

SCHOOL-COMMUNITY RELATIONS GOALS

The Dracut School Committee believes that the public schools belong to the people who created them by consent and support them by taxation, and the support of the people must be based on their understanding of and their participation in the aims and efforts of the schools. Therefore, the committee declares its intent:

1. To keep local citizens regularly and thoroughly informed through all available channels of communication on the policies, programs, problems, and planning of the school system, and to carry out this policy through its own efforts, those of the Superintendent, and such information officers as may be appointed.
2. To solicit the studied counsel of the people through advisory committees selected from the community and appointed to consider problems that vitally affect the future of our children.

SOURCE: MASC Policy

Adoption date: January 1996

SCHOOL/COMMUNITY RELATIONS GOALS

The Dracut School Committee believes that the District is an integral part of the community and that community support is necessary for the District's operation and achievement of excellence. The School Committee and District staff members recognize that community support is based on a mutual exchange, a dynamic process in which the District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the District is committed to sustaining:

Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in District programs, and create community advocacy for its public schools.

Volunteer programs that provide mutually enriching experiences for out students, staff, and community volunteers.

Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.

Community service efforts, which enable the District's staff and students to express their commitment to the community.

Adoption date: January 1996

SOURCE: MASC Policy

SCHOOL/PARENT RELATIONS GOALS

It is the general goal of the District to foster relationships with parents, which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parents are individually responsible for their children, the District provides direct services of education and indirect services of childcare for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction.

Additionally, parental involvement in the schools is encouraged through regular communication with the school principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

Adoption date: January 1996

SOURCE: MASC Policy

NON-CUSTODIAL PARENTS RIGHTS

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- a. A non-custodial parent is eligible to obtain access to the student record unless:
 1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 2. The parent has been denied visitation or has been ordered to supervised visitation, or
 3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
- b. The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- c. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- d. Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

- e. The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

- f. Upon receipt of a court order, which prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34F; 71:34H

603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents SOURCE: MASC REVISED:
May 8, 2006

Adopted by Dracut School Committee July 10, 2006

PARENT NOTICES AND COMMUNICATIONS FROM SCHOOL

The following administrative policy has been written in order to ensure that consistent and appropriate procedures are used in each of the school buildings in the Dracut Public Schools in regard to the distribution of Notices and other Communications to Parents and Guardians of children within our schools.

It is very important that School Principals follow the procedures outlined below for the seven categories of Parent Notices. Communications to parent/guardians are usually generated in one of the below listed areas:

- 1) Teacher Communications to Parent/guardians - These are usually in the form of "Letters to Parents," "Requests to Parents," "Project/Book Report Information to Parents," and the like sent out to an entire class or group of students.

Procedure: Teacher must sign the letter or notice. Teachers must then have these approved by the Principal prior to duplication and distribution. Building Principal would stamp "Approved for Distribution" and would date and initial the original communication prior to distribution. In the event a Building Principal questions the communication, he/she would seek approval from the Superintendent or designee prior to distribution.

- 2) Communications from Community-based Organizations - These are notices that would originate from organizations such as Boy Scouts/Girl Scouts, Rotary Club, Lions Club, Dracut Recreation Department, Churches, United Way, Red Cross, American Cancer Society, MS Read-a-Thon, Festival of Lights, Project Santa, Hunger and Homeless Drives, Knights of Columbus, Pop Warner and the like.

Procedure: These communications must be pre-approved by the Superintendent or designee prior to distributions to students. The office should notify each building in writing or by telephone of his approval. Organizations should supply sufficient quantities for distribution. Schools will not be responsible for duplication of short quantities.

- 3) Communications from School-based Groups - These are notices that are generated by PTO's, School Councils, Co-Curricular Organizations, Student Council, School Sports Teams, Band Boosters, Sports Boosters, and the like.

Procedure: Organizations would have the notice approved by the Building Principal prior to duplication and distribution. Building Principal would stamp "Approved for Distribution" and would date and initial the original communication prior to distribution. In the event a Building Principal questions the communication, he/she would seek approval from the Superintendent or designee prior to distribution.

- 4) Communications from Committees that are Grant-based - These communications are generally either single-building or district-wide committees set up as a result of grant requirements. These committees would be Comprehensive Health Grant committees, Title I surveys, Family Health Committees, and the like.

Procedure: If the Committee is Single Building-based, the Committee Chair or Director would have the notice approved by the Principal prior to duplication and distribution. In the event that the communication is generated by a District-wide Committee, approval would be granted through the Superintendent's office.

- 5) School Office Communications to Parents - These notices are commonly sent home on a weekly or monthly basis by individual school administrators. Notices in this category originate in the School Office. These take the form of Monthly Calendars, Information Notices to Parents, Newsletters, Special Event Notices, Reminders to Parents, Letters from the Principal to Parents, Nurse's Communications, and similar notices.

Procedure: As these notices are generated in the School Office, the Principal is responsible for approval and distribution.

- 6) Central Office Communications to Parents: These notices are generated at the District Level by the Superintendent of Schools, the Directors of Curriculum or Special Education, Business Manager or Food Service Department.

Procedure: As these notices are generated in the District Offices, approval is sanctioned by the Superintendent or individual Directors.

- 7) Other Communications to Parents - These notices are generated by businesses, organizations, or groups that are not categorized in any of the above groupings, but still would have a related interest in communicating with parents for the potential benefit for students. Such groups might include School Picture companies, College Recruitment, Armed Services Recruitment, Career or Employment Opportunities for Students, Commercial or Business Surveys (Encyclopedia offerings, for example), Book Fairs and other groups or organizations not specifically defined above.

Procedure: These organizations must provide written proof of prior approval through the Superintendent's office for the initial distribution. Subsequent distributions beyond the initial approval may be given by each Principal provided the program or offering has not changed substantially in nature or intent.

RELATIONS WITH PARENT ORGANIZATIONS

To foster relationships with parents that encourage the home and school to work together to establish and achieve common educational goals for students, the Superintendent and the professional staff will:

1. Consult with and encourage parents to share in school planning and in setting objectives and evaluating programs.
2. Help parents understand the educational process and their role in promoting it.
3. Provide for parent understanding of school operations.
4. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement.

To accomplish the above and to enhance communications between parents and school officials, the committee encourages the maintenance of formal parent organizations at each school building. For this purpose the committee will officially recognize a parent organization at each building. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building principal who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents of children enrolled, will designate the organization to be recognized if more than one organization makes the request.

Adoption date: January 1996

SOURCE: MASC Policy

COMMUNITY INVOLVEMENT IN DECISION-MAKING

The Dracut School Committee endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns, and/or about the schools to the school administration, to any appointed advisory bodies, and to the committee.

Residents who are specially qualified because of interest, training, experience, or personal characteristics will be encouraged to assume an active role in school affairs. From time to time, these people may be invited by the committee to act as advisors, either individually or in groups.

The committee and the staff will give substantial weight to the advice they receive from individuals and community groups interested in the schools, particularly from those individuals and groups they have invited to advise them regarding specific problems, but will use their best judgment in arriving at decisions.

{ Adoption date }

Revised: January 18, 1996

SOURCE: MASC Policy

CROSS REF.: BDF, Advisory Committees to the School Committee

PUBLIC GIFTS TO THE SCHOOLS

The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the committee, as provided by law.

The committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

Adoption date: January 1996

SOURCE: MASC Policy

LEGAL REF.: M.G.L. 71:37A

PUBLIC'S RIGHT TO KNOW

The Dracut School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely and expeditiously.

The official minutes of the committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

Each building administrator is authorized to use all means available to keep parents and others in the particular school's community informed about the school's program and activities.

Adoption date: January 1996

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 4:7; 66:10; 39:23B

CROSS REFS.: BEDG, Minutes
GBJ, Personnel Records
JRA, Student Records

NOTE: The cross references are to related categories in this manual.

NEWS MEDIA RELATIONS/NEWS RELEASES

Every effort will be made to assist the press and other communications media to obtain complete and adequate coverage of the programs, problems, planning, and activities of the school system.

All representatives of the media will be given equal access to information about the schools. General releases of interest to the entire community will be made available to all the media simultaneously. There will be no exclusive releases except as media representatives request information on particular programs, plans or problems.

In order that school system publicity is given wide coverage and is coordinated into a common effort and purpose, the following procedures will be followed in giving official information to the news media:

1. The School Committee chairman will be the official spokesman for the committee, except as this duty is delegated to the Superintendent.
2. News releases that are of a system-wide or a sensitive nature or pertain to established committee policy are the responsibility of the Superintendent.
3. News releases that are of concern to only one school, or to an organization of one school, are the responsibility of the principal of that particular school. All statements made to the press by other staff members of the particular school must be cleared with the Principal in collaboration with the Superintendent of Schools.

While it is impossible to know how news releases will be treated by the press, every possible effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the school system.

Adoption date: January 1996

SOURCE: MASC Policy

PUBLIC COMPLAINTS

Although no member of the community will be denied the right to bring their complaints to the committee, they will be referred through the proper administrative channels for solution before investigation or action by the committee. Exceptions will be made when the complaints concern committee actions or committee operations only.

The committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. School building administrator
3. Superintendent
4. School Committee

If a complaint, which was presented to the committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the committee and then placed in the official files.

Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired.

The committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

{ Adoption date }

Revised: January 18, 1996

SOURCE: MASC Policy

LEGAL REF.: 603 CMR 26:09 and 26.10

PUBLIC COMPLAINTS

Complaint Procedure

- (1) A parent, guardian, or other person or group who believes that M.G.L. c. 76, &5 or 603 CMR 26.00 has been or is being violated, may request a written statement of the reasons therefor from the responsible School Committee through the Superintendent and may submit a copy of such request to the Bureau of Equal Educational Opportunity of the Department of Education. If such request is made, a copy of such request shall be sent by the School Committee to the Bureau of Equal Educational Opportunity.
- (2) The School Committee shall respond promptly, but no later than 30 days, in writing to the complaining party. The School Committee shall also send a copy of its response to the Bureau of Equal Educational Opportunity.
- (3) The Bureau of Equal Educational Opportunity shall act as the representative of the Board of Education for the purpose of receiving complaints to pursuant to 603 CMR 26.00.
- (4) The Bureau of Equal Educational Opportunity shall, pursuant to a complaint received under 603 CMR 26.09 (1) or on its own initiative, conduct reviews to insure compliance with M.G.L. c. 76 &5 and 603 CMR 26.00. The School Committee and the specific school(s) involved shall cooperate to the fullest extent with such review.
- (5) In the event of non-compliance with M.G.L. c. 76 &5 or 603 CMR 26.00 the Board of Education may take such action as it sees fit, including, but not limited to, withholding of funds or referral of the matter to the Office of the Attorney General for appropriate legal action.

Private Right of Enforcement

Nothing in 603 CMR 26.00 shall abridge or in any way limit the right of a parent, guardian, or person affected to seek enforcement of St. 1971, c.622 in any court or administrative agency of competent jurisdiction.

Revised: January 18, 1996

SOURCE: MASC Policy

LEGAL REFS.: 603 CMR 26:09 and 26:10

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit his complaint in writing. Anonymous complaints will be disregarded.

Whenever a complaint is made directly to the School Committee as a whole or to a committee member as an individual, it will be referred to the school administration for study and possible solution.

The Superintendent will develop, for approval by the committee, procedures that assure prompt and fair attention to complaints against school personnel. The procedures will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he sees them.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the committee for a formal hearing and decision. Statutory restrictions on executive sessions will be observed.

{ Adoption date }

Revised: January 18, 1996

SOURCE: MASC Policy

LEGAL REF.: 603 CMR 26.09 and 26.10

CROSS REF.: BEC, Executive Sessions

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

The following procedures are established to ensure that a citizen's complaint is given respectful attention and that the integrity of the educational program is upheld. "Complaint" in this regulation will be restricted in meaning to that criticism of particular school employees by a citizen of the school district, which includes or implies a demand for action by school authorities. Other comments and suggestions will be referred informally to affected personnel.

1. If a complaint comes first to the person against whom it is directed, he will listen courteously and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee will refer him to the building principal or other immediate supervisor to have his views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member will immediately inform his supervisor of the complaint.
2. If a complaint comes first to the principal or other supervisor of the person criticized, he should listen courteously or acknowledge a letter promptly and politely, but should make no commitments, admissions of guilt, or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the person criticized and should inform that person immediately of the complaint.

If the complainant has already met with the person criticized and remains unsatisfied, the supervisor should invite the complainant to file his complaint in writing and offer to send him the appropriate form regarding a school employee's behavior, character or qualifications.

3. If a complaint comes first to any other school employee, that employee will refer the complainant to the person criticized or his immediate supervisor and immediately inform both.
4. No further action on the complaint should be taken unless the complainant submits the complaint in writing.
5. When a written complaint form is received, the principal or other supervisor will schedule a conference with himself, the complainant, the person criticized, and if advisable, the department chairman or other personnel that either the supervision or the person criticized feels could contribute resolution of the problem.
6. If the complainant is not satisfied with the results of the conference above, he should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he may see fit.

7. Should dissatisfaction remain after the above steps have been taken, the matter will be placed on the agenda for the next regularly scheduled committee meeting. The decision of the committee will be communicated in writing to all interested persons.

{ Approval date }

Revised: January 18, 1996

SOURCE: MASC Policy

LEGAL REF.: 603 CMR 26.09 and 26.10

NOTE: Regulations pertaining to public complaints about school personnel should have the official approval of the School Committee.

PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

All materials are selected by professional people who pay a great deal of attention to suitability. However, there is always a possibility that a complaint will be registered. Should that occur, steps must be outlined to insure immediate and comprehensive coverage of the complaint that will be acceptable to all parties because of its thoroughness.

The complaint is first registered with the teacher or librarian and an attempt to settle the problem is made immediately.

The building principal should be notified that there is a possibility of a registered complaint but the first step is an informal meeting with the subject teacher/librarian and the complainant. The selection policy should be presented along with reviews of the material and the complainant questioned as to the reason for questioning the material. If the matter cannot be resolved, the complainant is then presented with the Form for Re-Consideration. (Included in the appendix)

When the form is completed and turned in to the principal, a building level meeting will be held. Members of the group should include the principal, librarian, teacher and/or department head concerned, Parent Group Representative and Student Council President or representative (if desired). This group would be involved whether the complaint was for material used within a class, assigned reading or a book from the school library.

Each member of the committee must read/watch/listen to-the item in question in its entirety. They must then be given a copy of the complaint. Within a designated period of time they must consult review sources, examine both the material and its place within the curriculum or as an addition to the curriculum and re-convene with a written evaluation on the suitability of the material. These reports will be discussed at a posted meeting and a consensus of opinion reached.

{Adoption date}

Revised: January 18, 1996

SOURCE: MASC Policy

LEGAL REF.: 603 CMR 26.09 and 26.10

CROSS REFS.: IJ, Instructional Materials
IJJ, Selection and Adoption of Textbooks
IJL, Selection and Adoption of Library Materials

A copy of the form on which citizens request reconsideration of materials is often included under code KLB-E.

PUBLIC CONCERNS/COMPLAINTS ABOUT FACILITIES AND SERVICES
PHILOSOPHICAL STATEMENT:

The Dracut School Committee has established the Procedure outlined below as a method of assuring that safety and/or environmental issues are appropriately addressed in a timely fashion. The School Committee's primary goal in establishing this Procedural Policy is to encourage cooperation between Employees, Parents, Students and School Department Administration in working toward improving environmental conditions within our Schools.

It is the belief of the School Committee that issues arising under the purview of this Policy are capable of being resolved internally with the cooperation and understanding of Employees, Parents, Students and School Committee Members. The appropriate vehicle for the expression and resolution of all concerns of a health or safety-related nature shall be addressed by adhering to the following chain-of-command procedure:

- (A)... Any School Department Employee, Parent, Guardian, or Student having a safety or environmental concern should express this concern both verbally and in written form to the school building principal.
- (B)... The principal will immediately respond using his/her discretion and judgement relative to the implementation of corrective action measures.
- (C)... The principal will then complete a follow-up report delineating the corrective action measures that are being implemented.
- (D)... Copies of this report will be forwarded to the original complainant, the Supervisor of Building and Grounds, the Administrator of Business Services, Members of the Environmental Safety Committee, and Superintendent of Schools.
- (E)... If the problem is not resolved to the satisfaction of the complainant, then the complainant has the right to meet with Environmental Safety Committee to discuss the matter in hopes of reaching a consensual resolution. If still not satisfied, the matter will then be referred to the School Committee.
- (F)... Unit Ventilators in all buildings will be cleaned and checked semi-annually, during the Winter and again during the Summer.
- (G)... The Environmental Safety Committee will meet on an as needed basis to review all complaints with a Summary Report going to the School Committee.
- (H)... This Policy will be placed within each School's Policy Manual and posted on the Teacher's Bulletin Board.

SCHOOL ENVIRONMENTAL ISSUE REPORT

Name of Concerned Party: _____

Principal/Supervisor: (Please initial Upon Receipt) _____

Date of Notice: _____

Date Notice Received: _____ Time: _____

School Building/Location of Concern: _____

Issue of Concern (Be As Specific As Possible): _____

Remedy Sought: _____

Remedy Administered by Principal/Supervisor: _____

Date Remedy was Administered: _____

The concern has been remedied to my satisfaction:

(Signature/Date)

The concern has not been satisfactorily remedied. I request the attention of the Environmental Safety Committee of the Dracut School Committee.

(Concerned Party's Signature/Date)

(Principal's Signature/Date)

Recommendation of Environmental/Safety Committee: _____

Recommendation of Dracut School Committee: _____

DRACUT PUBLIC SCHOOLS COMMUNITY USE OF SCHOOL FACILITIES AND FEE ASSESSMENT

1.0 PROCEDURES AND PRIORITY

The use of public school facilities for school-related purposes will take precedence over all outside use. School facilities will be used according to the regulation and rental fee schedules established in this policy.

- 1.1** The School Committee reserves for itself the ultimate right to approve or disapprove the use of school facilities to any group or organization if it deems the use to be detrimental to the interest of the community or interferes with the operation of the schools. The School Committee reserves the right to make changes, deletions and/or additions to this policy as well as revoking a permit previously granted if deemed appropriate, and in the best interest of the school department.

2.0 IMPLEMENTATION

The Superintendent of Schools or his/her designee is responsible for the implementation of this policy and shall receive and review all applications and have the final decision in all scheduling, permit issuance and interpretation of the policy.

3.0 FEE CLASS DEFINITIONS

The following four classes of eligible users/applicants have been established. The Supervisor of Buildings and Grounds shall have sole authority to determine the class to which an individual, organization or activity requesting rental should be assigned. The determination may be reviewed by the Superintendent of Schools if the individual or organization submits a request to do so in writing to the School Business Administrator.

3.1 CLASS I SCHOOL AND TOWN DEPARTMENTS

- School and Town departments is defined as a department, committee or commission that is subject to appropriation by the Town Meeting or exists as a requirement of state statute.
- Class I also includes recognized non-profit local parent teacher organizations, site based school councils, Dracut Scholarship Foundation, Performing Arts Programs and all Sport Boosters Clubs. Although these groups may or may not be non-profit organizations, formed by parents and independent of public schools and/or controlled by school employees, their mission is to support and fund enrichment and curriculum standards for the classroom students attending Dracut Public Schools.
- In addition, non-profit parent groups that form for a specific and narrow purpose to support a specific extracurricular activity in which a student participates (e.g. performing arts or sports) where the funds are used to support only specific extracurricular activity may also be included in this definition.

3.2 CLASS II NON-PROFIT TOWN RECREATIONAL ORGANIZATIONS

Any non-profit group, organization or activity composed entirely (100%) of members who are Town of Dracut residents. (e.g. Dracut Recreation sponsored programs).

3.3 CLASS III NON-PROFIT YOUTH ORGANIZATIONS

A non-profit group, organization or activity requesting use of school facilities (e.g. Dracut Baseball, Dracut Soccer, Lacrosse and Dracut Pop Warner).

3.4 CLASS IV ALL OTHER GROUPS, ORGANIZATIONS AND ACTIVITIES

This includes all groups, organizations or activities which do not meet the requirements of Class I, II, or III – including individuals, private and commercial groups, societies, religious organizations, non-profits* and registered public charities*.

**Non-profits or registered public charities operating a one-time fund-raising event for the exclusive benefit of the Dracut Public Schools may be considered as Class I, if approved.*

4.0 POLICY EXCEPTION

This Policy does not apply to organizations that have negotiated separate lease agreements with the Dracut School Committee

5.0 LABOR SCHEDULES

- 5.1 Rental Fees:** All rentals shall be a minimum rental period of one (1) hour and rentals shall be made in full hour increments.
- 5.2 Personnel Fees:** Charges for School District Personnel who will be requested and/or required will be assessed at their overtime rate and assessed to the building use rental costs. Examples of personnel are:
- 5.3 Theater Technician:** Theater Technician fees are additional to rental and custodial fees and are applicable when the Dracut High School Center for Performing Arts is requested for rent, or when audio/visual equipment in any area is requested. The Theater Technician is responsible for care of the School Department's buildings, equipment and facilities. The Dracut High School Center for Performing Arts Theater Technician performs all tasks related to the operation of equipment in this space including: projector rooms, audio booth, house/theater lighting and rigging. Renters are not permitted to bring in their own operators.
- 5.4 Custodial/Maintenance Fees:** Custodial/Maintenance overtime rates will apply to all rentals as determined by the Supervisor of Buildings and Grounds for opening facilities as well as cleaning after functions. Rates are assessed at a minimum of four (4) hours.
- 5.5 Food Service Charges:** Cafeteria rentals do not include the use of the kitchens unless approved by the Food Service Manager. The use of food service equipment will require the services of a Food Service Worker. Rates are assessed at a minimum of four (4) hours.

6.0 PAYMENTS

- 6.1** Prepayment of required rental, equipment and/or personnel fees shall be made at the office of the Supervisor of Buildings and Grounds, five (5) business days in advance of the reservation date unless other arrangements are agreed upon with the Supervisor of Buildings and Grounds.
 - 6.1.1** Checks are to be made out to the ***Dracut Public Schools***.

7.0 INSURANCE REQUIREMENTS

- 7.1** All Class II, III and IV renters shall purchase and obtain Commercial General Liability Insurance with a minimum of \$1,000,000 limit per incident (\$3,000,000 General Aggregate). The applicant assumes full responsibility and liability for injury to person(s) and damage to or loss of any school property incurred during the period of rental.

8.0 CANCELLATIONS

- 8.1** The School Department reserves the right to cancel or move the location of all rentals as may be required to accommodate school functions, due to bad weather conditions or other emergencies, unavailable custodial staff or due to unanticipated conditions.
- 8.2** All rental activities will automatically be cancelled on the days that school has been cancelled. The Supervisor of Buildings and Grounds will make reasonable efforts to notify renters of changes and cancellations.
- 8.3** The applicant shall submit a written notice requesting cancellation of, or changes to, an approved application. The request must be received by the Supervisor of Buildings and Grounds no later than 09:00AM three business days prior to the event.

- 8.3.1 It is the responsibility of the applicant to verify receipt of written or email notification by calling (978) 957-9704.
- 8.3.2 A \$50 administrative fee will be assessed for each date cancelled and/or changed.

9.0 APPLICATION REVOCATION

- 9.1 The Supervisor of Buildings and Grounds may revoke an approved application at any time, if it is determined that the rental activities are not in accordance with the policy, or if it is otherwise determined that the rental activities are not in the best interest of the Dracut Public Schools.

10.0 SUPERVISION

- 10.1 An appropriate level of adult supervision (minimum 21 years of age) shall be required at all times during the rental period.
- 10.2 Attendees or participants of the rental shall not enter school areas that are outside of the rented space or associated common space (bathrooms and hallways).
- 10.3 It is the responsibility of the rental supervisor to notify the School Department custodian on duty when trespassers or uninvited guests are found in the school.
- 10.4 Under no circumstance will custodians or any other School Department staff be responsible for supervision of participants before, during or after an activity.

11.0 PARKING

- 11.1 Parking for rental activities, including attendees, participants and guests, shall be within designated parking areas only. Cars parked in areas not intended as parking spaces are considered a safety issue that may result in damage to school property. The organization or individual holding the approved application will be held responsible for any resulting damage to school property and the removal of any vehicles not in designated parking areas.

12.0 MISCELLANEOUS REQUIREMENTS AND PROVISIONS

- 12.1 **Designated Point of Contact:** Each rental request shall include the name and contact information of a single person who will be that organization's only point of contact with the School Department for scheduling and rental coordination purposes.
- 12.2 **Damages:** The renter shall be responsible for the entire cost to correct any and all damages that occur to buildings or grounds as a result of their rental, whether caused by attendees or participants, as determined by the Supervisor of Buildings and Grounds. Failure to pay for such damages within 30 days of receiving demand from the School Department shall result in immediate cancellation of all rentals for this organization and will result in the inability of a group or individual to rent any school facility in the future, and may result in legal action.
- 12.3 **Behavior:** Rude, offensive or illegal behavior or language by any attendee or participant of a rental shall be considered grounds for immediate revocation of authorization to use including, but not limited to, the following:
 - 12.3.1 **Smoking and Tobacco:** Smoking and use of tobacco products is prohibited in all school buildings and on all school property as indicated in Massachusetts General Laws and School Committee policy.
 - 12.3.2 **Alcoholic Beverages:** Alcoholic beverages are prohibited in all school buildings and on all school property, consistent with applicable laws and School Committee policy.
 - 12.3.3 **Illegal or Illicit Drugs:** Illegal or illicit drugs are prohibited in all school buildings and on all school property.
 - 12.3.4 **Weapons:** Weapons, including knives and firearms, are prohibited in all school buildings and on all school property.

- 12.3.5 Food and Drinks:** Food and drinks are permitted only when indicated on an approved Rental Application form, and only in approved areas as determined by Supervisor of Buildings and Grounds.
- 12.3.6 Attire:** Proper dress and attire shall be worn at all times. Shirts and shoes shall be worn at all times and appropriate athletic shoes shall be used on athletic floors.
- 12.4 Arrival and Departure Times:** The school's facilities shall only be made available for the hours shown on approved application (open and close times). Renters must abide by these times and the Supervisor of Buildings and Grounds may stop any event that has gone past the allotted time.
- 12.5 Access:** School Department representatives shall have access to all school areas during rentals.
- 12.6 Gambling:** No applications will be issued when the primary purpose of the event is to conduct games of chance (e.g. Las Vegas Nights or Casino Nights). Renters must be in compliance with MGL Chapter 271 Section 7a.
- 12.7 Hardball Sports:** For the protection of walls, lights, fixtures and floor surfaces, hardball sports will not be permitted in any school facility. Rubberized baseballs/softballs will be considered acceptable for use on a limited basis, except at the High School, and subject to approval of the Supervisor of Buildings and Grounds. Repeated damage caused by these sports may result in future application revocation.
- 12.8 Equipment Use:** No equipment shall be used by renters unless it is specifically listed on the approved rental application. Organizations wishing to bring equipment into schools as part of rentals shall make arrangements at the time of the rental application, and such equipment shall be removed by the end of the rental period. The School Department takes no responsibility for any equipment brought into the schools.
- 12.9 As-Is Condition:** School Buildings, facilities and equipment shall be accepted by renters in their existing "as-is" condition. Reasonable accommodations and repair attempts will be made where possible to facilitate rentals.
- 12.10 Damages:** Any rooms or facilities utilized must be examined carefully before and after usage, and the applicant agrees to make financial restitution for losses or damages incurred as a result of applicant's activities. If the cause of damage is in dispute, the Business Administrator will review the facts and make a final disposition.
- 12.11 Deposit:** The Supervisor of Buildings and Grounds will determine if a deposit is required over and above the rental fee for the purpose of damage evaluation, cleanup and/or repair of equipment, etc.
- 12.12 Order:** The applicant is held responsible for the preservation of order whenever any school facility is being utilized.
- 12.13 Police Supervision:** The Supervisor of Buildings and Grounds will make the determination whether the event will require Police Department personnel. The expenses for police services are to be paid by the user of the facilities and arrangement and payment for police services must be made by a representative of the organization renting the facilities.

13.0 OTHER RENTERS

- 13.1** The School Department may rent separate space within a school building to more than one group at any one time. Each renter shall abide by their authorizations and shall share common space such as hallways and bathrooms as necessary.

GENERAL

In M.G.L. Chapter 71, Section 71, the School Committee is empowered and required, subject to such regulations as it may establish and without interference to its regular school programs, to allow the use of school premises.

FACILITY FEE SCHEDULE	CLASS I	CLASS II	CLASS III	CLASS IV
	School & Town Groups	Non-Profit Town Recreational Groups	Non-Profit Youth Groups	All Other
ACADEMIC AREAS	\$ per Hour	\$ per Hour	\$ per Hour	\$ per Hour
Gymnasium – High School	n/c	n/c	\$35	\$150
Gymnasium – Richardson Middle	n/c	n/c	\$25	\$125
Gymnasium – Englesby Elementary	n/c	n/c	\$25	\$100
Gymnasium – Brookside Elementary	n/c	n/c	\$25	\$100
Gymnasium – Campbell Elementary	n/c	n/c	\$25	\$100
Gymnasium – Greenmont Ave	n/c	n/c	\$25	\$100
Cafeteria – High School	n/c	n/c	\$75	\$150
Cafeteria – Richardson Middle	n/c	n/c	\$40	\$125
Cafeteria – Englesby Elementary	n/c	n/c	\$40	\$125
Cafeteria – Brookside Elementary	n/c	n/c	\$40	\$125
Cafeteria – Campbell Elementary	n/c	n/c	\$40	\$125
Cafeteria – Greenmont Ave	n/c	n/c	\$25	\$100
Cafetorium Richardson Middle	n/c	n/c	\$100	\$150
Classroom	n/c	n/c	\$25	\$35
Dracut High School Center for Performing Arts <i>*(see Section 5.3)</i>	n/c	n/c	\$100	\$200
Electrical – Per use	n/c	n/c	\$100	\$150
Sound & Lighting Systems	n/c	n/c	\$35	\$45
ATHLETIC AREAS	\$ per Hour	\$ per Hour	\$ per Hour	\$ per Hour
Football Field (14)	n/c	n/c	\$35	\$100
Press Box/Sound	n/c	n/c	\$25	\$50
Field Lights	n/c	n/c	\$25	\$50
Snack Shack	n/c	n/c	\$25	\$100
Football Practice (12)	n/c	n/c	\$25	\$100
Baseball Varsity (13)	n/c	n/c	\$35	\$100
Baseball JV (RBB)	n/c	n/c	\$25	\$100
Baseball Freshmen (5)	n/c	n/c	\$25	\$100
Softball Varsity (RSB)	n/c	n/c	\$35	\$100
Softball JV (4)	n/c	n/c	\$25	\$100
Softball Freshmen (2)	n/c	n/c	\$25	\$100
Soccer/Lacrosse (1)	n/c	n/c	\$25	\$100
Soccer (3)	n/c	n/c	\$25	\$100
Soccer	n/c	n/c	\$25	\$100
Track Field /Girls Field Hockey (10)	n/c	n/c	\$25	\$100
Track (11)	n/c	n/c	\$50	\$150
ROAD RACE	--	--	--	\$300/event

ADOPTED BY DRACUT SCHOOL COMMITTEE APRIL 27, 2015

PUBLIC SOLICITATIONS IN THE SCHOOLS

The Dracut School Committee will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

1. The school system should provide students, parents, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without School Committee permission.
2. No general or class distribution of commercial or fund-raising literature may take place without School Committee permission.

For the purposes of this policy, local PTA and PTO groups and groups representing school system employees will be considered "school groups" and will be governed by the committee's policy on staff solicitations.

Adoption date: January 1996

SOURCE: MASC Policy

LEGAL REF.: M.G.L. 44:53A

CROSS REFS.: GBEBC, Staff Gifts and Solicitations
JJE, Student Fund-Raising Activities
JP, Student Gifts and Solicitations
KHB, Sponsorship and Advertising

NOTE: The cross references are to related categories in the NEPN classification system.

SPONSORSHIP AND ADVERTISING

Context and Purpose

The School Department historically has benefited from income generated when outside entities, including businesses and individuals, provide funding in the form of sponsorships of programming or advertising displayed in school district publications, event programs, the high school yearbook, etc. The School Committee encourages the use of sponsorships and advertising in order to provide an alternative source of revenue to fund educational programming and/or to provide supplementary resources. The purpose of this policy is to provide guidance to the Superintendent of Schools, school administrators, and other personnel regarding what forms of sponsorships and advertising are acceptable to the School Department and to provide a framework for arranging such transactions.

Definitions

For the purposes of this policy, the following definitions shall be used:

Sponsorships are considered to be agreements between the school district, a school, or a department where an outside organization provides funding or resources in exchange for recognition. Such recognition could include verbal notification of the public at meetings, events, or other opportunities; or written notification through press releases, newsletters, e-mail, and the school district website. In certain circumstances, the School Department may agree to use a sponsor's name in connection with a particular program or physical space supported through the sponsor's support (e.g., a laboratory, an athletic field or facility, etc.). Sponsorship involves funds provided for an activity that the School Department has determined is desirable for the system to undertake.

Advertising is considered to be written, graphic, or oral representations made by or on behalf of another entity which are designed to make others aware of the entity's product, service, etc. Advertising involves funds provided for recognition not directly connected to funding an activity.

Guidelines

The School Committee requires that sponsorships and advertising agreements be made with the best interests of the School Department in mind, relative to the district's mission and core values. As a public entity with the central purpose of educating, the School Department should be judicious in determining the identity, scope, and content of sponsorships and advertising so as to avoid over-commercialization of the educational process. The following guidelines are to be followed by the School Department administration:

1. School Department property and School Department communications are non-public forums. The intent of sponsorships and advertising is to provide funding revenues, not to promote public discourse or a point of view. There is no obligation on the part of the School Department to provide equal access to advertising for competitors.
2. Since policy evolves, approval of a sponsorship or ad does not constitute a precedent and does not necessarily lead to approval of similar requests in the future.

3. Approval of sponsorships or advertising does not constitute endorsement by the School Committee or the School Department of a sponsor's or advertiser's products, programs, or services.
4. The School Committee delegates authority to the Superintendent of Schools or the Superintendent's designee to approve sponsorships or advertising, including content, communication, display, and distribution of such, as well as to negotiate sponsorship amounts and advertising rates.
5. All sponsorships and advertisements must not contradict the School Department's mission, values, and policies, as well as with state and federal laws, including those related to non-discrimination practices, including Massachusetts General Law Chapter 272, Section 92A.
6. There shall be no *quid pro quo* arrangements between sponsors/advertisers and the School Department relative to educational practices in the district. That is, educational decisions regarding the use of curriculum materials, instructional equipment, and other resources related to school programming shall be made regarding what is in the best interests of students and shall not be influenced by outside entities due to the provision of materials, services, or funding.
7. Administrators shall consider the impact of sponsorships and advertisements on students, relative to students' age and impressionability, with regard to content, intended audience, form, and the closeness of the connection to the educational process. The Superintendent or his/her designee has full editorial control regarding placement, content, size, wording, appearance, etc. of advertising, and has the right to reject sponsorships or advertising that is, in his/her judgment, inappropriate or inconsistent with the mission and values of the Dracut Public Schools and the best interests of its students (e.g., advertising for tobacco, alcohol, etc.).
8. Agreements of significant value (\$5,000 or more annually) to utilize a sponsor's name in relation to a specific program or physical space shall require a recommendation from the Superintendent and a majority vote of the School Committee.
9. Outside entities who rent School Department facilities must receive approval from the Superintendent or his/her designee if they wish to post temporary advertising in the space rented (e.g., signs along athletic field fencing, banners in an auditorium, etc.).
10. Sponsorships or advertisements from elected officials and political candidates or groups are allowed, so long as they comply with the guidelines above. The School Department shall take great care to avoid the appearance of bias with regard to approval of such sponsorships and advertising.

Types of Sponsorships and Advertising

The Superintendent or his/her designee shall follow the guidelines below, and shall consult with the School Committee in situations that do not fit clearly within these guidelines.

1. Writing and images in physical form (e.g., advertisements in event programs or newsletters; posters; signage; banners, etc.).
2. Writing and images in electronic form.
3. The use of logos or other similar images other than what would be used normally in identifying the brand of equipment, instructional materials, etc. (e.g., a manufacturer's logo on an athletic uniform is not sponsorship/advertising, but a banner with such a logo in the gymnasium placed there for a fee would be). The use of logos or images of outside entities is permissible in programs, yearbooks, newsletters, web site etc., per the judgment of the Superintendent or his/her designee.
4. Per KHA (Public Solicitation in the Schools) distribution of information through the Schools, the School Department will not provide the free distribution of materials, including advertising, on behalf of for-profit organizations, whether brought home physically by students or through electronic means. This differs from sponsorship or advertising arrangements made between the School Department and an outside entity, which are subject solely to the discretion of the School Department. However, the communication of sponsorships or activities where for-profit organizations partner with the School Department or non-profit organizations such as Parent Teacher Organizations may be included in messages that originate from the non-profit organization (e.g., a PTO may distribute information regarding a fundraiser with a local restaurant and utilize the restaurant's logo in its communication, but the message must come from the PTO, not the restaurant).

Administration of Policy

The Superintendent or his/her designee shall adhere to the guidelines listed above and shall use sound business practices with regard to entering into written contractual agreements with sponsors and advertisers.

LEGAL REF.: M.G.L. Chapter 272, Section 92A

CROSS REFS.: KHA, Public Solicitation in the Schools

Adopted by Dracut School Committee April 27, 2015

VISITORS TO THE SCHOOLS

The Dracut School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the school district's policy of assigning a student to a particular class is the sole responsibility of the building principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
2. The building principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes it is requested that all visitors report to the principal's office upon entering and leaving the building and sign a quest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the principal's office.
4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
5. Any student who wishes to have a guest in school **MUST** ask permission of one of the administrative staff **24 HOURS** in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

Adoption date: January 1996

SOURCE: MASC Policy

RELATIONS WITH BOOSTER ORGANIZATIONS

The Dracut School Committee recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system.

Generally, actions initiated by boosters provide the atmosphere and climate to foster and encourage community-school relationships.

Booster-proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and fine arts programs of the schools. Care must be taken to avoid compromising or diluting the responsibilities and authorities of the School Committee.

Adoption date: January 1996

SOURCE: MASC Policy

RELATIONS WITH POLICE AUTHORITIES

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the District schools, and for safeguarding all school property.

Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community, and ensuring the rights of all concerned.

The Dracut School Committee also recognizes the potential enrichment that law enforcement agencies can make in the educational program.

Efforts should be made to develop and maintain a healthy attitude toward law enforcement agencies and personnel to promote better understanding and communication.

Adoption date: January 1996

Revised: November 20, 1996

SOURCE: MASC Policy

RELATIONS WITH PLANNING AUTHORITIES

The Dracut School Committee will participate in local and state planning functions that could directly affect District schools and their immediate environment.

The Superintendent or designee will keep the School Committee informed of planning matters bearing directly on the operation of District schools or school-sponsored programs, and will undertake action on behalf of the School Committee to influence matters in the best interests of the students, the schools and the District.

Adoption date: January 1996

SOURCE: MASC Policy

RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

The Dracut School Committee and its administrative officers welcome all who seek to serve the residents of the community and will participate with them in the planning and execution of such projects as will be mutually beneficial for students.

It is School Committee policy that administration inform elected and appointed officials of the local and county government of the desire to work cooperatively for improved services.

Adoption date: January 1996

SOURCE: MASC Policy