

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL-COMMUNITY RELATIONS GOALS

Category: COMMUNITY RELATIONS

Adopted: 12/6/05

File No.: KA

Revised:

The 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

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: SCHOOL COMMUNITY RELATIONS GOALS

Category: COMMUNITY RELATIONS

Adopted: 12/6/05

File No.: KA-1

Revised:

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 Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: NON-CUSTODIAL PARENTS RIGHTS

Category: COMMUNITY RELATIONS

File No.: KBBA

Adopted: 3/20/07

Revised:

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 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 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 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) (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; 71:34H
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
REVISED: January 25, 2007

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: RELATIONS WITH PARENT ORGANIZATIONS

Category: COMMUNITY RELATIONS

Adopted: 12/6/05

File No.: KBE

Revised:

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.

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: PUBLIC GIFTS TO THE SCHOOLS

Category: COMMUNITY RELATIONS

File No.: KCD

Adopted: 12/6/05

Revised:

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.

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

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: PUBLIC'S RIGHT TO KNOW

Category: COMMUNITY RELATIONS

File No.: KDB

Adopted: 12/6/05

Revised:

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.

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.

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

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

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: NEWS MEDIA RELATIONS/NEWS RELEASES

Category: COMMUNITY RELATIONS

Adopted: 12/6/05

File No.: KDD

Revised:

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.

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.

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: PUBLIC COMPLAINTS

Category: COMMUNITY RELATIONS

File No.: KE

Adopted: 12/6/05

Revised:

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 the 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.

SOURCE: MASC Policy

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

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: COMPLAINT PROCEDURE FOR EQUAL EDUCATIONAL OPPORTUNITY

Category: COMMUNITY RELATIONS

Adopted: 12/6/05

File No.: KE-E

Revised:

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 therefore 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. 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.

SOURCE: MASC Policy

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

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: PUBLIC COMPLAINTS PROCEDURE

Category: PERSONNEL

File No.: KEB

Adopted: 12/6/05

Revised:

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.

SOURCE: MASC Policy

LEGAL REF.: 603 CMR 26.09 and 26.1 0

CROSS REF.: BEC, Executive Sessions

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

Category: COMMUNITY RELATIONS

Adopted: 12/6/05

File No.: KEB-R

Revised:

PROCEDURE

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.

SOURCE: MASC Policy

LEGAL REF.: 603 CMR 26.09 and 26:10

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

Category: COMMUNITY RELATIONS

Adopted: 12/6/05

File No.: KEC

Revised:

The School Committee, though it is ultimately responsible for all curriculum and instructional materials (including library books), recognizes the need and right of student to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the school system's educational philosophy and goals.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. If a parent requests that his own child not read a given book, the teacher and/or school administrator should resolve the situation, perhaps by arranging for the use of alternative material meeting essentially the same instructional purpose. This does not apply, however, to basic program texts and materials that the committee has adopted.
2. The committee will not permit any individual or group to exercise censorship over instructional materials and library collections, but recognizes that at times a reevaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:
 - a. The person who objects to the book or other material will be asked to sign a complaint on a standard form on which he/she will document his/her criticism.
 - b. Following receipt of the formal complaint, the superintendent will provide for a reevaluation of the material in question. He will arrange for the appointment of a review committee from among the faculty to consider the complaint.
 - c. The superintendent will review the complaint and the committee's reevaluation and will render a decision in the matter. Should the decision be unsatisfactory to the complainant, he may appeal it to the committee.

In summary, the committee assumes final responsibility for all books and instructional materials it makes available to students; it holds its professional staff accountable for their proper selection. It recognizes rights of individual parents with respect to controversial materials used by their own children; it will provide for the reevaluation of materials in library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach will be respected.

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

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: COMMUNITY USE OF SCHOOL FACILITIES

Category: COMMUNITY RELATIONS

File No.: KF

Adopted: 12/6/05

Revised: 12/16/08

1. GENERAL

The policy of the Southwick-Tolland-Granville Regional School committee is to encourage the use of our school buildings and grounds as a community center within the limits of good management and practical considerations. Conversely, the community must understand that the School Committee acts, by law, in a trusteeship role to protect the assets of the school district for the purpose of the effective, efficient education of the children of this district and that other use of school facilities is appropriate but secondary to this primary responsibility.

2. ELIGIBILITY

- A. Buildings and grounds of the Southwick-Tolland-Granville Regional School District may be used by organizations of citizens and commercial organizations of the Towns of Southwick and Tolland.
- B. Organizations whose membership is composed of residents of other communities, as well as residents of Southwick or Tolland (as indicated on an active membership roster submitted to the School District), may be allowed use of the facilities only when proof that other communities in which members reside assume a share of such meetings.
- C. Commercial organizations may use the school facilities for any periodic need but not on a routine basis as to avoid a business overhead expense or for the direct sale of any product or service.

3. RENTAL ORGANIZATION CATEGORIES

- A. All activities under the direct sponsorship of the school district and organizations whose sole purpose is to raise funds for the benefit of school related programs.
Organizations that are providing non-profit services for the youth of our school district where no admission is charged.
- B. Southwick or Tolland Municipal Departments or related governmental activities.
- C. Adult non-profit programs, businesses or commercial organizations.

4. REQUIREMENTS

- A. The School Committee has adopted a fee schedule, depending on the types of organization and specific needs of each event, which is attached hereto, and may be revised from time to time by the School Committee. Payment is to be made to the Southwick-Tolland-Granville Regional School District, c/o Superintendent of Schools Office, within three weeks following the activity. Funds received from the use of the facilities will be deposited in a Buildings and Grounds Revolving Account and will be used for payment of staff for services rendered in regard to such use and for general repairs and maintenance of facilities.
- B. The School District will charge the member municipal governments for their use of the school buildings and grounds according to the fee schedule outlined in this policy but based on an estimated annual use that is mutually acceptable to the municipality and the School District. This annual charge will be calculated into the Regional School District assessment.

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

- C. The renting organization shall sign a Release of Liability Agreement with the Southwick-Tolland-Granville Regional School District (see enclosed form.)
- D. Provide a Certificate of Insurance, if requested to do so, for the renting organization to the Superintendent of Schools Office prior to the Event. The insurance shall be General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability per occurrence/\$3,000,000 aggregate and name the Southwick-Tolland-Granville Regional School District as an "Additional Insured."

5. **RULES AND REGULATIONS**

- A. Pursuant to Massachusetts General Laws and local Board of Health Ordinances, the use of alcohol, tobacco or any illegal drugs is not permitted in any school building or on any school property, nor shall a person under the influence of intoxicants be admitted on school property.
- B. No use of school facilities shall at any time be allowed to interfere with or limit the regular work or extra-curricular activities of the school program or of classes or activities under the direction of the *Southwick-Tolland-Granville Regional School Committee*.
- C. No use of building space will be permitted without the presence of a district employee. That is, groups will not be allowed in the building when it is closed and otherwise unoccupied.
- D. The Superintendent of Schools and/or his/her representative must have free access to all rooms at all times.
- E. Permission, when granted, does not allow the use of any school supplies, apparatus or equipment unless permission has been specifically granted.
- F. The renting organization must assume full responsibility for the maintenance of order in the building or on the grounds, and of all spectators, children and adults present as a result of their event.
- G. Organizations will also provide for police coverage when appropriate as well as an appropriate level of chaperones. The Superintendent of Schools will make the final determination whether police coverage is required or not.
- H. Use of any kitchen facilities for the purpose of preparing and serving a meal shall require a member of the cafeteria staff and custodial staff to be present. Serving of light refreshments does not require attendance of a cafeteria staff member.
- I. Payments of "tips" directly to custodians or cafeteria personnel are not permitted. The School District will pay all school employees unless express permission is granted to the contrary.
- J. The School facilities must be left clean, orderly and secured. The renting organization is responsible for any damage to the school buildings and grounds and any personal injuries by its use of school property.
- K. Failure to observe these rules will result in the suspension of the use privilege for a certain period of time.

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

APPLICATION and CONTRACT for USE OF FACILITIES

REQUEST:

- 1. Organization Name: _____ Date: _____
- 2. Adult in Charge: _____ Telephone: _____
Address: _____
- 3. **Buildings or Grounds Needed:** **Specific Location or Needs of Building/Field:**
 - A. Regional High School _____
 - B. Powder Mill Middle School _____
 - C. Woodland Elementary School _____
 - D. Athletic Fields _____
 - E. School Grounds _____
- 4. Date(s) of Activity: _____ Time Start: _____ Time End: _____
- 5. Day(s) of Week: (circle) Monday Tuesday Wednesday Thursday Friday Saturday Sunday
- 6. Is a fee being charged for this event? YES _____ NO _____
- 7. Other special needs for this event: _____

ADMINISTRATIVE APPROVAL:

- 1. **Event Date Conflict?** YES _____ NO _____ RESCHEDULED? _____
- 2. **Organization Classification:** A _____ B _____ C _____
- 3. **Charges:**
 - Fixed Charges: _____ Heat: _____
 - Custodian: _____ Cafeteria Worker: _____
 - Athletic Fields: _____ Grounds/Parking Lot: _____
- 4. **Release of Liability Form:** YES _____ NO _____
- 5. **Certificate of Insurance Form:** YES _____ NO _____
- 6. **Other Comments:** _____
- 7. **APPROVAL SIGNATURE:** _____ **DATE:** _____

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

RELEASE of LIABILITY AGREEMENT

I understand and agree that, in consideration for being granted access to and use of the property and facilities of the Southwick-Tolland-Granville Regional School District, I assume any and all risk with respect to such access and use, and hereby release said Southwick-Tolland-Granville Regional School District, its representatives, agents, servants and employees from liability for any injuries sustained or damage incurred in the course of such access and use resulting from any cause whatsoever which may be sustained.

Organization Using Facility: _____

Authorized Signature: _____

Date(s) of School Facility Use: _____

FOR SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT:

Authorized Signature: _____

DATE: _____

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

RENTAL CHARGES AND INSURANCE REQUIREMENTS

RENTAL ORGANIZATION CATEGORIES:

- A. All activities under the direct sponsorship of the school district and organizations whose sole purpose is to raise funds for the benefit of school related programs and organizations that are providing non-profit services for the youth of our school district where no admission is charged.
- B. Southwick or Tolland Municipal Departments or related governmental activities.
- C. Adult non-profit programs, businesses or commercial organizations.

RENTAL ORGANIZATION CATEGORIES

	<u>A</u>	<u>B</u>	<u>C</u>
1. <u>Hourly Overhead Expenses (Heat /Electricity)</u>			
A. Auditorium/Gymnasium/Library/ Community Room/Classroom	N/C	\$25 per 4 hr. session	\$25 per 4 hr. session
B. Cafeteria w/o Kitchen		\$25 per 4 hr. session	\$25 per 4 hr. session
C. *Kitchen	N/C	\$25 per 4 hr. session	\$25 per 4 hr. session
D. Media Charge	N/C	\$20	\$20
2. <u>Custodial, Cafeteria & Police</u>			
A. Custodians	N/C	All other organizations billed actual custodian hourly rate. When custodial is on a normal school shift, a charge for only the extra time needed to accommodate the event. When building is closed, a charge for actual custodial hourly rate with a minimum of two hours pay.	
B. *Kitchen Staff		All organizations must pay the actual hourly rate of at least one cafeteria person.	
C. Police		When needed, all organizations make arrangements with the Southwick Police Department.	
3. <u>Use of Athletic Fields or Grounds</u>			
A. Athletic Fields		N/C
B. School Grounds or Parking Lot		N/C
4. <u>Insurance Requirements</u>			
A. Release of Liability Forms	YES	YES	YES
B. Certificate of Insurance	YES	YES	YES

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

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: PUBLIC SOLICITATIONS IN THE SCHOOLS

Category: COMMUNITY RELATIONS

Adopted: 12/6/05

File No.: KHA

Revised:

The 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.

SOURCE: MASC Policy

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

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: ADVERTISING IN THE SCHOOLS

Category: COMMUNITY RELATIONS

File No.: KHB

Adopted: 12/6/05

Revised:

No advertising of commercial products or services will be permitted in school buildings or on school grounds or properties. Publications of the school system 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 system to promote any product will not be permitted by the committee.

Salesmen going door to door or by telephone, who claim to be making surveys, or selling books and products upon the recommendation of the school system, are doing so without the knowledge of the School Committee and school administration. A listing of all products or tickets sold through the schools either directly to students or to parents by way of the students are subject to school committee approval and must be on file in the principal's and superintendent's offices.

SOURCE: MASC Policy

CROSS REF: JP, Student Gifts and Solicitations
KHA, Public Solicitations in the Schools

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: VISITORS TO THE SCHOOLS

Category: COMMUNITY RELATIONS

File No.: KI

Adopted: 12/6/05

Revised:

The School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional program 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.

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

1. For security purposes it is requested that all visitors report to the principal's office upon entering and leaving the building and sign a log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the principal's office. Visitors must wear visible "Visitor" badges at all times.
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. Under ordinary circumstances, classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
4. 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.

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: RELATIONS WITH BOOSTER ORGANIZATIONS

Category: COMMUNITY RELATIONS

Adopted: 12/6/05

File No.: KJA

Revised:

The 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.

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: RELATIONS WITH POLICE AUTHORITIES

Category: COMMUNITY RELATIONS

Adopted: 12/6/05

File No.: KLG

Revised:

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 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.

The following "Memorandum of Understanding" has been developed in cooperation with our local law enforcement agency:

PURPOSE

This Memorandum of Understanding establishes written procedures for the Southwick-Tolland-Granville Regional School District and the Southwick Police Department for handling incidents of consumption, possession, and distribution of alcohol and drugs, the investigation of other criminal activity, and enforcement of all criminal statutes of the Commonwealth and regulations and by-laws of the Town of Southwick.

POLICY

The abuse of alcohol, and drugs and other criminal activity is a national and societal problem. The coordination of efforts by community leaders is vital to effectively combat these problems and seek to rehabilitate violators. The Southwick-Tolland-Granville Regional School Committee and the Southwick Board of Selectmen agree to coordinate their efforts in preventing student abuse of alcohol and drugs as well as other criminal activity.

The procedures outlined in this memorandum will outline the expectations of students, counselors, teachers and administrators within the school system regarding the response to the discovery of alcohol and drugs or other criminal activity on school grounds or at school sponsored functions. The procedures will also outline the expectations of law enforcement personnel when responding to said reports. Further, the procedures will define circumstances in which law enforcement personnel and school department personnel may exchange information concerning matters governed by school policy and regulation. These procedures are developed with an understanding that School Department and Police Department employees are required to maintain confidentiality of certain information as required by statutes and regulations of the Commonwealth and that both the Southwick-Tolland-Granville Regional School District and the Southwick Police Department agree to respect the confidentiality of student disciplinary actions and hearings.

This Memorandum of Understanding shall be considered public policy to be widely distributed to parents, students and the community at large.

DEFINITIONS

A. Ingestion.

Ingestion is the eating, drinking, inhaling, absorbing of drugs, alcohol, or tobacco into the body. Ingestion may or may not have occurred on school property or at a school sponsored function. Ingestion may be detected through the presence of odors, such as alcohol, behavioral changes, such as disruptive actions, and/or changes in physical appearance, such as dilated pupils.

Although it is unlawful for students to possess or distribute alcoholic beverages or controlled substances, incapacitation by reason of consumption of said substances is not a criminal offense (except when operating a motor vehicle) .

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

Chapter 111B of the General Laws of Massachusetts defines an incapacitated person as one, who by reason of consumption of intoxicating liquor, is

- a) unconscious,
- b) in need of medical attention,
- c) likely to suffer or cause physical harm or damage to property, or
- d) disorderly.

There is no similar State law which defines a person who is incapacitated by reason of consumption of a controlled substance.

B. Possession - Possession is the custody (including having on one's person, in an assigned locker, in a vehicle operated by a student, or in any other container or area controlled by a student) of alcohol, any controlled substance, any dangerous weapon, any tobacco products, or any other articles listed as prohibited by the student regulations adopted annually by the School Committee and printed in school handbooks distributed to each student.

C. Distribution - Distribution is the unlawful transfer of alcohol or a controlled substance from one person to another. The transfer does not require a transaction by sale.

D. Confidentiality - Confidentiality is the protection of the privacy of students through compliance with 603 CMR 23.00 Sections 01 through 12 also known as "Regulations Pertaining To Student Records" promulgated by the Department of Education and the protection of the privacy rights of citizens by law enforcement agencies governed by statutes and regulations of the Commonwealth.

E. Parent The parent or guardian of a student or, if the parent or guardian cannot be reached in a timely manner, the responsible adult named on the "emergency data card" on file for each student.

F. On-Campus On-campus includes on the grounds of any Southwick-Tolland-Granville Regional School District school, at the school bus stop, on school buses or other school transportation vehicle while going to, during, and from school or school related events and activities, including athletic games, and on the grounds of any other school or property on which a school activity or event is taking place.

G. Discretion Where the administrator "should" report an incident to the police it is recognized that some discretion or judgment may be exercised by the administrator. The administrator will maintain a log showing the instances when incidents were reviewed and not reported to the police.

PROCEDURE

A. Ingestion of an alcoholic beverage or controlled substance.

1. Staff response: Report all on-campus incidents to a school administrator when a student is reasonably suspected of having ingested an alcoholic beverage or a controlled substance.
2. School Administration response:
 - Notify police immediately,
 - Notify parents,
 - Enforce school disciplinary code,
 - Schedule mandatory parental conference,
 - Refer for counseling, and
 - Restrict from school activities in accordance with the Extracurricular Eligibility Code and the Athletic Training Code, if applicable.
3. Police Officer response:
 - Dispatch ambulance if required,
 - If required, place the incapacitated person in Protective Custody in accordance with Chapter 111B of the M.G.L.
4. Police Administration response:
 - Notify parents of actions taken by police,
 - Notify school administrator of violations of Extra-curricular Eligibility Code which have occurred off campus unless prohibited from releasing information by statute.

B. Voluntary self-report (before being confronted by a school staff member) of ingestion of an alcoholic beverage or controlled substance.

1. Staff response: Refer student to school nurse, guidance counselor, administrator, or other staff member trained to assist students with substance abuse issues.

School Committee Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

2. School support staff response:
 - Notify parents,
 - If student is incapacitated and assistance is required, notify police,
 - Schedule mandatory parental conference, and
 - Refer for counseling.
3. School Administration response:
 - Restrict from school activities in accordance with the Extracurricular Eligibility Code and the Athletic Training Code, if applicable.

C. Possession or distribution of an alcoholic beverage or controlled substance.

1. Staff response: Report to a school administrator all suspected on-campus incidents involving the possession, sale, or distribution of an alcoholic beverage or controlled substance.
2. School Administration response:
 - Notify police immediately,
 - Notify parents of student suspected of activity,
 - Enforce school disciplinary code,
 - Schedule mandatory parental conference,
 - Refer for counseling, and
 - Restrict from school activities in accordance with the Extracurricular Eligibility Code and the Athletic Training Code, if applicable.
3. Police Officer response:
 - Investigate facts of violation of law,
 - Take lawful custody of evidence,
 - Notify parents of student suspected of activity of the nature of the investigation,
 - If requested by school officials, investigate of violations of school regulations that may also be violations of law.
4. Police Administration response:
 - Determine if court action is appropriate,
 - Notify parent of final results of police investigation,
 - Notify school administrator of violations of Extra-curricular Eligibility Code which have occurred off campus unless prohibited from releasing information by statute.

D. Other criminal activity

1. Staff response: Report to a school administrator all suspected criminal activity.
2. School Administration response:
 - Should notify police immediately,
 - Notify parents of student suspected of activity,
 - Enforce school disciplinary code,
 - Notify student and parents of their potential victim status and option to make police report if appropriate.
3. Police Officer response:
 - Investigate facts of violation of law,
 - Take lawful custody of evidence,
 - Notify parents of student suspected of activity of the nature of the investigation,
 - If requested by school officials, investigate of violations of school regulations that may also be violations of law.
4. Police Administration response:
 - Determine if court action is appropriate,
 - Notify parent of final results of police investigation.

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: RELATIONS WITH PLANNING AUTHORITIES

Category: COMMUNITY RELATIONS

Adopted: 12/6/05

File No.: KLJ

Revised:

The School Committee will participate in local and state planning functions that could directly affect District schools and their immediate environment. A member of the school committee, or designee, will sit on the town's Capital Improvement Committee.

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.

SOURCE: MASC Policy

SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT

CODE: RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

Category: COMMUNITY RELATIONS

Adopted: 12/6/05

File No.: KLK

Revised:

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

When possible, a member of the school committee will attend selectmen's meetings and finance committee meetings.

SOURCE: MASC Policy