13	14	15	16	17	18	19
2019	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
Feb	10	11	12	13	14	15	16
2019	17	18	19	20	21	22	23
	24	25	26	27	28	1	2
	3	4	5	6	7	8	9
Mar	10	11	12	13	14	15	16
2019	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
Apr	14	15	16	17	18	19	20
2019	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
	5	6	7	8	9	10	11
May	12	13	14	15	16	17	18
2019	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
Jun	9	10	11	12	13	14	15
2018	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

District Information & Holidays Observed

August 28	New Teacher Orientation
August 29 & 30	Professional Development
September 3	Labor Day - no school
September 4	First Pupil Day
October 5	Prof Dev K-12 - no school
October 8	Columbus Day - no school
November 9	1st Quarter ends*
November 12	Veteran's Day - no school
	K-5 Trimester ends**
November 20	Early Release - K-8 Parent Conferences
November 21	Parent Conf. K-8/Prof Dev 9-12-no school
November 22 & 23	Thanksgiving Break - no school
December 5	Early Release Professional Dev K-12
December 24 - 31	Holiday Break - no school
January 1, 2019	New Year's Day Observed - no school
January 14	Martin Luther King Day - no school
January 25	2nd Quarter ends*
February 18	President's Day - no school
February 19-22	Winter Break - no school
	K-5 Trimester ends**
March 1	Parent Conf. K-5/Prof Dev 6-12-no school
March 15	Early Release Professional Dev K-12
March 20	3rd Quarter ends*
April 5	Early Release Prof Dev K-5/Parent Conf 6-8
April 11	Prof Dev K-5 & 9-12/Parent Conf 6-8-no school
April 12	Patriot's Day - no school
April 15	Spring Break - no school
April 16-19	Early Release Prof Dev K-12
May 8	Memorial Day - no school
May 27	Graduation for BHS
June 7	Projected Storm Days
June 17 - 21	1/2 day for Teachers on last day
June 24	

Major Religious & Cultural Holidays Noted:

Rosh Hashanah +...Sept 10-11	Ash Wednesday...Mar 6
Yom Kippur +...Sept 19	Good Friday...April 19
Diwali begins...Nov 7	Easter...April 21
Eid al-Adha +...Aug 20	Orthodox Easter/Pascha...April 28
Thanksgiving...Nov 22	Passover +...April 19-27
Hanukkah +...Dec 2-10	Buddha Day...April 8
Christmas Eve & Day...Dec 24 & 25	Ramadan +...May 5
Kwanzaa...Dec 26 to Jan 1st	Eid al-Fitr +...June 3-4
New Years Day...Jan 1st	
Eastern Orthodox Christmas...Jan 7	+Observance of Jewish and Islamic holidays
Chinese New Year...Feb 5	begin at sundown of the preceding day.

# Brunswick School Board

## Strategic Plan (Adopted October 2016)

### VISION: *Where We Want To Be*

Our students embrace learning with joy, resilience, and empathy reflecting the support and trust of our community; our staff are trusted, talented, and innovative professionals who work together to support, educate, and inspire our students; and our schools are the heart of our community.

### MISSION: *What We Do*

We provide a comprehensive, rigorous, and student-centered program. We equip students with the skills necessary to communicate effectively, to think critically and creatively, to confront challenges with resilience, and to engage with the larger world with thoughtfulness and empathy.

We offer a curriculum and programs that are responsive to the needs of individual students, we cultivate the talents of an outstanding staff, we sustain relationships that allow us to draw strength from our considerable community resources, and we encourage students to participate actively in their own education.

### Objectives (Status, December 2017)

#### STUDENT SUCCESS

- ✓ Adopt revised graduation standards.
- ✓ Conduct workshop, with presentation from administration, focused on best practices for whole student development and cohesive social support.
- ✓ Support development of summer programs.
- ✓ Support administrative, committee, and board decisions that are responsive to goals identified in the strategic framework, particularly related to mental health supports.

#### PROFESSIONAL EXCELLENCE

- ✓ Conduct workshop, with presentation from administration, focused on best practices, implementation, and current challenges, to cultivate risk-taking and innovative programming, particularly related to differentiation and multiple pathways.
- ✓ Adopt policies that recognize "Option 6" issues.
  - Review implementation of year 1 of teacher-evaluation process.
- ✓ Hire a building principal for HBS.

#### COMMUNITY CONNECTIONS

- ✓ Provide information to develop community understanding of issues related to facilities bond referendum.
- ✓ Invite legislative representatives to meet and discuss issues.
  - Develop communication strategy.



# Brunswick Schools Strategic Framework 2016-2021

**VISION:** In Brunswick, our students embrace learning with joy, resilience, and empathy reflecting the support and trust of our community; our staff are trusted, talented, and innovative professionals who work together to support, educate, and inspire our students; and our schools are the heart of our community.

<h2>Student Success</h2> <p>Our students embrace learning with joy, resilience, and empathy reflecting the support and trust of our community.</p>	<h2>Professional Excellence</h2> <p>Our staff are trusted, talented, and innovative professionals who work together to support, educate, and inspire our students.</p>	<h2>Community Connections</h2> <p>Brunswick Schools; the heart of our community</p>
<ul style="list-style-type: none"> <li>A. Meet all learners where they are and help them achieve their highest potential</li> <li>B. Strengthen early childhood education</li> <li>C. Honor whole student development</li> <li>D. Sustain a culture that provides cohesive social support</li> <li>E. Provide students with opportunities to gain real world readiness</li> <li>F. Build student independence and resilience</li> </ul>	<ul style="list-style-type: none"> <li>G. Continue to recruit, hire, and retain exemplary educators</li> <li>H. Maintain a work environment with a sense of community, positive energy, and well-being</li> <li>I. Strengthen competence and confidence through professional development and in-service learning activities</li> <li>J. Build trust and respect for our educators</li> </ul>	<ul style="list-style-type: none"> <li>K. Facilitate open and ongoing conversations between the schools and the community</li> <li>L. Provide extended learning and experiential learning opportunities to students</li> <li>M. Fully use and wisely steward our school buildings and grounds</li> <li>N. Inspire and model leadership</li> </ul>

FIRST READ – JANUARY 2018

COMMUNITY USE OF SCHOOL FACILITIES

**GENERAL**

School facilities belong to the community. The Board encourages the use of these facilities for activities that are of benefit to the community as a whole. The following policy statements define “school facilities” as buildings and grounds, parking lots, playing fields, fixed equipment, and Crooker Theater. The School Board wishes to encourage the sharing of resources between the Brunswick Recreation Department and the Brunswick School Department as well as between Merrymeeting Adult Education and the Brunswick School Department to increase benefits to the citizens of Brunswick. The School Board will consider joint utilization when such use is defined in advance and is included in the annual expenditure plan of both departments.

**RESPONSIBILITY**

The Board authorizes the Building Administrators, subject to approval of the Superintendent and/or designee, to accept and act upon requests for use of school facilities in accordance with Board policies and regulations. Any denial of request by the Superintendent and/or designee may be appealed to the School Board through the Superintendent and/or designee. The School Board should make the final decision in case of dispute.

The Superintendent and/or designee is responsible for developing administrative regulations governing facility use and an appropriate fee schedule.

The Superintendent and/or designee shall provide a report to the School Board at its regular meeting of all approved non-student use of facilities.

**REQUIREMENTS OF USE**

Application for facility use are to be made to the Building Administrator at least fourteen (14) days prior to date of use by completing a facility use request form found online on the district website.

Link: <http://www.brunswick.k12.me.us/facilities/schooldude-links/>

Certificate of Insurance naming Brunswick School Department as additional insured may be required by non-school related groups as a condition of approval (liability of \$1,000,000 and damage of \$25,000). The Superintendent and/or designee will make the final determination if a waiver is requested.

Facilities are not expected to be used in any way that would be considered below the standard of entertainment or amusement ordinarily provided by school groups or allied organizations.

Groups are responsible for payments of all federal, state, and other taxes that may be associated with their event.

All applicants must abide by KF-R: Rules and Regulations Related to Use/Rental of School Facilities.

## **CATEGORIES AND PRIORITY OF USE**

1. School-related refers to all school personnel and affiliated organizations whose purposes are school orientated. No fee for building use will be charged, but there may be a service charge. See Rules & Regulations I. & V.
2. Civic, community, cultural, educational, or philanthropic purposes are divided into two categories:
  - a. Uses that do not charge admission fees for the event. No fee for building use will be charged, but there may be a service charge. See KF-R Rules & Regulations items I. & V.
  - b. Uses that charge admission fees for the event. See KF-R fee schedule.
3. Commercial purposes relates to profit-making or commercial organizations or individuals. See KF-R fee schedule.

*Adopted: Prior to 1973*

*Revised: 4/14/77 (Eff. 8/1/77)*

*Revised: 6/21/83*

*Revised: 7/17/84*

*Revised: 12/11/90*

*Revised: 11/8/95*

*Revised: 11/13/96*

*Revised: 5/12/99*

*Revised: 10/14/09*

*Revised:*

*Related Materials/Procedures: KF-R - Rules and Regulations Related to Use/Rental of School Facilities*

FIRST READ – JANUARY 2018

**RULES AND REGULATIONS RELATED TO USE/RENTAL  
OF SCHOOL FACILITIES**

- I. Whenever possible, the hours of use should coincide with hours during which custodians are on regularly assigned duty. All programs should be planned as to not interfere with the regular school day. Custodial fees include locking/unlocking, general maintenance, and may include set-up and or break-down of school equipment used. The Building Administrator or designee will inform the applicant when labor charges are necessary. Labor rates are based on current contractual rate and may include overtime.
- II. Schedule of labor rates and additional fees are based on cost and are intended only to defray expenses that otherwise accrue to the Brunswick School Department.
- III. The School Department reserves the right to adjust regulations or to cancel applications.
- IV. The School Department reserves all concession rights unless prior agreement is made with the Building Administrator.
- V. It shall be the responsibility of the persons using the facilities to leave them in the condition in which they were found. Approved applicants shall be responsible for damage that may be caused by their use or sponsorship. An appropriate charge shall be levied for any repairs or extra labor required for clean-up as determined by the Building Administrator.
- VI. The approved applicant in charge of the activity shall be present before the activity is due to start and shall remain until all have left the premises.
- VII. The organization using the facility shall be responsible for moving its own equipment.
- VIII. Each activity/program shall not extend beyond the area for which permission is granted and shall not extend beyond the hours outlined in the request.
- IX. No school property or equipment is to be removed from the premises.
- X. No alterations and/or changes may be made to school facilities unless authorized and supervised by the Building Administrator or designee. Specific to Crooker Theater are lighting, P.A system, drapery set-ups, electronic equipment, light dimmers and control board, light sources, piano, and heating/air conditioning equipment.
- XI. No painting of sets are allowed on the stage floor of the Crooker Theater.
- XII. No signs or posters should be adhered to finished surfaces of the facilities.
- XIII. Nothing may be nailed or screwed into the theater's stage floor without prior permission from the Building Administrator and/or designee.
- XIV. All groups will be held responsible for the removal of any equipment, stage props, or other materials not belonging to the Brunswick School Department immediately following the use of the facility.
- XV. Approved applicants will comply with local ordinances pertaining to buildings and their use and shall adhere to Town of Brunswick police and fire regulations at the applicant's expense. The Brunswick School Department reserves the right to require security (Brunswick Police) at the cost of the applicant if the Building Administrator or the Superintendent and/or designee deem it necessary for the safety of students and the general public.
- XVI. The Building Administrator and/or Custodian must have access to the facility at all times and shall have authority to enforce any and all building rules and policies.
- XVII. Use of tobacco (smoking or chewing) is prohibited in any facility at any time.

- XVIII. No person under the influence of intoxicating beverages or controlled substances shall be permitted in any facility, nor shall any person bring, use or serve alcoholic beverages or controlled substances.
- XIX. Food and beverages are not allowed in any part of Crooker Theater, either during rehearsals or during performances.
- XX. In order to insure the security of the kitchen facilities and inventory, no kitchen facility may be used unless a person from School Food Services is on duty and the user will be responsible for any charges for labor and rental. Labor rates are based on current contractual rates and may include overtime.
- XXI. In order to insure the security of the computer lab facilities and inventory, no computer lab facility may be used unless a person from Technology Services Department is available; the user will be responsible for any charges for labor and rental. Labor rates are based on current contractual rates and may include overtime.
- XXII. Since portable equipment is usually expensive and fragile and often requires a skilled operator, the loan of such equipment for non-school use is, in general, discouraged. However, instances involving urgent need for a piece of portable school equipment, or cases in which reciprocal arrangements for exchange of equipment exist, may be referred to the Superintendent and/or designee for approval of use. The Superintendent and/or designee may establish a rental fee for such use of portable equipment. When equipment is loaned, the Superintendent and/or designee may require signed legal proof of liability and/or a security deposit.
- XXIII. The Brunswick CATV Committee shall have the use of available necessary equipment for the purpose of televising meetings of the Town Council and School Board, and such other functions as are approved by the Superintendent and/or designee.
- XXIV. Failure to abide by these rules and/or failure to pay fees assessed may result in the revocation of future use of facilities

**FEE SCHEDULE FOR FACILITIES USE**

<b>Facility</b>	<b>Category 1 &amp; 2a</b>	<b>Category 2b</b>	<b>Category 3</b>
Regular Classroom	No Charge	\$30 daily	\$60 daily
Computer Classroom/Lab	No Charge	\$100 daily	\$175 daily
Gym/Cafeteria	No Charge	\$75 daily	\$125 daily
Athletic Field	No Charge	\$150 daily	\$250 daily
Crooker Theater	No Charge	\$350 daily	\$550 daily
Rehearsals- Crooker Theater	See I. above	\$50 per hour	\$70 per hour
HBS Community Rm and Hawthorne Conference Rm	No Charge	\$30 daily	\$60 daily
Piano	2a-\$100 daily	\$100 daily	\$100 daily
Sound System	2a-\$20 per hour	\$20 per hour	\$20 per hour
Stage Lighting	2a- \$20 per hour	\$20 per hour	\$20 per hour
Custodial Staff	See I. above	See I. above	See I. above
Kitchen Staff	See XX. above	See XX. above	See XX. above
Technology Staff	See XXI. above	See XXI. above	See XXI. above
Sound Technician	\$25 per hour	\$25 per hour	\$25 per hour

*Adopted 10/11/95*

*Revised 11/13/96*

*Revised 5/12/99*

*Revised*