

SECTION A: FOUNDATION

The Manchester Educational and Activity Center (MEAC) is operated under Manchester Local School District (MLSD) guidelines and mandated by the U.S. Constitution, Ohio Revised Code and Ohio Academic Code. For further elaboration, refer to Manchester Local School District Policy Manual arranged by the Board of Education.

AA. PHILOSOPHY OF WELLNESS

The Board's philosophy of wellness gives direction to the wellness program and daily operations of the Educational and Activity Center.

Periodically, the policy committee of the Board and the Superintendent evaluate the philosophy of wellness. Suggestions from both the staff and community are considered.

The committee revises or confirms the existing philosophy or writes a new statement of philosophy. The committee presents its recommendation regarding a philosophy of wellness to the Board for adoption or re-adoption.

AAA. Mission

The Educational and Activity Center strives to provide a broad platform of education, sport, recreation, and fitness activities for students, faculty, staff, and the community with opportunities to expand learning through mind enrichment and personal lifestyle enhancement.

The Educational and Activity Center promotes teamwork, professionalism, and enthusiasm by all. Our values and objectives can be found in the member handbook.

AB. SCHOOL BOARD GOVERNANCE

The Board wishes to maintain open channels of communication with the staff. The basic line of communication between the Board and the staff is through the Superintendent. Staff members should utilize the Superintendent to communicate to the Board or its subcommittees. All official communications, policies and directives of staff interest and concern are communicated to staff members through the Superintendent. The Superintendent develops appropriate methods to keep staff members informed of the Board's issues, concerns, and actions.

ABA. Fiscal Management

As trustees of the community's investment in the facilities, materials, and operational funds, the Board has a fiduciary responsibility to ensure that the investment is protected and used wisely.

AC. COMMUNITY INVOLVEMENT IN DECISION MAKING

Community participation in the Educational and Activity Center is essential to promote and maintain the quality of education and personal lifestyle for all students, employees, and community members.

In addition to electing fellow citizens to represent them on the Board, all citizens may express ideas, concerns, and judgments about the schools to the administration, to the staff, to any appointed advisory bodies, and ultimately to the Board. Ideas should be addressed to the responsible individual in an appropriate fashion.

The Board gives consideration to the advice it receives from individuals and community groups. Final authority for all decisions rests with the Board.

AD. STAFF INVOLVEMENT IN DECISION MAKING

The District maintains an environment that supports personal and organizational performance excellence by allowing all employees the opportunity to develop and use their full potential to achieve MEAC mission and values.

There should be an exchange of ideas and pertinent information among all elements of a school district. Morale is enhanced when employees are assured that their voices are heard by those in positions of administrative authority.

All employees have the opportunity to bring their ideas and/or concerns to the Board through the recognized administrative channels. Final authority for all decisions rests with the Board.

AE. STUDENT INVOLVEMENT IN DECISION MAKING

Students share responsibility for developing a climate in the Educational and Activity Center that is conducive to learning and well-being. Through participation in the decision-making process, students can be an important resource for the improvement of the school, the educational system, the facility and its programs, and the community. Periodically, students may be asked to review Board policies and Educational and Activity Center rules and regulations. Final authority for all decisions rests with the Board.

AF. EVALUATION OF PROGRAMS

The Board believes that accountability for Educational and Activity Center's performance and progress is a shared responsibility of students, teachers, administrators, parents, members of the community, and the Board. The facility's progress and the instructional efforts are evaluated thoroughly. It is the responsibility of the Superintendent and the Coordinator of the Educational

and Activity Center to report periodically to the Board on the progress the facility is making towards the attainment of its goals.

The Board directs the Superintendent to develop and implement a systematic plan for the continuous evaluation of the Educational and Activity Center against the goals established by the Board.

The purposes of the evaluation process are to:

1. provide data reports of facility usage to in turn make modifications if, when, and where necessary;
2. make publicly known reports for updates;
3. identify strengths and weaknesses of existing operational standards and programs; and
4. all other relevant data deemed necessary by the Superintendent.

AG. EVALUATION OF STAFF

Regular evaluation of Educational and Activity Center staff members is intended to bring about improved services and to provide a continuing record of the service of each employee and evidence on which to base decisions relative to assignment and re-employment.

The Superintendent establishes a continuing program of performance evaluation for the staff. The program includes written evaluations and a means of making the results known to the evaluated employee.

The services of all employees are evaluated. Procedures used in the evaluation process are subject to Board approval or in accordance with the negotiated agreement and/or State law.

AH. NONDISCRIMINATION

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public, and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status, or sexual orientation.

The Board does not discriminate on the basis of legally acquired genetic information.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner

as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent, or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding, or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

SECTION B: PROGRAMMING GOALS

The goals of the Educational and Activity Center are considered guidelines in which are flexible enough to meet the changing needs of both the students and the society.

The goals include:

1. helping meet the physical, intellectual, and emotional needs;
2. providing opportunity for mind and personal lifestyle enrichment;
3. stimulating productivity in human endeavors; and
4. instilling pride for such a program within the District.

BA. PHYSICAL ACTIVITY PROGRAMS

A program of physical activity has substantial health benefits for students, including favorable effects on body weight, blood pressure, endurance capacity, and physical strength. In addition, physical activity promotes good academic outcomes, fosters student attendance, and helps increase a student's capacity for learning. The District promotes physical activity through structured classes in physical education and programs offered at the Educational and Activity Center.

The Board directs the administration to provide opportunities for physical activity through physical education classes, Educational and Activity Center programs, and extracurricular activities.

BAA. Co-curricular and Extracurricular Activities

The Board has established the criteria for co-curricular and extracurricular activities consistent with its philosophy of, and goals for, education first. All student activity programs must:

1. have educational value for students;
2. be in balance with other curricular offerings in the schools and be supportive of, and never in competition with, the academic program; and
3. be managed in a professional manner.

BAB. Summer Programs

The Board may operate summer programming for students in grades 1 through 12. Summer programs can be for students to provide enrichment, remedial, and recreational experiences.

SECTION C: POLICY IMPLEMENTATION

The Superintendent is responsible for carrying out, through regulations, the policies established by the Board. It is expected that all Board employees and students follow all Board policies and regulations.

There are many activities where procedures for conducting them may vary from building to building. Coordinator of the Educational and Activity Center establishes procedures for conducting activities in his/her building within the District regulations and Board policies.

CA. DEVELOPMENT OF REGULATIONS

The Board delegates to the Superintendent the function of specifying required actions and designing the regulations and detailed arrangements under which the Educational and Activity Center operates. They must be consistent with the policies adopted by the Board.

CB. BOARD REVIEW OF REGULATIONS

State law requires the Board to make rules and regulations for the government of the District, its employees, students, and all other persons entering the District's grounds and premises.

CC. REGULATIONS DISSEMINATION

Districtwide regulations are appropriately coded and included in the policy manual, which is available in the Central Office.

CD. APPROVAL OF HANDBOOK

In order that Board policies, regulations, and Educational and Activity Center rules are known by all students, staff members, and community members, administrators are granted authority to issue member handbooks as necessary. Handbooks are distributed upon becoming a patron of the facility and it is the responsibility of the students, parents, staff, and community members to review and become familiar with all policies and rules provided in the member handbooks.

The Board reviews and approves the member handbook for confirmation to legal status of Board-approved policies and regulations.

SECTION D: SAFETY

The Board is concerned with the safety of all students, employees, and members of the school community present on District property and at all District-sponsored events at other sites. The Board directs the administration to develop a safety program that is reviewed on an annual basis.

All employees of the Educational and Activity Center must complete required health and safety courses and demonstrations.

DA. EMERGENCY PLANS AND DRILLS

Comprehensive emergency plans are for use by students, District employees, and members of the community. The plans are posted throughout the building.

The comprehensive safety plan sets a protocol for addressing and responding to serious threats to the safety of the school property, students, staff, volunteers, and visitors. Each protocol includes procedures deemed appropriate by the Board or governing authority for responding to threats and emergency events including, but not limited to, notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance, and informing parents of affected students.

DAA. Building Protocols

1. Employee safety and health trainings
2. Comprehensive plan for safety and health hazard audits
3. Comprehensive plan for equipment safety evaluation
4. Comprehensive safety plan for substance abuse
5. List of hazardous cleaning chemicals
6. Radon tests every five years
7. Facility user hand washing signage
8. No tobacco signage
9. Procedures for automated external defibrillators

DB. BUILDING CLOSING

In the event, the school district is closed, the Educational and Activity Center hours will be modified appropriately to the weather conditions and posted on the MEAC website, the reception desk answering machine, and on the school messenger system.

DC. BUILDING SECURITY

The Board recognizes the District's responsibility to maintain order and discipline on school property. Recognizing the value of electronic surveillance systems in monitoring activity, the Board directs the administration to develop regulations to implement a surveillance program. The regulations must be in compliance with law to protect the privacy rights of students, staff members, and community members.

DCA. Vandalism

The community and students are aware of the legal consequences of vandalism. Students, employees, and citizens of the District are urged to report any incidents of vandalism to property belonging to the District together with the name(s) of the person(s) believed to be responsible. The Board may offer a reward for information leading to the arrest and conviction of any person who steals or damages Board property.

Any student found guilty of any form of vandalism or defacement of school property may be subject to suspension or expulsion. Parents are liable up to the amount provided by law for the willful destruction of property by a minor in their custody or control.

If community members are found liable for monetary damages and are unable to make restitution, the Board may allow repayment in the form of community service for the District instead. Facility usage may also be forbidden indefinitely.

DD. TRAFFIC AND PARKING

Although District grounds are public property, the Board has the responsibility for protecting District property and for assuring the safety of all persons on the grounds.

Parking space is limited; therefore, rules are promulgated to permit maximum utilization of space and safe traffic flow and provide for appropriate fire lanes. Parking areas will be designated and maintained for handicapped persons as mandated by law.

Appropriate signs for accommodating the flow of traffic on school roadways are placed to facilitate traffic flow around buildings. "No Overnight or Unauthorized Parking" signs will be placed at various building parking areas for security and safety reasons.

Licensed vehicles with the exception of District and police vehicles may be operated only on areas designated for traffic and parking. A maximum speed of 15 miles per hour, unless posted otherwise, will be observed at all times.

DE. COMPUTER SERVICES

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the District's policy will result in the revocation of the user's access privilege.

Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity, or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material; and
9. downloading of freeware or shareware programs.

DF. FIRST AID

The Coordinator of the Educational and Activity Center and school nurse develop guidelines for the urgent care of any student, staff member, or community member who is injured or becomes ill while utilizing the facility. The guidelines are reviewed by the Board prior to implementation.

DFA. Bloodborne Pathogens

To reduce the risk of staff and students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, there is annual in-service training for District employees and students and first-aid kits provided in the facility. All facility employees who may provide first aid care to the members of the facility may receive a hepatitis B vaccination.

DG. TOXIC HAZARDS

The Board is concerned with the safety of students, staff, and members of the community. All Federal and State laws and regulations will be obeyed to protect students and staff from hazards that pose immediate risk to health and safety. All hazard reporting will follow suit as stated in the MLSD Policy Manual.

DH. PEST MANAGEMENT

The District seeks to manage pests by:

1. providing the healthiest environment possibly by preventing unnecessary exposure to toxic pesticides
2. promoting safer alternatives to chemical pesticides while preventing damages caused by pests
3. ensuring notification concerning pesticide use is given
4. reducing the need for reliance on chemical pesticides

DI. ANIMALS

All animal use in school buildings is consistent with health and safety policies established by the District. The administration is responsible for developing regulations for the care and control of the animals.

Prior to any use of animals in the Educational and Activity Center, the Coordinator of the facility should be contacted for approval.

DIA. Service Animals

In compliance with Federal law, the Board permits the use of service animals in the facility for those individuals with qualified disabilities.

SECTION E: PERSONNEL

The personnel employed by the Board are an important resource for effectively conducting a quality educational and physical activity program. The District's program functions best when it employs highly qualified personnel, conducts appropriate staff development activities, and establishes policies and working conditions which are conducive to high morale and enable each staff member to make the fullest contribution to District programs and services. The staff members may be modified at any time to best reflect the needs of the facility operations and in the best interest for the staff member.

Goals of the personnel include:

1. developing and implementing open-minded ideas best suited for the facility's users;
2. practicing healthy and moderation habits themselves as role models for those striving to make lifestyle improvements;
3. excelling in enthusiasm;
4. respecting the surrounding people and property;
5. being responsible citizens and taking pride in the facility;
6. being up-to-date with health-related findings; and
7. communicating effectively through chain of command when necessary.

EA. VOLUNTEERS

All volunteers must be approved by the Board. The District notifies current and prospective volunteers who have or will have unsupervised access to students on a regular basis that a criminal records check may be conducted at any time.

EB. CONDUCT

All staff members and volunteers are expected to carry out their assigned responsibilities. Essential to the success of ongoing operations are the following specific responsibilities which are required of all personnel:

1. faithfulness and promptness in attendance at work;

2. support and enforcement of policies of the Board and regulations of the administration;
3. diligence in submitting required reports promptly at the times specified;
4. care and protection of District property;
5. concern and attention toward their own and the District's legal responsibility for the safety and welfare of all Educational and Activity Center users; and
6. confidentiality when exposed to personal health assessment data belonging to facility users.

EBA. Appearance

Staff members are to appear in a manner reflecting their assignment with physical cleanliness and proper grooming. Apparel tops are provided by the Board and are to be worn when on duty. Apparel tops are to remain at the Educational and Activity Center as laundry services will be provided.

EC. HEALTH AND SAFETY

The Board may require an individual examination of an employee whenever, in its judgment, it is necessary to protect the health and safety of students or other employees. Whenever the Board requires an employee to submit to a physical examination other than those required by law, the Board assumes the cost of the examination. All health examinations required of employees are made by one of the physicians approved for this purpose by the Board.

ECA. Drug-free Workplace

The Board endeavors to provide a safe workplace for all employees realizing that the use/abuse of drugs and alcohol can endanger the health, safety, and well-being of the non-user, as well as the user.

Because of the Board's commitment to provide a safe workplace, no employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol, or any other controlled substance, as defined in State and Federal law, in the workplace.

"Workplace" is the site for the performance of any work done in connection with the District. The workplace includes any District building, property, vehicles, or Board-approved vehicle used to transport students to and from school or school activities (at other sites off District property) or any school-sponsored or District activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of District authorities.

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.

Employees are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

All employees are provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services, and penalties.

A list of local drug and alcohol counseling, rehabilitation, and re-entry programs and services offered in the community is made available to employees.

ECB. Smoking on District Property

The Board prohibits smoking in all District-owned, leased, or contracted buildings and vehicles.

ECC. Criminal Records Check

The Board shall request from the Superintendent of the Bureau of Criminal Investigation (BCI) criminal records checks of all candidates under final consideration for employment or appointment in the District. The BCI criminal records checks include information from the Federal Bureau of Investigation (FBI), unless the individual can demonstrate that he/she has been a resident of the state for the preceding five years and has previously been subject to a BCI check, in which case only a FBI check is required.

The Board may employ persons on the condition that the candidate submit to and pass a BCI criminal records check in accordance with State law. Any person conditionally hired who fails to pass a BCI criminal records check is released from employment. Applicants are given a separate written statement informing them that the Board uses a criminal records check as part of the initial hiring process and at various times during the employment career. This notice must be on a separate document that only contains this notice. The applicant's written authorization to obtain the criminal records check will be obtained prior to obtaining the criminal records check.

ECD. Workers' Compensation

In case of injury while pursuing duties in keeping with the employee's contract, the employee may be eligible for payment of medical expenses under the Workers' Compensation Act of Ohio.

Any employee who is injured while at work should immediately report such injury to the Central Office and request the necessary forms to make application for payment under this act.

ECE. Age and Work Permit

All students under the age of 18 must apply for a work permit in order to legally obtain paid employment. Students, ages 16 and 17, must have valid work permits for paid employment during the school year. Students, ages 14 and 15, must obtain valid work permits for employment at all times of the year.

In compliance with State law, the Superintendent/designee is responsible for processing requests for and issuing all work permits as necessary. Students must provide all the documentation required by State law including, but not limited to, proof of age and physical fitness. Proof must also be provided identifying the potential employer as places of employment where minors can legally work.

ECEA. In-School Employment

The Board may make available to students part-time and summer jobs commensurate with their abilities and the needs of the District for student employees. The Board also authorizes the District to provide cooperative work-experience programs.

If a student needs to work while attending school, he/she is cautioned against assuming work commitments which interfere with his/her studies and achievement in school.

The Board approves appointments and establishes pay rates. These rates comply with requirements of the minimum wage law.

ED. POSITION OPENINGS

All position openings will be posted at the Educational and Activity Center and on its website. The administration will review the applicant pool and hire the best individual(s) for the needs of the facility.

EDA. Holiday and Weekend Work Assignments

Staff may be scheduled to work on certain holidays and weekends to meet the needs of the facility. All work assignment time is recorded at the staff member's regular rate.

EDB. Pay Schedule

As defined in Section 34a of Article II, Ohio Constitution, Manchester Local School District shall pay each of its employees at a wage rate of not less than the wage rate specified in Section 34a of Article II, Ohio Constitution.

EE. DEVELOPMENT OPPORTUNITIES

Staff is encouraged to pursue and are provided with on-site opportunities for the development of increased competencies beyond those from day-to-day duties and supervisor assistance.

EF. EVALUATION

To assist the personnel of the facility in the development of their professional abilities, to provide information for employment decisions and to comply with mandates of state law, the following procedures are employed by the Superintendent/designee in evaluating personnel.

1. An initial meeting is held by the Coordinator of the Educational and Activity Center prior to the school year with the staff of the facility to discuss specific measurable objectives and plans for their achievement.
2. The evaluator employs the evaluation criteria which are designed to measure the employee's effectiveness in performing the duties set forth in his/her written job description. All personnel will be evaluated once per year. The Superintendent/designee will meet with each administrator to discuss the check-list evaluation. The evaluatee is given a copy of the evaluation and may discuss it the evaluator at any time.
3. An ongoing dialogue concerning the administrator's objectives will continue and the evaluator and evaluatee will meet as needed or requested.
4. All evaluation criteria, procedures, and written job descriptions are reviewed annually by the Superintendent/designee and revised as necessary.

EG. STAFF REDUCTION

The board may reduce the number of Educational and Activity Center staff members due to changes affecting the District or decreased membership and/or usage of facilities.

EGA. Resignation of Staff Members

Resignations are given to the Coordinator to be submitted to the Superintendent.

EGB. Suspension and Termination of Staff Members

The employment of classified staff members may be terminated for violation of written policies and regulations as set forth by the Board or for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, sexual battery, certain ethics violations, conflict of interest, or any other acts of misfeasance, malfeasance, or nonfeasance.

The Board may also suspend an employee for a definite period of time or demote, without pay, an employee for these same reasons.

The action of the Board to terminate the contract of any employee or to suspend or demote him/her is done in compliance with all statutory and constitutionally mandated procedures, including the opportunity for a hearing prior to the termination and if a hearing is required, prior to the suspension or demotion.

EH. STAFF PUPIL ACTIVITY CONTRACTS

The Board believes that a varied cocurricular program adds depth and richness to the academic program, teaching skills and life lessons not easily learned in the classroom. The Board also recognizes the importance of positive adult leadership in pupil activity programs.

The Board approves the positions and the compensation for these assignments. Contracts are awarded by the Board upon the recommendation of the Superintendent. The Board meets all requirements of the Fair Labor Standards Act.

The Board directs the Superintendent/designee to identify those pupil activity contract positions that direct, supervise, or coach programs that involve athletic, routine or regular physical activity or involve health and safety considerations. Individuals accepting these contract positions must meet the requirements established by the Ohio Department of Education, State law and the Ohio Administrative Code.

In addition to the above, the Board requires those identified supplemental contract positions that supervise, direct or coach student activity programs to view the National Federation of State High School Associations' "Concussion in Sports" course.

EI. EQUAL OPPORTUNITY EMPLOYER

The District provides equal opportunities for employment, retention, and advancement of all personnel.

The Board encourages all personnel to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity for all personnel regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, military status, disability or sexual orientation.

SECTION F: MEMBERS AND FACILITY USERS

The board wants the members and facility users of the Educational and Activity Center to take pride in their distinct opportunity in enhancing their personal health.

FA. CODE OF CONDUCT

Manchester Local School District and Manchester Educational and Activity Center are committed to providing a safe and welcoming environment for all. To promote safety and comfort, the staff expects users of the facility to act maturely, to behave responsibly, and to respect others when in our facilities, on our property, or participating in our programs. The actions listed below are considered inappropriate and are prohibited in our facilities and programs:

- Using or possessing alcohol or illegal drugs on MEAC property or at MEAC-sponsored programs
- Smoking on MEAC property – all of our MLSD buildings and grounds are tobacco-free environments
- Carrying or concealing a weapon or any device or object that may be used as a weapon
- Harassment or intimidation by words, gestures, body language, or any type of menacing behavior
- Verbally abusive behavior, including profanity, angry language, swearing, name-calling, or shouting
- Sexually explicit conversation or behavior; any sexual contact with another person
- Physical contact with another person in an angry, aggressive, or threatening way
- Inappropriate, immodest, or sexually revealing attire
- Theft of facility's property or of another's property
- Loitering within facilities or on the grounds of the MEAC after being requested to depart the property
- No photo capturing devices are to be used in locker and shower rooms.
- Use of social networking in a manner that violates the MEAC's mission, disrespects the community, or violates the law.

In addition, MLSD reserves the right to deny access or membership to any person who has been accused or convicted of any crime involving sexual abuse, is or has been a registered sex offender, has ever been convicted of any offense related to the sale, possession and/or transportation of illegal drugs, or is currently under the influence of illegal or dangerous drugs or chemicals, narcotics, or intoxicating beverages.

Anyone who feels that this Code of Conduct is being violated should immediately report the behavior to a staff member on duty. Suspension or termination of MEAC membership may result from a violation of this Code of Conduct. While an incident is being investigated, the membership of the person(s) accused of violating this Code of Conduct may be temporarily suspended pending a final decision.

FAA. Rules and Regulations

All facility rules and regulations for daily operations are created by the administrative staff and approved by the Board. These rules and regulations can be found in the facility's handbook. Non-compliant users of the facility will not be tolerated and will be disciplined accordingly.

FAAA. Disciplinary Actions

A MLSD student's failure to comply with the requirements for conduct outlined in the member handbook may result in being disciplined. MLSD students may lose all rights to participate in school-related social events, extracurricular activities, or building usage rights for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

Non-MLSD students are to comply with the conduct requirements outlined in the member handbook. Failure to comply may result in suspension of building usage or denial of building usage.

FB. FEES

The Board has approved the monthly fee amounts, which can be found in the member handbook, designated for the following groups of individuals:

- MLSD Student
- MLSD Employee
- MLSD Patron
- Non-MLSD Patron
- Age 55 and Older
- Daily Guest Pass
- Corporate

FC. PHYSICAL ACTIVITY EXAMINIATIONS

The Board recommends utilizing the services the Educational and Activity staff can provide to better assist you. However, a member has the right to waive being examined.

FD. PROPERTY SEARCH

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

SECTION G: DISTRICT-COMMUNITY RELATIONS

The use of school facilities by the community is governed by law and the rules and regulations of the Board. School facilities are made available for use by groups of citizens or responsible organizations, with the understanding that use is not permitted to interfere with the regular school program. If it is subsequently determined that the facility is needed for a school activity, any permit issued for community use of school property is subject to cancellation. Such action is taken only when necessary and always with regard to the desire of the Board to encourage the use of school facilities by the citizens of the community whenever not needed for school-sponsored activities.

The cost for the usage of facilities are to reimburse the District for personnel costs associated with the activity.

The facilities manager is responsible for forwarding to the Treasurer's office the fees to be billed to users. The Treasurer's office shall invoice for assessed fees, deposit receipts into the General Fund and credit the building expense budgets accordingly.

GA. FACILITY RESERVATIONS

The Educational and Activity Center Reservations form can be found on the facility's website or provided by the MEAC reception desk or Central Office.

GAA. Visitors in the Educational and Activity Center

To maintain the safety of all facility users, and to ensure that no unauthorized persons enter buildings, all visitors must first report to the reception desk to receive authorization to travel through the facility.

All participants and spectators of school programs, assemblies, graduations and athletic events are expected to abide by all applicable laws, local ordinances, Board policies, and District and building regulations pertaining to public conduct on District property.