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SCHOOL/COMMUNITY RELATIONS GOALS

The 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 our 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.

SOURCE: MASC

Adopted for LSSC Policy Manual: 12/21/21

SCHOOL-PARENT/GUARDIAN RELATIONS GOALS

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

While parents/guardians 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/guardians regarding student progress and achievement, methods to enhance student development, and matters of correction.

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

SOURCE: MASC

Adopted for LSSC Policy Manual: 12/21/21

NON-CUSTODIAL PARENTS' RIGHTS

As required by Massachusetts General Law, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary 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 law, 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 the school or district has been given documentation that:
 - 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 - 2. The parent has been denied visitation, or
 - 3. The parent's access to the student 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, or
 - 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- ~~(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 regulation.
- (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 regulation.
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the 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 law, 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; 71:34H
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents
20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

SOURCE: MASC October 2016
Adopted for LSSC Policy Manual: 12/21/21

RELATIONS WITH PARENT/BOOSTER ORGANIZATIONS

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

To accomplish the above and to enhance communications between parents/guardians and school officials, the Committee encourages the maintenance of formal parent organizations, including booster organizations. For this purpose, the Committee will officially recognize parent organizations. These procedures will be observed:

1. Organizations will be officially recognized upon request by the Athletic/Activities Director who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents/guardians of children enrolled, will designate the organization to be recognized if more than one organization with the same purpose makes the request.
3. All parent organizations shall obtain 501C3 status and file appropriate paperwork with state authorities and make proof of such status available to school district administration.
4. All parent organizations need to recognize that spending on student activities must comply with federal law relating to equity among student genders.

LEGAL REFS: Title IX, Education Amendments of 1972

CROSS REFS: ACA – Nondiscrimination on the Basis of Sex

SOURCE: MASC October 2016

Adopted for LSSC Policy Manual: 12/21/21

COMMUNITY INVOLVEMENT IN DECISION-MAKING

The School Committee endorses the concept that community participation in the affairs of the schools is essential if the school district 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 questions 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 school, 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.

SOURCE: MASC

Adopted for LSSC Policy Manual: 12/21/21

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

POLICY ON DONATIONS AND FUNDRAISING

A. Introduction

The Lincoln-Sudbury Regional School Committee (the “School Committee”) recognizes and appreciates the benefits to the school of donations of time, talent, and money in support of the educational goals of the Lincoln- Sudbury Regional School District (the “District”). In particular, school support organizations, such as the Lincoln-Sudbury Parent Organization (LSPO), the Sudbury Education Resource Fund (SERF), the Foundation for Educators at Lincoln-Sudbury (FELS), and the Lincoln-Sudbury All Sports Boosters (Boosters) have provided valuable support to the Lincoln-Sudbury Regional High School. At the same time, the Committee believes that public education is a common good that should be adequately supported by federal, state, and local governments. School-age children in Lincoln and Sudbury are entitled to a free and appropriate education under applicable law. In general, private donations should not be used to pay for core curriculum or other programs that fall within the obligations of the District.

The School Committee may accept donations to assist the District in furtherance of its educational goals and in accordance with applicable laws. Donations subject to this policy include all monetary gifts, donations, grants, or bequests, and all donations of equipment, materials, or other donations in kind. This policy does not apply to privately funded projects, which must be separately accepted by the School Committee.

B. Ownership of Donations

Any donations to the District, whether in cash or in kind, that are accepted in accordance with this Policy, shall thereby automatically become the property of the District.

All proposals to the School Committee for donations will require relevant departmental and administrative approval prior to being presented. Donations may not be spent or used in the school unless and until they have been accepted on behalf of the District by a vote of the School Committee, subject to the exceptions stated below. All donations accepted by the School Committee will be expended at the discretion of the School Committee. Donations that are accepted by the School Committee will ordinarily be accepted without condition or restriction, unless the School Committee approves a proposed condition or restriction as being in the interest of the District. All donations accepted by the School Committee will become the property of the District to be used as the Lincoln-Sudbury School Committee deems appropriate and are subject to the same controls and laws that govern the use and disposal of other school-owned property. Monetary donations will be placed in a separate account as needed and in compliance with applicable laws. Donations of capital in excess of the greater of \$25,000 or the applicable statutory threshold at the time of the proposal, will require an analysis as to whether compliance with applicable public bidding and/or purchasing laws is required. The District will comply with all such laws where applicable, including the conduct of any required processes to request proposals in advance of final approval.

Approved Booster and support organizations, such as the Boosters, SERF, FELS, the LSPO, and recognized 501(c)3 registered charitable “Friends of” organizations may make donations of capital equipment to the District. However, all organizations agree that capital equipment valued over \$5,000 will only be purchased with the prior notification and approval of the Superintendent/Principal, with the recommendation and approval of, as appropriate, the Athletics Director, Director of Buildings and Grounds or Director of Finance and Operations, and/or other relevant faculty and staff, with notification to the Committee of any such action. The preferred method for the acquisition of such capital equipment is for organizations to donate the funds to the district for purchase of such items. The District will then follow the appropriate purchasing laws, regulations and procedures in procuring the equipment. If approved and if equipment is acquired by the organization and donated directly, such equipment shall become the property of the District. The District will not accept any donations merely to avoid applicable public bidding, purchasing and/or construction requirements laws.

C. Exceptions to Requirement of School Committee Approval

Donations may not be spent or used in the District unless they have been accepted by a vote of the School Committee, except in the following circumstances when District personnel are authorized to accept donations on behalf of the School Committee:

1. The Superintendent/Principal is authorized to accept grants on behalf of the Committee from the federal, state, county, or local governmental agencies, private foundations, corporations, or private organizations when the District or a staff member has applied for the grant with the approval of the Superintendent/ Principal, with the following conditions:
 - Grants from organizations, including the LSPO, SERF, FELS and Boosters, in the amount of \$7,500 or less per proposal;
 - Multiple smaller donations from a single organization that do not exceed \$1,500 in total in a single fiscal year; or
 - Donations of \$1,500 or less from school support organizations with their own 501(c)(3) non-profit tax status, or entities with a non-profit application initiated who have the approval of the Superintendent/Principal.
2. Duly authorized school administrators are authorized to accept on behalf of the school gifts from individuals or organizations in the form of supplies, materials, and equipment for the school (or money for the purchase of such supplies, materials and equipment), not to exceed a value of \$500 per donor in a single school year. However, such school administrators may not accept a donation of any amount that would be spent to alter the physical plant or other school property without the approval of the School Committee. Each administrator shall provide the Superintendent/Principal with a full reporting of all such donations.
3. In-kind contributions may be accepted by the District only upon the advance approval of the School Committee. In determining whether to grant such approval, the School Committee will consider such factors as it deems relevant, including any safety considerations and any costs of installing or maintaining the property and its usefulness to the educational program.

The School Committee may condition its acceptance of a contribution in kind on the agreement of the donor to bear the costs of installing or maintaining the property to be offered in kind, or may condition its acceptance upon any other condition that the School Committee determines to impose.

4. Donations of time and personal services by parents and other Lincoln, Sudbury, or Boston residents shall not be subject to this policy. This exemption shall apply to individual volunteerism only and shall not extend to donations of services by employees and agents of businesses or commercial entities, which shall be treated the same as donations of money or other contributions of economic value under this policy.

Donations of cash may be accepted for the purpose(s) specified by the donor, upon approval by the School Committee. Donations in-kind that are subject to conditions or restrictions imposed by the donor will not be accepted by the School Committee or the Superintendent/Principal or any other District official, as the case may be. However, the School Committee will consider donor requests for the use and assignment of donated property before accepting contributions in kind.

The Superintendent/Principal will report to the School Committee annually with a comprehensive report of all donations and grants that exceed \$500 in value, other than donations of time and personal services, accepted by District personnel on behalf of the School Committee.

D. Fundraising and Solicitation

It is the preferred policy of the District that all operating costs associated with activities, academic programs and athletic programs be funded within the regular operating budget. It is understood, however, that circumstances may arise where it is not possible for all expenses to be supported and covered by the budget. If the Superintendent/Principal and the School Committee wish to approve alternative sources of funding, the following guidelines are applicable:

- All proceeds from fundraising efforts for District activities become the property of the District and are subject to appropriate accounting policy and procedures of the District.
- All fundraising activities should have a specific purpose; all proceeds should be used solely for educationally sound programs at LSRHS.
- Any fundraising activity should be first-and-foremost an opportunity for team-building and achievement of a common goal. Discrimination based upon level of success or contribution to any LSRHS organization from fundraising is strictly prohibited.
- Fundraising is by nature a public activity. The School Committee recognizes that fundraising should have an articulated goal and/or basis. While it is understood that solicitation may be part-and-parcel of some fundraising efforts, door-to-door solicitation is strongly discouraged.
- Should a student or student's family have concerns with regard to any fundraising efforts, it remains the responsibility of the advising LSRHS staff/faculty member to meet with the concerned party(ies) and suggest acceptable alternative opportunities to support the fundraising effort.
- Fundraising activities may be held to defray the costs of field trips and must be supervised by the class or activity sponsor. Fundraising efforts for overnight field trips must be approved by the School Committee in line with this policy, the student travel guidelines and the District's Field Trip policy.

- Coaches' stipends, advisors' stipends, transportation to and from games and practices, officials' fees, dues, and uniforms are to be funded by the District's operating budget and not through private fundraising. Individual team fundraisers may generate revenues to be used by that specific team to supplement the above-listed expenses of the athletic program or activity, except for coaches' and advisors' stipends, subject to such limits as the Superintendent/Principal may establish. Examples of uses for funds include transportation upgrades and non-essential equipment.
- Funds raised from Booster activities may be used for such supplementary activities as: awards and trophies, operation of the concession stand, and other equipment.
- Gate receipts collected by attendance at any athletic program are used to offset the Athletic Department costs in general.

With regard to solicitation, the School Committee will place limits on outside commercial activities and fundraising activities, and reasonable limits on District fundraising activities at Lincoln-Sudbury Regional High School District for the following reasons:

1. The District should provide students, parents, and staff some measure of protection from exploitation by commercial, charitable, and District fund-raising organizations;
2. Some commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Superintendent/Principal and Housemasters may permit occasional commercial or fundraising activities related to the objectives of the school. However, any group or organization that seeks to raise funds in excess of the thresholds set out in Section C1 of this policy, to support the District, especially to support a particular program or initiative, must communicate with the District and receive the Superintendent/Principal's permission to ensure its efforts are compatible with the District's educational goals. Generally, communication and coordination with the District would be desirable for any fundraising efforts. Donations from fundraising efforts are subject to the donation approval policy. The School Committee may choose to not to accept donations from fundraising efforts in the absence of approval prior to the fundraising effort.

Generally,

1. No direct solicitation of students or staff may take place without the Superintendent/Principal's permission.
2. No general or class distribution of commercial or fundraising literature may take place without the Superintendent/Principal's permission.
3. For purposes of this policy, the LSPO and other specified groups will be considered "school groups" and will be governed by the Committee's policy on staff solicitations.

E. Conditions for Acceptance of Donations or Fundraising Proceeds

The School Committee reserves the right to reject any donation or proceeds from fundraising if it finds that the donation would not serve the interests of the District. The School Committee will normally accept only those gifts that benefit the District as a whole or all the same classes in a subject or grade level within the school (e.g., those that strengthen the scope and sequence of the curriculum or the many co-curricular and support programs), subject to the limited exceptions listed below. The School Committee will consider the overall interests of the District in reviewing each circumstance, but generally will not accept donations or proceeds from fundraising under the following circumstances:

1. The targeted purpose is incompatible with existing or planned curriculum, programs, or educational goals of the District.
2. The donation or fundraised proceeds would result in an unreasonable inequity among classes or groups of students within the District that are protected by applicable anti-discrimination laws (e.g., gender, race, religion, sexual orientation or disability).
3. The donation or purpose for fundraising would constitute an operating expense and result in a recurring cost to the District such as the salary or benefits for a staff position, or ongoing maintenance or support of equipment or materials, or would create a cost to the District to terminate or eliminate the staff, equipment or materials (e.g., unemployment). Funding for ongoing maintenance must accompany any donation of capital or capital purchased through fundraising, equal to 10% of the overall value of the donation or such higher amount as the Committee may require.
4. The donation or purpose for fundraising may require special supplies, maintenance, or installation, or entail other significant costs not covered by the donation or funds raised.
5. The donation or purpose for fundraising would involve unreasonable advertising or promotion of a commercial interest.
6. The donation or purpose for fundraising would support a program that has been discontinued or any program, equipment or materials, or a capital item that was proposed but not funded through the District's budget.

F. Advertising in the School

Advertising of commercial products or services will only be permitted in school buildings or on school grounds or properties with the permission of the Superintendent/Principal. Publications of the District will not contain any advertising, including on-line advertising. However, this policy will not prohibit advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content thereof is approved by the Superintendent/Principal.

Proposals involving recognition signage in support of programs or facilities on campus by commercial or private interests must be brought to the School Committee for consideration and discussion on a case-by-case basis.

Solicitation of sales or use of the name of the District to promote any product will not be permitted by the School Committee.

G. Expenditure of Gifts over more than one Year

In the case of any grant or gift of cash given for educational purposes or for other purposes that remains unspent at the end of the year in which the gift was made, the District may expend such funds for the purposes of each grant or gift with the approval of the School Committee in the following budget year. Any grant or gift of cash will be accounted for in accordance with applicable laws.

The Committee recognizes that any policy statement on this topic will not be comprehensive in its resolution of all questions and situations. The Committee expects, from time to time, to render specific decisions, including policy exceptions, when it deems circumstances so warrant. Moreover, the Committee may amend this Policy from time to time at its sole discretion.

LEGAL REFS.: M.G.L. 71:37A; 44:53A, as amended

SOURCE: Lincoln-Sudbury

Adopted 10/08/02

Amended and Adopted 11/09/05

Amended and Adopted 09/09/08

Amended and Adopted 10/09/12

Amended and Adopted 12/21/21 for LSSC Policy Manual

PUBLIC'S RIGHT TO KNOW

The 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.

All commonly available public record documents of the School District shall be posted on the district's website. The length of time such records shall remain posted on the district website shall be in accordance with the Municipal Record Retention Manual. In addition, 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/Principal 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/guardian).

SOURCE: MASC October 2016

Amended and Adopted for LSSC Policy Manual: 12/21/21

LEGAL REFS.: M.G.L. 4:7; 66:10; 30A:18-25

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

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 challenges, programs, planning, and activities of the school district.

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 district 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 Chair will be the official spokesman for the Committee, except as this duty is delegated to the Superintendent.
2. News releases that are of a district-wide or a sensitive nature or pertain to established Committee policy are the responsibility of the Superintendent.

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 district.

SOURCE: MASC October 2016
Adopted for LSSC Policy Manual: 12/21/21

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. Associate Principal
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.

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.

Matters referred to the Superintendent/Principal 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.

SOURCE: MASC October 2016
Amended and Adopted for LSSC Policy Manual: 12/21/21

LEGAL REFS.: M.G.L. 76:5
603 CMR 26.00

COMMUNITY USE OF SCHOOL FACILITIES

It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.

Permission for the use of facilities must be obtained through the office of the Superintendent, where applications are available for this purpose.

Eligibility

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Parks and playgrounds activities
6. Local nonprofit and noncommercial organization activities
7. Metropolitan civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the town
8. The activities of other organizations when approved by the School Committee

School and Town Preference

The priority given requests for use of school facilities will be as follows:

1. School activities
2. Town meetings and elections over other community activities
3. Parks and playgrounds

SOURCE: MASC

Amended and Adopted for LSSC Policy Manual: 12/21/21

LEGAL REFS.: M.G.L. 71:71; 71:71B; 272:40A

REGULATIONS AND PROCEDURES FOR COMMUNITY USE OF SCHOOL FACILITIES

1. School facilities may, with the advance written approval of the Superintendent/Principal or the Director of Finance/Treasurer, be made available for community use in accordance with School District policy and with these Regulations and Procedures.
2. School grounds, buildings and equipment may be used for educational, recreational, social, civic or philanthropic purposes as provided by law. Commercial activities of individuals or groups for such purposes may also be permitted.
3. Community use shall not be permitted for activities which may jeopardize the safety of any individuals or property, which may compromise the use of the facilities for school program use, or which may interfere with the normal conduct of education in the District.
4. Advance written approval must be requested and secured in a written Application/Agreement signed by an authorized and responsible adult representative of the Community User and by the Superintendent/Principal or the Director of Finance. The required Application/Agreement form is attached. The Community User shall be responsible" for the safety and protection of people and property as set forth in the Application/Agreement. Applications must be made in writing to the Superintendent/Principal or the Director of Finance/Treasurer at least two (2) weeks prior to the intended date of use unless that requirement is waived by the Superintendent/Principal or the Director of Finance/Treasurer.
5. An authorized and responsible adult representative of the group using the school facilities, and a school custodian, must be present for the entire period of the program or activity. The custodial fees shall be in accordance with the Fee Schedule in effect from time to time. If additional cleaning is required, a charge will be added to the fees.
6. A Certificate of Liability Insurance, naming the School District as an additional insured, is required unless waived by the Superintendent/Principal or the Director of Finance.
7. Unless waived by the Superintendent/Principal or the Director of Finance, a security deposit of \$50 must accompany all Applications in order to hold the date requested. The full amount on the Estimated Fee Calculation Worksheet, prepared by the School District, must be paid one week prior to the scheduled event. A final bill will be sent for any additional charges within one week after the event.
8. The Superintendent/Principal or the Director of Finance may waive security deposit fees, rental fees, custodial and other labor fees and equipment fees for School Related Groups and Community Service Organizations *as* defined in the Fee Schedule, a copy of which is attached. The Superintendent/Principal or the Director of Finance may waive or modify the insurance certificate requirement for School Related Groups and Community Service Organizations as defined in the Fee Schedule.

9. When police and/or fire protection is required, it is the responsibility of the user to arrange it at the user's expense with the Police Chief and/or Fire Chief.
10. Use of any tobacco products within the school building, within school facilities or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times, pursuant to MGL and the District's Tobacco Policy. This prohibition applies to the general public as well; signs shall be posted in all school buildings informing the general public of the requirements of state law.
11. No alcoholic beverages may be taken onto school property.
12. Adhesives or other materials that may damage interior finishes may not be used.
13. Food shall be prepared, served and consumed only in the cafeteria, kitchens and conference rooms, unless specifically waived in advance by the Superintendent/Principal or the Director of Finance.
14. All persons taking part in athletic activities shall wear appropriate gym shoes.
15. No gifts or gratuities shall be given to or accepted by school personnel assigned to supervise activities in the school.
16. Violations of any or all of these regulations may result in the denial of future use of school facilities, as well as other consequences.
17. Keys/key codes will not be issued to any group/individual. A custodian will be assigned to open and secure the facilities when necessary. Fees may be charged.
18. Whenever special school equipment such as, but not limited to, stage lighting, audio-visual or computer equipment and kitchen equipment is to be used by Community Users, they may be required to utilize, and be charged fees for, school personnel skilled in the use and maintenance of this special equipment.
19. The Superintendent-Principal or Director of Finance may assess additional fees in the event of any further requests or requirements in connection with the Community user's use of the Facility.
20. All Community Users shall be subject to the direction of designated school personnel in connection with the Community User's use of the Facility.

SOURCE: Lincoln-Sudbury

Adopted: 4/7/04

Amended: 2/15/05

Amended and Adopted for LSSC Policy Manual: 12/21/21

PUBLIC SOLICITATIONS IN THE SCHOOLS

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

1. The school district should provide students, parents/guardians, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school district 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/Principal 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 district employees will be considered "school groups" and will be governed by the Committee's policy on staff solicitations.

SOURCE: MASC

Adopted for LSSC Policy Manual: 12/21/21

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

CROSS REFS.: GBEC, Staff Gifts and Solicitations
JJE, Student Fund-Raising Activities
KHB, Advertising in the Schools

ADVERTISING IN THE SCHOOLS

The School Committee may grant permission for advertising of commercial products or services in school buildings or on school property under guidelines or regulations it may approve. Otherwise, no advertising of commercial products or services will be permitted in school buildings or on school property. Publications of the school district will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school district to promote any product will not be permitted by the Committee.

SOURCE: MASC October 2016
Adopted for LSSC Policy Manual: 12/21/21

CROSS REF.: KHA, Public Solicitations in the Schools

RELATIONS WITH POLICE AUTHORITIES

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

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

The 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.

SOURCE: MASC

Adopted for LSSC Policy Manual: 12/21/21

RELATIONS WITH PLANNING AUTHORITIES

The 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 the school or school-sponsored programs, and will undertake action on behalf of the School Committee to influence matters in the best interests of the students and the District.

SOURCE: MASC

Adopted for LSSC Policy Manual: 12/21/21

RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

The 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 the administration informs elected and appointed officials of the local and county government of the desire to work cooperatively for improved services.

SOURCE: MASC

Adopted for LSSC Policy Manual: 12/21/21