

SECTION K
COMMUNITY RELATIONS

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CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

Not all public school students come from homes that include two parents. Some students are from one-parent families, and others have non-parent guardians. Also, a child may have two parents who are not living together. Custody of the student may be joint, or may be by only one of the parents.

On October 25, 2005, the Massachusetts Board of Education voted to adopt emergency amendments to the student regulations pertaining to access to student records by non-custodial parents. 603 CMR 23.07(5) The changes were designed to make the state regulations consistent with federal law concerning non-custodial parental access to student records.

I. Access to Student Records

As required by Massachusetts General Law Chapter 71, Section 34H, a noncustodial parent may have access to the student record in accordance with law and Department of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department 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 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 records unless:
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 mail 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 twenty-one (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) 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.

II. Right to Visit Child At School or Remove Child From School Property

Both custodial and non-custodial parents have the right to visit the child briefly at school. Both also have the right to participate in parent/teacher conferences (although, in the school's discretion, there may be separate conferences for each parent).

Only the custodial parent has the right to remove the child from school property. If a non-custodial parent asks to remove the child from school, the following steps should be followed:

- (a) The principal, or their designee, shall explain that school staff is responsible for the child's welfare while at school. In the non-custodial parent's presence, the custodial parent should be contacted by telephone, and the request to visit explained. If the custodial parent agrees, then the school may comply with the request.
- (b) If the custodial parent does not agree, explain to the non-custodial parent the rights of both parents (see above). Confirm that the school will allow a brief visit by the non-custodial parent. Make clear that the child will stay in the office area during the visit, will not leave school property, and will return to class after the visit. {This discussion of the conditions of the visit should take place, when possible, within the hearing of both parents}.
- (c) Escort the child to the office. {Do not send the non-custodial parent to the classroom.} Explain to the child how the visit will be handled. Emphasize that the child will be returned to the classroom after the visit. Provide a place for the visit than can be observed by office staff. After the visit, escort the child back to class.

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, at each school building. 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 building Principal 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

DONATIONS / GIFTS POLICY

As prescribed by Chapter 44, Section 53A, and Chapter 71, Section 37A, of the Massachusetts General Laws, the Medway School Committee may accept donations and gifts. This includes donations/gifts and grants from federal or state government, private foundations, non-profit organizations, parent organizations, booster groups, education foundations and individuals.

All donations and gifts become property of the Medway School District upon acceptance by the School Committee. Donations/gifts may not be spent or used in the schools unless they have been accepted by a vote of the School Committee.

Gifts of cash donations will be deposited to the donations account and may be expended at the discretion of the Committee, as provided by law.

The School Committee reserves the right to decline any donation/gift that would not serve the interests of the Medway School District. All donations/gifts will be considered, but the School Committee will generally not accept donations/gifts in the following circumstances:

- Donations/gifts which will require special supplies or maintenance, or entail other significant costs which are not covered by the gift or grant. Such donations/gifts may be subject to acceptance on the basis that funding accompanying the gift will cover supplies and/or maintenance for up to two years.
- Donations/gifts which are incompatible with existing or planned curriculum, programs, facilities or equipment.
- Donations/gifts which may offer a disproportionate advantage in educational opportunity to a specific school or segment of the school population.
- Donations/gifts whose acceptance could be reasonably construed as exclusively furthering the narrow goals of an individual or group.
- Donations/gifts that would involve advertising or promotion of a commercial interest.
- Donations/gifts may result in a recurring cost to the District, or create a cost to the district that could terminate or eliminate staff, equipment or materials.
- Donations/gifts would support a discontinued program, equipment or materials.

In general, donations/gifts for staffing are prohibited. Donations/gifts for staffing of extracurricular or athletic activities may be allowed under the following conditions:

- Prior approval of Superintendent's office
- Approval by the Medway School Committee
- Positions will be filled in compliance with the Unit A Contract.

Any donation of a capital item, equipment, or technology will first be considered by the Superintendent to ensure its usability. The Superintendent will forward a recommendation to the School Committee for a vote. If approved by the School Committee, these donations / gifts will be accepted in accordance with school administration policies and procedures.

Any donation of library books or materials, enrichment program materials, guest speakers, curriculum materials, or programs in the school will first be considered by the Superintendent. The Superintendent will forward a recommendation to the School Committee for a vote. If approved by the School Committee, these donations/gifts will be accepted in accordance with school administration policies and procedures.

Donations of time and personal services by parents, guardians or residents shall not be subject to this policy.

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

CROSS REF.: JJE, Fundraising 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.

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 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.

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

SCHOOL FACILITIES USE POLICY

It is the policy of the Medway School Committee to permit responsible individuals or organizations (where the main purpose is to benefit the citizens of Medway) the use of school buildings and athletic fields to the extent that there is no interference with the educational programs. The complete control of school buildings and equipment is, by law, vested in the School Committee, and the administration of the rules and regulations governing the buildings is delegated to the Superintendent of Schools or his designee.

Use of school facilities shall be granted within the limits prescribed in Chapter 71, Section 71, of the Massachusetts General Laws and acts in amendment or addition thereto.

This policy covers all functions/events which are held in the Medway Public Schools after school hours Monday through Friday, and anytime on Saturdays and Sundays.

Priorities For Use of School Facilities

Priorities for use of school facilities, including buildings and athletic fields shall be as follows:

1. Medway School Activities (student performances, student athletic events, dances, graduation, school councils, school committee, etc.)
2. Medway Community Education Activities
3. Medway School Support Groups (PTO, MFE, etc.)
4. Medway Town Related uses (town meetings, voting, etc.)
5. Medway Non-Profit groups (Lions Club)
6. Medway Youth related non-profit organizations (MABA, MYS, Scouts)
7. All other

Conditions of Use

1. A completed Application for Use of School Facilities form (and Certificate(s) of Insurance, if applicable) must be submitted to the Business Office Medway Public Schools, 45 Holliston Street, Medway, MA 02053.
2. It is suggested that all renters obtain and review this policy in its entirety.
3. There are certain restrictions upon the use of school property and the building. The user is solely responsible for the fulfillment of the regulations of the following:
 - A. State Department of Public Safety
 - B. State and Local Fire Laws
 - C. State and Local Police Laws
 - D. Internal Revenue Admission Laws
 - E. State Laws Relating to Rental of School Facilities

4. There is to be no smoking in the buildings or on the grounds of the Medway Public Schools in accordance with the Medway Public Schools No Smoking Policy.
5. Police coverage may be required for a particular activity. The applicant is responsible for making these arrangements and for payment of the same.
6. The applicant must be present throughout the time the facilities are being used. The applicant is responsible for the decorum of the group, including spectators.
7. When minors are using a facility, they are required to have adult supervision on a 1 to 15 ratio basis.
8. Alcoholic beverages are not allowed on any school premises.
9. Food and/or beverages are only permitted in cafeterias/all-purpose rooms. Eating or drinking in auditoriums, classrooms or gymnasiums is not permitted.
10. Any damages sustained to the facility and/or equipment during its use will be considered the responsibility of the renting organization. The renting organization will be billed for any repairs needed to restore the facility and/or equipment to its original state.
11. No electrical apparatus shall be connected to any lighting system unless it is first inspected and approved by the district approved auditorium manager or technical staff personnel.
12. In all cases where gymnasiums are used for athletic purposes, participants are required to wear athletic shoes.
13. School kitchens are available only when proper lunchroom employees are employed (at an additional expense) to supervise and protect the interests of the Medway Public Schools except for functions sponsored by and directly benefiting the Medway Public Schools. The district will facilitate contact with the Food Service Director to arrange for the specifics and receive an estimate of the costs.
14. Entrance to the property shall be permitted ONLY via the main (front) doors of the school in use. All doors to the facility shall remain LOCKED at all times, except that custodial personnel shall unlock main entry doors for entrance by authorized groups as scheduled (fifteen minutes before and after scheduled start). Corridors/facility shall be unlocked as necessary to accommodate groups while in the building.
15. Access to facility will be available only as indicated on the approved application form.
16. Equipment of the building user, such as scenery and furniture, may not be moved into or out of the building during school hours.
17. The building user must satisfy the office of the Director of Facilities that the person designated by

the building user to operate the lighting, curtains, drops, scenery, etc. is qualified to do so. In the absence of such a person, a custodian shall be engaged to operate the stage.

18. It is the policy of the Medway Public Schools not to loan school materials and equipment to individuals or groups.
19. Vehicles are strictly prohibited from parking in the circular driveway in front of the Medway Middle School and in the circular driveway of the Medway High school. There shall be no double parking. All fire lanes shall be accessible at all schools. This will be enforced by the Medway Police Department, and violators are subject to being ticketed and/or/towed.
20. There shall be no parking or driving on any school property in conjunction with any function except as specified by the custodian or police officer on duty, or as approved by the Medway Public Schools.
21. All non-school or town governmental related activities MUST be completed and the premises vacated by 10:00 p.m.

Field Turf Use

The following is a list of field use included in the *Field Turf* warranty as “any other uses for which *Field Turf* gives its written authorization”.

- Physical education classes (team and individual sporting events and kinesthetic activities), interscholastic athletics, semi-professional athletics, intramural sports and community athletic programs including, but not limited to the following:
 - Football, cheerleading, soccer, field hockey, lacrosse, frisbee, speedball, hockey, baseball, softball, jogging, mini-golf, kickball, capture the ball, team handball and hurdling.
- Civic gatherings where chairs, tables, staging, public address systems and lights may be used including, but not limited to the following:
 - Marching band/flag bearer practices and competitions, musical/dance/entertainment performances, Medway Pride Day and other civic events/festivities/fairs, graduation and other gatherings and recognition activities; recreational field days including various family games.

Insurance Coverage

1. The organization shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with the activities, underlying this application, of the organization and any agents, representatives or employees. Insurance companies must be licensed by the Commonwealth of Massachusetts or otherwise acceptable to the School Department. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the organization. Full disclosure is required for any non-standard exclusions.

2. A certification of insurance, with minimum limits of \$1,000,000 for general liability (covering bodily injury and property damage combined, and personal injury) must be delivered to the Business Office for review prior to the date of the activity.
3. In addition, evidence of automobile liability and employers' liability (Workers' Compensation) insurance coverage is similarly required to the extent applicable by nature of the activity.
4. All Certificates of Insurance must include the Town of Medway as additional named insured.

Clean-Up

1. Neither the School Department nor its custodian on duty assumes any responsibility for liability.
2. All decorations, furniture, trash and other materials used shall be removed immediately by the renter after the completion of the function. All decorations MUST be fire resistant. Changing equipment, electrical adjustments, driving nails or hanging decorations shall be done only with the consent of the Director of Facilities. At no time shall objects be attached to stage curtains.
3. Medway Public Schools will not be responsible for any material left behind - IT WILL NOT BE SAVED AND THE RENTING ORGANIZATION WILL BE CHARGED FOR ITS REMOVAL. (this should be in regular font not caps)

Fees

1. It is understood that fees shall be charged for use of school facilities as defined by the Fee Schedule, attached to this policy.
2. When school buildings are used for the purpose other than for school use, additional expenses, including heating, lighting and other operating expenses (wear and tear) are incurred by the public school system. Therefore, charges are made by the Medway Public Schools to cover these costs. See attached Fee Schedule.
3. The School Committee has determined the rates to be charged based upon the following classifications:

Medway Organization:

Including, but not limited to; Medway school groups (drama, chorus), Community Education, support groups (PTO, MFE), Town departments (town meetings), Town Organizations (MYSA, MABA, Scouts), Medway businesses.

Non-Medway Organization:

All non-Medway organizations.

4. The Medway School Committee reserves the right to grant, at its discretion, free use of any school facility to any educational, charitable or governmental agency. The School Committee reserves the right to modify or rescind this practice at any time.
5. A piano tuning fee based upon the standard scale will be added to rental invoices for use of the baby grand piano.

Payment

1. The renter will receive an approved (signed) Application for Use of Facilities Form along with an estimated bill for facilities use, equipment and custodial fees. Payment for facilities along with estimated custodial and equipment fees *MUST* be made thirty (30) days in advance of the first use date. Checks must be made payable to The Town of Medway, include the completed application and be forwarded to Facilities Office. Any returned check will be subject to a \$30.00 Returned Check Fee and possible revocation of application.
2. If payment is not received on the due date, the renter's application will be considered cancelled.

Miscellaneous

1. The custodian on duty shall be responsible for the supervision of the building and equipment, safety precautions in the building, cleaning of the building after its use, and for any services required by the renter in accordance with the use of the facilities approved.
2. Custodians have no responsibility to groups, as they have regular duties to be completed.
3. If you plan on advertising for the success of your event and it is not a school function, be certain to note the sponsoring group and do not imply school sponsorship.
4. On days when school has been canceled because of emergency conditions, the school buildings may not be available. However, all scheduled use will automatically be canceled unless the renter contacts the school being rented to confirm the availability of the school.
5. The Medway Public Schools will not be responsible for the cancellation of an application for the use of school property in case of an emergency which results in the closing of a school building.
6. All questions concerning building use and particulars should be directed to the Director of Facilities or the Business Office.

For use and rental of any school athletic fields, please contact the Director of Medway Parks and Recreation at fields@townofmedway.org.

COMMUNITY USE OF SCHOOL FACILITIES

The use of school buildings, grounds, equipment, and facilities will be authorized by the Superintendent in conformity with the following regulations, which have been approved by the School Committee.

1. Requests for the use of school facilities will be made at the facilities office at least 30 days prior to the date of use.
2. School facilities may not be used for individual, private, or commercial purposes.
3. Requests for school facilities must be cleared with the building Principal or the Superintendent or both, should the nature of the request so justify.
4. All activities must be under competent adult supervision approved by the Superintendent or designee. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment.
5. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent or designee.
6. Groups receiving permission are responsible at all times for the observance of fire and safety requirements.
7. Smoking within the building is not permitted
8. Proper liability insurance will be required of all groups given permission to use school facilities.
9. The School Committee will approve and periodically review a fee schedule for the use of school facilities.
10. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
11. The School Committee reserves the right to cancel any permission granted.

CIVILITY AND CONDUCT OF PARENTS, VISITORS AND SCHOOL DISTRICT EMPLOYEES

The school committee recognizes that education of children is a process that involves a partnership between a child's parent/guardians, teachers, school administrators, and other school district personnel. The school committee recognizes that parental participation in their child's educational process through parent/teacher conferences, classroom visitation, serving as a school volunteer, serving as field trip chaperone, PTO participation, and other such service is critical to a child's educational success. For that reason, the school committee welcomes and encourages parental participation in the life of their child's school.

However, from time to time, parents and other visitors to a school or school district facility sometimes act in a manner that is disruptive, threatening, and/or intimidating to school district employees.

The purpose of this policy is to provide rules of conduct for parents, other visitors and school district employees that permit and encourage communication between parent/guardians, other persons, and school district employees concerning students or other matters, and encourage participation in school district activities, while enabling the school district to identify and deal with those behaviors which are in appropriate and disruptive to the normal operation of a school or school district facility.

Expected Level of Behavior

- a. School district employees shall treat parents and other members of the public with courtesy and respect.
- b. Parent/guardians and other visitors to a school or school district facility shall treat teachers, school administrators and other school district employees with courtesy and respect.

Unacceptable and Disruptive Behavior:

- a. Disruptive behavior includes, but is not necessarily limited to, behavior which interferes with or threatens to interfere with the normal operation of a classroom, an employee's office, areas of a school or district facility that are open to parents/guardians and the general public, and those areas of a school or district facility that are not open to parents/guardians and the general public.
- b. Using loud and/or offensive language, swearing, cursing, profane language, or display of temper.
- c. Threatening to do bodily or physical harm to a student, teacher, school administrator or other school district employee regardless of whether the behavior may constitute a criminal violation.
- d. Damaging or destroying school district property.
- e. Abusive, threatening, or obscene telephone calls, voice mail messages or email.

- f. Any other behavior which disrupts the orderly operation of a classroom, school, or school district facility.

Parent/Guardian Recourse

Any parent/guardian who believes they were subject to unacceptable or rude behavior on the part of a school district employee should bring such matter to the attention of the school district employee's immediate supervisor.

Authority of School District Employees To Direct a Person to Leave a School or School District Facility

A school principal, assistant principal, or in their absence a person who is lawfully in charge of the school, or any district-level administrator, including the superintendent of schools, may direct an individual to leave the school or school district facility, if that individual:

- Disrupts or threatens to disrupt the normal operation of a classroom, an employee's office, or any area of a school or district facility;
- Does, attempts or threatens to do physical harm to a student, teacher, school administrator, other school district employee or other person lawfully on the school district premises;
- Threatens the health or safety of a student, teacher, school administrator, other school district employee or other person lawfully on the school district premise;
- Intentionally causes damage to the property of a student, teacher, school administrator, other school district employee or other person lawfully on the school district premise;
- Uses loud or offensive language, swearing, cursing, profane language, or display of temper;
- Enters a school or school district facility without authorization.

If the individual refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the school district employee is threatened with personal harm, they may contact law enforcement.

Authority of School District Employees To Deal with a Person Who is Verbally Abusive

If an individual uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the school district employee to whom the remarks are directed is advised to calmly and politely warn the individual to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the individual, terminate the meeting, conference or telephone conversation. If the meeting or conference is on a school district premises, any employee may request that a principal, assistance principal or other district-level administrator, direct the individual to promptly leave the premises.

If the individual refuses to leave the premises as directed, the administrator or other authorized personnel

shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the school district employee is threatened with personal harm, they may contact law enforcement.

If a school district employee receives an abusive, threatening or obscene voice mail message or email, they are not obligated to respond. The employee should save the voice mail message or email and contact their principal. If the message threatens personal harm, the employee may contact law enforcement.

It is the intent of the school committee to promote mutual respect, civility and orderly conduct among school district employees, parent/guardians and the community. It is not the intent of the school committee, however, to deprive any person of their right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for students, teachers, administrators, other school district employees, parent/guardians and the community. The school committee encourages positive communication.

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 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 district employees will be considered "school groups" and will be governed by the Committee's policy on staff solicitations.

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

CROSS REFS.: GBEB, Staff Gifts and Solicitations
JJE, Student Fund-Raising Activities
KCD, Donations/Gift Policy
KHB, Advertising and Sponsorship Policy

ADVERTISING AND SPONSORSHIP POLICY

The Medway School Committee must review all requests for temporary advertising and sponsorships in order to provide funding for additional educational resources and opportunities. Funds received from the sale of advertising or from sponsorships shall be credited to the appropriate Medway School District revolving account.

Definitions:

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 events, or written notification through press releases, newsletters, e-mail, and the school district website.

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.

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 procedures, or the use of commercially-sponsored, free teaching aids if the content is approved by the Superintendent.

Guidelines

1. Requests for all advertising/sponsorships will be reviewed by the superintendent or designee prior to submission to the Medway School Committee for consideration.
2. All sponsorships and advertisements must not contradict the Medway School District's mission, core values, district policies, and state and federal laws.
3. Approval of advertisements or sponsorships does not constitute endorsement by the Medway School Committee or the Medway Public Schools of the products, programs, or services of any advertiser or sponsor.
4. The intent of sponsorships and advertising is to provide funding revenue, not to promote public points of view. Therefore, there is no obligation for the Medway School District to provide equal access to competitors.
5. Since policy evolves, approval of a sponsorship or ad does not constitute a precedent and does not necessarily mean there is an automatic approval of future requests.

VISITORS TO THE SCHOOLS

The School Committee welcomes parents/guardians 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 district's mission and goals.

Visits by parents/guardians 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. Request for classroom visitations by parents/guardians 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 guest 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.

CROSS REF.: IHBA, Observations of Special Education Programs