

## SECTION K: SCHOOL-COMMUNITY RELATIONS

Section K of the policy classification system provides a repository for statements on relations with the general public and with other community and public agencies except other educational agencies and groups.

[KA SCHOOL-COMMUNITY RELATIONS GOALS](#)

[KBBA NON-CUSTODIAL PARENTS' RIGHTS](#)

KBBA-E SAMPLE NOTICE TO THE CUSTODIAL PARENT WHEN NON-CUSTODIAL PARENT HAS REQUESTED STUDENT RECORDS

[KCD PUBLIC GIFTS TO THE SCHOOLS](#)

[KDB PUBLIC'S RIGHT TO KNOW](#)

[KDDA NEWS MEDIA RELATIONS/NEWS RELEASES](#)

[KEB PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL](#)

[KEB-R PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL PROCEDURES](#)

[KEC PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS](#)

[KF COMMUNITY USE OF SCHOOL FACILITIES](#)

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**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## KA SCHOOL-COMMUNITY RELATIONS GOALS

The Minuteman Regional Vocational Technical School District Committee and all employees of the Minuteman Regional Vocational Technical School District should be aware of the importance of securing and maintaining the confidence and respect of the public.

The 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 the school.
- 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 that enable the District's staff and students to express their commitment to the community.

**SOURCE:** MASC

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**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## KBBA NON-CUSTODIAL PARENTS' RIGHTS

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the child's 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 record unless:
  - i) The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
  - ii) The parent has been denied visitation or has been ordered to supervised visitation, or
  - iii) The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.
- b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).
- c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07(5)(a).
- e) The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

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f) Upon receipt of a court order which prohibits the distribution of information pursuant to M.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, E  
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents

**SOURCE:** MASC 2006

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**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**KCD  
PUBLIC GIFTS TO SCHOOLS**

The School Committee recognizes that individuals and organizations in the community may wish to contribute money, supplies, or equipment to enhance or extend the instructional program. This policy is intended to establish guidelines and procedures for such gifts in compliance with Chapter 44 Section 53A of the Massachusetts General Laws. The School Committee has the authority to accept such gifts and donations as may be made to the District by resolution duly passed at a public meeting. The School Committee may authorize through general resolution, that the Superintendent or his/her designee be authorized to accept gifts of cash or property valued up to \$5,000.00. Gifts exceeding equal to or exceeding \$5,000.00 shall be authorized by separate resolutions. The School Committee shall be notified monthly of any gifts or donations accepted by the Superintendent or his/her designee.

No donations shall be accepted without the approval of the Superintendent or his/her designee, or the School Committee.

**CROSS REFS.:** BB/BBA, DDA, JB

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

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## KDB 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 members' personal and private contact information will remain confidential.

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).

The Principal is authorized to use all means available to keep parents and others in the school's community informed about the school's program and activities.

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

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**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## KDDA NEWS MEDIA RELATIONS/NEWS RELEASES

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

All representatives of the media will have equal access to information about the school, but must conduct their business in a way that does not disturb the educational process. General releases of interest to the entire community will be made available to all the media simultaneously.

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 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 school-wide or a sensitive nature or pertain to established committee policy are the responsibility of the Superintendent.
3. All statements made to the press by other staff members of the school must be cleared with the Principal and approved by 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.

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## KEB PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

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

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 Superintendent 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/she sees them. If the complaint is anonymous, the Superintendent will investigate the complaint and report to the School Committee. If an anonymous complaint is about the Superintendent, the School Committee Chairperson will investigate the complaint and report to the School Committee.

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.

**CROSS REF:** BEC, Executive Session (BDD, GBAA: Harassment Policy,)

**LEGAL REFS:** 603 CMR 26.09 and 26.10

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## KEB-R PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL PROCEDURES

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 request for action by school authorities.

1. If a complaint comes first to the person against whom it is directed, he/she 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/her to the building Principal or other immediate supervisor to have his/her 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/her supervisor of the complaint.
2. If a complaint comes first to the Assistant Superintendent-Principal or other supervisor of the person criticized, he/she 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 is received, the Assistant Superintendent-Principal or other supervisor will schedule a conference with the complainant, the person criticized, and if

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**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

advisable, the department chair or other personnel that either the supervisor 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/she should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he/she 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.

**LEGAL REF.:** 603 CMR 26.09 and 26.10

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## KEC PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The School Committee, though it is ultimately responsible for all curriculum and instructional materials (including library books), recognizes the need and right of students 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/her own child not read a given book, the teacher and/or appropriate school administrator will attempt to resolve the situation, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose. This does not apply however, to basic program texts and materials.
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: The person who objects to the book or other material will be asked to sign a written complaint documenting the criticism. Following receipt of the formal complaint, the Superintendent-Director will provide for a reevaluation of the material in question. The Superintendent-Director 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 review committee's reevaluation and will render a decision in the matter. Should the decision be unsatisfactory to the complainant, it may be appealed to the School Committee. The School Committee's decision will be final.

In summary, the School 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 to raise questions about 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.

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**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**CROSS REFS:** IJ, IJJ, IJL  
**LEGAL REF.:** 603 CMR 26.09 and .10; M.G.L. Chapter 74

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**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## KF USE OF SCHOOL FACILITIES

### Statement of Purpose:

The Minuteman Regional Vocational Technical School District (District) School Committee wishes to make school facilities available to the community for educational, charitable, cultural, and civic events. Recognizing that those using our facilities will be of all ages and that our campus is an educational environment, our campus buildings, facilities and resources may not be used by individuals or groups that advocate illegal activities, or that engage in sexually explicit, indecent, profane, or lewd conduct or speech. School facilities shall not be used in any manner nor for any purpose disruptive to the school environment. The Superintendent-Director (or designee) is the approving authority. Requests denied by designee may be reconsidered by the Superintendent-Director.

The District and its associated programs shall have priority use in accordance with the Facilities Usage Guidelines.

### Compliance:

Facilities Users must comply at all time with the District's Facilities Usage Guidelines. All Minuteman School Committee policies must be adhered to while on school property; The following policies provide key guidance to specific issues ADC, ADD, EC, GBED, IMG, JICG, JICH, JICI. Facilities Users are responsible at all times for the observance of fire and safety requirements.

Facilities Users are restricted to the dates and hours approved and to the building area and facilities specified. Administration has the responsibility to prohibit or limit the use of any particular areas.

### Alcoholic Beverages:

The serving of alcoholic beverages is governed by M.G. c.272 §40A, M.G.L. c.138, and by the rules of the town in which a school is located. At the present time, the town of Lincoln does not permit one day liquor licenses. Therefore, the school District does not permit alcoholic beverages on school property.

### Fee:

Use of school facilities will be subject to the rental fee schedules recommended by the Superintendent-Director periodically.

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**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

Insurance:

Facilities Users shall provide a certificate of insurance as required in the Facilities Usage Guidelines. The insurance shall name the Minuteman Regional Vocational Technical School District as an additional insured.

Deposit:

A rental deposit is required once the Superintendent-Director or designee has approved the request. Only the Superintendent-Director can waive the deposit.

Damages and Losses:

The Facilities User is financially responsible for any damage to the facilities, furnishings, and/or equipment, including the costs of repair and/or replacement. The District is not responsible for any loss of or damage to persons, items or materials brought to District facilities.

Custodial Services:

Custodial services are required for all events in which school facilities will be utilized. A fee for District custodial services will be charged in accord with the activity. No private third-party services may be used by any Facilities User. Facilities Users shall not alter any facilities or erect, install or otherwise place on or at such facilities any signage, equipment, or structures without prior approval from the Superintendent-Director. Equipment (school owned or other) may only be moved under the supervision of the custodian or person designated by the Superintendent-Director or designee.

Specialized Equipment:

Any use of a facility resource which involves specialized equipment such as the kitchen for food preparation; lighting and sound; exercise equipment in the gymnasiums; computers in the classrooms and laboratories, or shop areas etc., will require the employment of a district employee, trained and approved by the school administration. The district employee will instruct users as needed and oversee the use of equipment. Cost of the employment of the district employee will be in addition to any rental costs and may be in addition to any custodial services.

Event Supervision:

The Facilities User is responsible for the active supervision, by a responsible adult, of those attending the event or participating in the Facilities User's activities.

Security:

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Where required by the school administration, District policy, and/or state/local regulations, event security must be provided at the Facilities User's expense. The District shall determine if local police or Minuteman Regional Vocational Technical School District security (or both) will be required at the event.

Facilities Users are prohibited from subletting school facilities to another entity.

Cancellation:

The District reserves the right to terminate, cancel, or rescind permission to use school facilities at any time for any reason. The Superintendent-Director or designee has sole authority to determine whether the facilities should be closed for reasons of public safety, and any permission to use school facilities for periods during which the school is closed for reasons of public safety are cancelled automatically.

In the event of cancellation, affected Facilities Users will be notified as soon as practicable. The District will use reasonable efforts to reschedule any canceled event to a mutually acceptable date. There shall be no claim or right to damage or compensation on account of any loss, damage, or expense whatsoever endured by the Facility User as a result of such cancellation.

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