

Paterson Public Schools
Paterson, New Jersey

Standard Operating Procedure

Subject: Non-Curricular Use of School Facilities and Grounds during the School Day	Effective Date: August 24, 2015	Page: 1 of 3
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I. Purpose.

To establish uniform procedures and approval requirements for the use of school facilities and grounds during the school day for non-curricular purposes.

II. Authority.

The State District Superintendent.

III. Terms and Conditions.

1. Any person or organization seeking to use school facilities during the school day must obtain advance written approval from the building principal.

2. Approval may only be granted in cases where the person or organization requesting use of a school facility during the school day can show that there is a reasonable purpose for such use.

3. When a person or organization seeks to use a school facility during the school day to conduct a presentation, program or event for students, the person or organization must demonstrate that the presentation, program or event has a legitimate educational purpose.

4. Any person or organization seeking the use of a school facility during the school day must present the building principal with a written request setting forth the following information:

- Date, time and location (eg., auditorium, gymnasium, classroom, etc.);
- Purpose for which the school facility will be used;

- A list of any electrical equipment that will be needed or used;
- Any intention to use a recording device while in the building;
- A list of all persons, other than district staff and students, who will be using the school facility; and
- Any plans to distribute materials, literature or gifts to students or staff, including the specifics as to what the person or organization would like to distribute.

5. Upon review of the written request for use of the school facility during the school day, the building principal shall determine whether the intended use is appropriate and whether the location to be used is available for the date and time requested. If the building principal decides to grant the request, he or she must submit a completed facilities use form using the district's online system (School Dude). The building principal must also promptly inform his or her Assistant Superintendent when a request is granted for use of a school facility during the school day.

6. The Assistant Superintendent may reverse the grant of permission when in his or her judgment the requested use may be inappropriate, detrimental to the students or in violation of the school laws. The Assistant Superintendent may consult the district's Legal Department, Deputy Superintendent or other individuals for guidance if needed.

7. When using school facilities during the school day, no person or organization may record or arrange for the recording of any students by way of digital camera, video camera or any other recording device, unless the building principal has provided advance written notice to the parents and has received signed parental consent forms for such recording. (NOTE: Special consent forms will be required.)

8. When a person or organization will be conducting a program, activity or event for students during the school day, the building principal shall ensure that the program, activity or event is open to all students of the appropriate grade and age levels. No student shall be denied an invitation or access to a program, activity, or event on the basis of the student's race, color, creed, religion, sex, sexual orientation, ancestry, national origin or social or economic status.

9. All programs, activities and events for students must be conducted in English unless the person or organization conducting same provides, at its own cost, an interpreter who will provide students with the English translation if

needed. Exceptions to this requirement may be made by the building principal for unique circumstances.

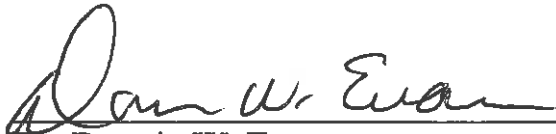
10. Non-compliance with the above procedures will result in the denial or revocation of permission for use of a school facility during the school day.

IV. Reporting Procedures.

Building supervisors or their designees will ensure that their school facilities and grounds are used in accordance with the terms and conditions set forth in this SOP. Assistant Superintendents will ensure that building principals in their assigned Units comply with the terms of this SOP.

V. Dissemination.

Department Directors will disseminate this SOP to their staff. Assistant Superintendents will disseminate this SOP to Building Administrators in their assigned Units, and Building Administrators will disseminate this SOP to appropriate school staff.



Dr. Donnie W. Evans

State District Superintendent