

## SCHOOL ADMINISTRATIVE UNIT 79

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### INSTRUCTIONAL MATERIALS

The Board is responsible for approving and providing all instructional materials used in the District. All instructional materials will be selected based on their ability to provide quality learning experiences for students in that they:

- Enrich and support the curriculum;
- Stimulate growth in knowledge, literary appreciation, aesthetic value and ethical standards;
- Provide background information to enable students to make intelligent judgments;
- Present opposing sides of controversial issues;
- Represent the many religious, ethnic and cultural groups that contribute to our American heritage; and
- Match the appropriate skill levels of pupils.

Administrators and teachers may select instructional materials from a variety of media, included, but not limited to, books, online/internet materials, equipment, newspapers, other media, and instructional technologies. Selection of such materials should be made only after a determination that such materials are age appropriate, provide quality learning experiences and fit within the district's educational goals and philosophies.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science and social studies shall be reviewed at intervals not exceeding five (5) years. All instructional materials must be sequential, and must be compatible with previous and future offerings.

#### Legal References:

*NH Code of Administrative Rules. Section Ed 306.08 Instructional Resources*

*NH Code of Administrative Rules. Section Ed 306.14 (e) Basic Instructional Standards*

1<sup>st</sup> Reading: October 27, 2008

2<sup>nd</sup> Reading: November 10, 2008

Adoption: November 10, 2008

## SCHOOL ADMINISTRATIVE UNIT 79

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### SCHOOL, COMMUNITY AND HOME RELATIONS

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

- The District school is a welcoming place, clearly accessible to parents and the community.
- Communication between home and school is regular, two-way and meaningful.
- Parents are full partners in the educational decisions that affect children and families.
- Parents will be encouraged to visit the school for beginning of the year events such as “Open House” and new student orientations. These events will be used to disseminate information on school policies, discipline procedures, assessment tools and school goals.
- Opportunities are provided to guide parents on ways to assist with homework, give feedback to teachers, and how parents can help their children improve skills and perform well on assessments.
- Parents are encouraged to attend school-sponsored parent workshops to learn about parenting skills, health, safety, nutrition, home environments that support education and other topics of child and adolescent development throughout the year.
- Reasonable efforts will be made to communicate with parents in their primary language or in the language in which they feel comfortable.
- For the purposes of this policy, the term “parent” refers to any adult – mother, father, older sibling, aunt, uncle, grandparent, guardian, mentor – who plays a significant role in the care of a student or students enrolled in the District School.
- Students and parents will receive information regarding cultural, recreational, academic, health, social and other resources that serve families within the community.
- The support of area businesses, agencies and faith-based organizations will be sought through financial, goods and services and volunteer contributions.
- Partnerships will be developed with local organizations, local city and county governments, and talented individuals to strengthen school programs, family practices and student learning.
- Student participation in community service will be encouraged.

#### **Legal References:**

*NH Code of Administration Rules. Section Ed 306.04(a), (11), Community Partnerships*

*NH Code of Administration Rules. Section Ed 306.04(k), Community Partnerships*

1<sup>st</sup> Reading: November 10, 2008

Adopted: December 8, 2008

## SCHOOL ADMINISTRATIVE UNIT 79

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### FIELD TRIPS

Approval of all field trips two weeks in advance by the Superintendent is required and must be prior to any discussion with students about plans for a trip.

Parents permission slips should be sent out at least one week in advance.

School Board approval is required for those field trips which are out-of-state and/or overnight.

Adopted: June 8, 1983  
Revised: April 18, 1984

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**SCHOOL VOLUNTEERS**

The Gilmanton School District recognizes the need to develop a volunteer program to support the district's instructional programs and extracurricular activities. The spirit of donating service to the district will be accepted by the School Board. However, this service must be under the direct control of the district administrative staff and the superintendent of schools. The purpose of the volunteer program will be to:

- Assist employees in providing more individualization and enrichment of instruction.
- Building an understanding of school programs among interested citizens, thus stimulating wide-spread involvement in the total educational process.
- Strengthen school/community relations through positive participation.

A volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer worker will serve in that capacity without compensation or employee benefits.

Use of volunteers within the district is not to conflict with or replace any regularly authorized personnel.

Volunteers will sign a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal.

Volunteers will work with students under the immediate supervision and direction of a certified person.

Volunteers are required to comply with all of the rules and regulations of the district.

Special projects will be minor in nature and must not require permits from the city or involve work that extends over two weeks without specific authorization from the superintendent/board.

A supervisor will be assigned to oversee the project/volunteer and to work with the principal to make certain that Board policy, specifications and safety regulations are met.

Individuals volunteering should be of reputable character whose presence is conducive with the school's responsibility to protect the welfare of children.

Each volunteer must sign in and out of the building on a volunteer log and obtain a visitor's pass.

**SCHOOL VOLUNTEERS**  
(Continued)

Information concerning the nature of the volunteers role/responsibilities will be provided in a handbook.

An accurate and current list of active volunteers must be maintained by the principal or designee.

Principals, along with the volunteer program supervisor, are responsible for the periodic evaluations of the schools' volunteer program. Input from teachers and others involved should be encouraged. Volunteers who have provided unsatisfactory services will be asked by the principal to discontinue services or will be utilized in another capacity.

Adopted: May 8, 1995  
Revised: January 12, 2009  
Reviewed: November 8, 2011