

## **SCHOOL/COMMUNITY RELATIONS GOALS**

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

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

- **Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in District programs, and create community advocacy for its public schools.**
- **Volunteer programs that provide mutually enriching experiences for our students, staff, and community volunteers.**
- **Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.**
- **Community service efforts which enable the District's staff and students to express their commitment to the community.**

SOURCE: MASC – Updated 2022

## **SCHOOL-PARENT/GUARDIAN RELATIONS GOALS**

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

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

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

~~SOURCE: MASC Updated 2022~~

**NON-CUSTODIAL PARENTS' RIGHTS**[1][2][3][4][5]

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

As required by law, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
  1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  2. The parent has been denied visitation, or
  3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to regulation.
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in regulation.
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to law, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

LEGAL REF.: M.G.L. 71:34D; 71:34H  
603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents  
20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

SOURCE: MASC - Reviewed 2022

## **RELATIONS WITH PARENT/BOOSTER ORGANIZATIONS**

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 [that engage in fundraising](#) shall obtain 501C3 status and file appropriate paperwork with state authorities and make proof of such status available to school district administration.[6]
4. All parent organizations need to recognize that spending on student activities must comply with federal law relating to equity among student genders.

LEGAL REFS: Title IX, Education Amendments of 1972

CROSS REFS: ACA – Nondiscrimination on the Basis of Sex

SOURCE: MASC - Updated 2022

## **GIFTS AND DONATIONS TO SCHOOLS**

### A. Introduction

The School Committee of the Lincoln Public Schools recognizes and appreciates the benefits to the school of donations of time, talent, and money in support of the educational goals of the School District. The School Committee further acknowledges the value of group or individual donations on behalf of the public schools that help to maintain, augment, and support approved new programs. The Lincoln Public Schools and the Lincoln School Committee greatly appreciate the continued support of our community.

The purpose of this policy is to establish guidelines for the continued partnership between the Lincoln Public Schools, the School Committee and the community in support of the educational mission of the Lincoln and Hansecom schools.

### B. Acceptance of Donations

The Lincoln School Committee may accept donations to assist the School District in furtherance of its educational goals, in accordance with applicable laws. Donations subject to this policy include all monetary gifts, donations, or bequests, and all donations of equipment, materials, or other donations in kind. Donations will be accepted through the School Committee's Consent Agenda.

Gifts that would involve changes in school facilities, plants or sites may be accepted subject to School Committee approval.

All donations accepted by the School Committee shall be expended only with the approval and at the discretion of the School Committee. Donations that are accepted by the School Committee shall ordinarily be accepted without condition or restriction, unless the Committee approves a proposed condition or restriction as being in the interest of the School District.

All donations, whether in cash or in kind, accepted by the School Committee shall become the property of the Lincoln School District to be used as the Lincoln School Committee deems appropriate and are subject to the same controls and laws that govern the use and disposal of other school-owned property. Monetary donations shall be deposited with the Town Treasurer and placed in a separate account as needed and in compliance with applicable law.

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

LEGAL REF.: ~~\_\_\_\_\_~~ M.G.L. c 71 § 37A

Adopted at School Committee Meeting of December 18, 2008  
Revised at School Committee Meeting of November 10, 2011  
Revised at School Committee Meeting of March 26, 2020

SOURCE: ~~Lincoln~~

## PUBLIC GIFTS TO THE SCHOOLS

The School Committee of the Lincoln Public Schools recognizes and appreciates the benefits to the school of donations of time, talent, and money in support of the educational goals of the School District. The School Committee further acknowledges the value of group or individual donations on behalf of the public schools that help to maintain, augment, and support approved new programs. The Lincoln Public Schools and the Lincoln School Committee greatly appreciate the continued support of our community.

In accordance with state law, all grants and gifts to the District shall be reviewed and accepted by the School Committee before expenditure or use. 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 will automatically become the property of the school district. Any gift of cash, regardless of donor intent, will be accepted by vote of the School Committee kept separate from the general fund, 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 to all donors.

SOURCE: MASC – Updated 2022

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

CROSS REFS.: DD, Grants, Proposals, and Special Projects  
GBEBD, Online Fundraising and Solicitation--Crowdfunding

## 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 legally confidential 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 [responded to in compliance with Massachusetts law. ~~acted on fairly, completely and expeditiously.~~](#)

All commonly available public record documents of the School District shall be posted on the district's website. The length of time such records shall remain posted on the district website shall be in accordance with the Municipal Record Retention Manual. In addition, the official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent/guardian).

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

SOURCE: MASC - Updated 2022

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

CROSS REFS.: BEDG, Minutes  
GBJ, Personnel Records  
[GBEBC, Gifts to Staff and Solicitation by Staff](#)  
JRA, Student Records

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

## COMMUNITY USE OF DIGITAL RESOURCES

On recommendation of the Superintendent in conjunction with the Director of [Educational Operations and Technology](#), the district shall determine when and which computer equipment, software, and information access, including the use of wireless internet access, systems will be available to the community.

Those using the district systems as a member of the community must abide by the district's procedures regarding responsible use.

All guests will be prompted to, and must accept the district's digital use form before accessing the district network.

The Superintendent or designee may revoke such access at any time.

SOURCE: MASC 2023

CROSS REF: [INJD](#) ACCESS TO DIGITAL RESOURCES

[INJDC](#) ACCEPTABLE USE OF DIGITAL RESOURCES

## **DISTRICT WEBSITE AND SOCIAL MEDIA**

The School Committee wishes to ensure accurate [and accessible](#) delivery of information, and as such, the ~~LincolnXX~~ Public Schools will maintain a district website and such district and school social media accounts as authorized by the Superintendent. All such online platforms will be maintained by district staff, acting in their professional capacities.

In order for public communication with the School Committee and district personnel to be responded to in a timely manner, in line with the legal requirements for public communication, commenting on all district and school sites will be turned off. Every school and district site will clearly indicate this policy and will direct those wishing to contact the school and district personnel to the appropriate venues to do so.

Unauthorized use of district or school name is prohibited.

~~A high priority will be placed on such platforms being accessible, frequently updated, and user friendly.~~

SOURCE: MASC 2023

LEGAL REF: Constitution of the Commonwealth of Massachusetts, Declaration of Rights, Article 16

Constitution of the United States of America, Amendment 1

MGL Ch. [66](#)

MGL Ch. [30A](#)

REF: A Guide to the Massachusetts Public Records Law (Secretary of the Commonwealth)

CROSS REF: [BEDH](#) - PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS

[GBEE](#) - PERSONNEL USE OF TECHNOLOGY

[BHE](#) - USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS

## **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 successes, challenges, programs, planning, and activities of the school district.

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

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

1. The School Committee Chair will be the official spokesman for the Committee, except as this duty is delegated to the Superintendent.
2. News releases that are of a district-wide or a sensitive nature or pertain to established Committee policy are the responsibility of the Superintendent. All statements made to the press by other staff members on topics that are of a district-wide or sensitive nature, or that pertain to established Committee policy, must be cleared with 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 district.

SOURCE: MASC – Updated 2022[9][10][11]

## **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 their 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. In addition, the School Committee will only consider the matter if after review of the process carried out, it is determined that the administration failed to follow through adequately or did not follow a district policy or state or federal regulation or law.

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

SOURCE: MASC - Updated 2022

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

## **PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

~~The School Committee believes that complaints about school personnel should be handled and resolved as close to their origin as possible at the building and/or Central Office level. School staff should be given every opportunity to consider the issue and resolve the complaint prior to School Committee involvement. The proper sequence for reporting and resolving complaints is through:~~

- ~~1. — the teacher~~
- ~~2. — the Principal or school building administrator~~
- ~~3. — the Superintendent~~
- ~~4. — the School Committee (only if the matter has first been reviewed at all levels noted above).~~

~~In addition, the School Committee will only consider the matter if after review of the process carried out, it is determined that the administration failed to follow through adequately or did not follow a district policy or state or federal regulation or law. If the School Committee considers the matter, the person in question will be notified that the School Committee will be hearing a complaint.~~

~~Written complaints may be considered in the evaluation process of school personnel and will be handled as supporting evidence as outlined in the evaluation guidelines. Written complaints will be shown to school personnel at the evaluator's discretion.~~

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

~~CROSS REFS.: — JCFB, Bullying Prevention  
ACA, Harassment and Harassment Reporting and Investigation Procedures~~

*Note: Coded KED in materials provided*

~~Adopted at School Committee Meeting of December 7, 1981  
Reaffirmed at School Committee Meeting of May 6, 1985  
Revised at School Committee Meeting of February 27, 2020~~

~~SOURCE: Lincoln~~

## ~~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, the critic should initiate a conversation with the teacher responsible for the use of the book or materials in question. Following this conversation, the matter may then be taken up with the relevant Principal. Following a discussion with the Principal, the matter may be brought to the attention of the Superintendent who shall follow an established procedure for evaluation of instructional materials.~~

~~LEGAL REFS: — M.G.L. C.76:5~~

~~CROSS REFS: — II, INSTRUCTIONAL MATERIALS~~

~~RESOURCES: — Abington Public Schools, Policy KEC  
Wayland Public Schools, Policy KEC  
Weston Public School, Policy KEC~~

~~Adopted at School Committee Meeting of November 17, 2016.~~

~~SOURCE: Lincoln~~

## USE OF SCHOOL BUILDINGS[12]

### Philosophy

The Lincoln School Committee supports the use of school facilities by community groups and believes that such use enriches the quality of life in Lincoln for everyone – students and adults alike. Accordingly, the School Committee encourages the use of school facilities for educational, recreational, cultural and civic purposes by recognized organizations within the town. Such use, in the judgment of the Committee, must be requested, approved and cannot interfere with school programs, which always have first priority.

The fees associated with the use of facilities will vary contingent upon the nature of the sponsoring group and the activity. It is not the intent of the Committee that for-profit and non-Lincoln groups be subsidized by public funds. Such groups shall incur additional charges for the use of school buildings. The Committee authorizes the Superintendent to modify or waive fees when, in their/his/her judgment, circumstances so warrant.

### Implementation

1. For non-school related activities, appropriate costs shall be borne by the user group. Fees will include the direct costs associated with the activity and overhead, as appropriate.
2. The Lincoln Public Schools makes its facilities and programs available without discrimination on the basis of any protected class, including but not limited to: race, religion, age, sex, sexual orientation, creed, national origin or disability conditions. This policy does not disqualify the use of school facilities by religious organizations. However, religious organizations will not be permitted to establish their primary place of worship at school facilities.
3. The categories of groups and the fee schedule shall be available in the School Business Office. Fees will be assigned according to the following groups:
  - A. Group A: Lincoln Community Non-profit Organization. Recognized school or civic groups based in Lincoln operating as but not necessarily established as non-profit organizations, with a majority of the participants residing in Lincoln. Such groups would include, but are not limited to, the following:
    - a. Town Departments
    - b. School-Parent Organizations
      - *PTA/PTO*
      - *PAC*
      - *METCO*
      - *Lincoln School Foundation*[13]
    - c. Lincoln Community Groups
      - *Scouts*
      - *LEAP*
      - *Magic Garden*
      - *Bemis Lecture*
      - *Garden club*

- d. Lincoln Youth Sports Groups
  - *Youth Soccer*
  - *Youth Baseball*
  - *Youth Lacrosse*
- B. Group B: Lincoln Community For-profit. For-profit groups with a majority of the participants residing in Lincoln. Examples include:
  - a. ~~Magic Soccer Camps~~
  - b.a. ~~Burke Soccer Camps~~[14]
- C. Group C: Non-Lincoln Community Non-profit. Recognized non-profit groups in which there is not a majority of the participants residing in Lincoln, and Lincoln residents sponsoring privately-organized functions or activities. Examples include:
  - D. Mass Audubon Society
  - E. Food Project
  - F. 4-H Fife and Drum Corps
  - G. Privately-run sports camps, clubs and educational activities
- H. Group D Non-Lincoln Community For-profit. For-profit groups with less than a majority of the participants residing in Lincoln. Examples include:
  - I. Dance and music companies, ensembles, choruses, etc: recitals, practices, performances, expositions
  - J. Privately-run sports camps, clubs and educational activities
  - K. Private companies located inside or outside of Lincoln
4. The School Committee requires that adequate Lincoln Public Schools staff be scheduled to ensure the security of the building and to provide for expedient cleaning. The terms of existing labor contracts will be followed.
5. All user groups shall save and hold harmless the Lincoln Public School Committee, Lincoln Public Schools and its officers and employees and assume responsibility for all liabilities arising from incidents as a result of use of the activity. The School Committee working through its Superintendent may request a certificate of insurance with the Town of Lincoln and/or Lincoln Public Schools as Named Insured. By State law,
  - a. The consumption, sale or use of alcoholic beverages or tobacco is prohibited on all school property.
  - b. Smoking is not permitted in any area of the school grounds. The Lincoln Public Schools are a Drug Free Zone.
  - c. 940 CMR 12.00: Regulations Governing Raffles
  - d. 940 CMR 13 Regulations governing bazaars
6. The School Department reserves the right to schedule events in the facility that is most appropriate, given the size of the group and nature of the activity. The Lincoln Public Schools does not normally rent its technology spaces. Special requests may be considered by the Superintendent.

### **Facility Scheduling and Priorities of Use**

Under the supervision of the Superintendent, the Principals and the Recreation Department Director will approve and schedule the use of School Facilities. Every reasonable effort will be made to accommodate

### ***Lincoln Public Schools***

all requests for the use of Lincoln School Buildings at all times, but in the event of scheduling conflicts, building use shall be determined by the priorities of use outlined below.

1. School Department activities
2. After-school student programs approved by the School Committee

3. Recreation Department programs
4. School-parent organizations
5. Lincoln community organizations – student-centered
6. Lincoln community organizations – adult-centered
7. Lincoln residents as individuals.
8. Non-Lincoln community organizations – non-profit
9. Non-Lincoln community organizations – for profit

This system is designed to preserve the School Department's primary commitment to the children of Lincoln, Hanscom, and Boston. Final authority for all matters relating to school building use will ultimately rest with the Superintendent of Schools or [their/his/her](#) designated representative.

### **Regulations and Fee Schedule**

All user groups will adhere to the “Regulations Governing Use of School Facilities” which will be published from time to time by the School [District](#)department. The School Committee reserves the right to limit or exclude the use of the School facilities by any group that violates one or more of the regulations.

The School [District](#)department will publish from time to time a schedule of fees for use of School facilities by the various groups defined above. Both the Regulations Governing Use of School Facilities and the Fee Schedule will be available for inspection in the Business Office.

### **Use of Funds**

Funds received in connection with the rental of school facilities will be deposited into a separate revolving account. Such funds will be used to pay associated costs of the activity, including custodial and maintenance craftsmen wages, make building repairs, replace worn equipment, or offset the costs of energy and custodial supplies.

### **Review**

The School Committee will review the fee structure for the use of school facilities on an annual basis.

CROSS REF:           EDC, Use of School Equipment  
[AC, Nondiscrimination](#)

*Note: Coded KFB in materials provided*

Voted at May 6, 1996 School Committee Meeting  
Revised and Voted at June 8, 2004 School Committee Meeting  
Revised and Voted at March 27, 2008 School Committee Meeting  
Revised at School Committee Meeting of March 22, 2018

SOURCE: Lincoln

***Lincoln Public Schools***



## ~~COMMUNITY USE OF SCHOOL FACILITIES~~

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

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

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

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

### Eligibility

~~School facilities will be available for the following:~~

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

### School and Town Preference

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

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

~~SOURCE: MASC—Reviewed 2022~~

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

~~**NOTE: A brief policy on Community Use of School Facilities suffices when it is implemented by fairly extensive regulations approved by the School Committee. Many policies, however, also contain the basic principles that govern the use of facilities by outside groups.**~~

## **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 office of the Superintendent at least 14 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. School-related groups will be permitted reasonable use of school facilities without charge.~~
- ~~5. All activities must be under competent adult supervision approved by the Superintendent and the Principal of the building involved. 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.~~
- ~~6. 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.~~
- ~~7. Groups receiving permission are responsible at all times for the observance of fire and safety requirements.~~
- ~~8. Smoking within the building is not permitted. Permission for the possession and sale of alcoholic beverages may be granted to a nonprofit organization, which is properly licensed, only by the School Committee.~~
- ~~9. Proper liability insurance will be required of all groups given permission to use school facilities.~~
- ~~10. The Committee will approve and periodically review a fee schedule for the use of school facilities.~~
- ~~11. In situations where there is no cost factor to the school district, or in situations where a mutual exchange of facilities is possible between the school district and the organization, rates may be modified or eliminated by the Superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price.~~
- ~~12. The School Committee reserves the right to cancel any permission granted.~~

~~SOURCE: MASC—Reviewed 2022~~

File: KF-R

~~NOTE: Although many regulations in this category include the fee schedule for use of various facilities, it is recommended that such schedules be included in the policy manual as an exhibit document coded KG-E because of their changing nature.~~

~~This is an area in which the School Committee needs to officially approve regulations. There may be additional procedural regulations that are purely administrative.~~

## **REGULATIONS GOVERNING USE OF SCHOOL FACILITIES**

In accordance with School Committee policy KFB Use of School Buildings, and to provide for the efficient and judicious use of school facilities, the following regulations will apply to all users, who shall agree and ensure that:

1. Buildings and facilities used by students are not available for community use when schools are in session or when they are otherwise engaged for school purposes. School activities will always have priority use of space.
2. No non-Lincoln School entity shall be granted permission to use the facility or any portion thereof without prior approval from the Administrator for Business and Finance.
3. School facilities may or may not be available during vacation recess.
4. By State law, the consumption, sale or use of alcoholic beverages or tobacco is prohibited on all school property. Smoking is not permitted in any area of the school grounds. The Lincoln Public Schools are a Drug Free Zone.
5. The Lincoln Public Schools makes its facilities and programs available without discrimination on the basis of race, religion, age, sex, sexual orientation, creed, national origin or disability conditions. The applicant shall comply with all federal, state and local laws, regulations and license requirements, including but not limited to the Americans with Disabilities Act. Persons and organizations seeking or obtaining permits to use the school property shall be responsible for:
  - a. Compliance with the Department of Internal Revenue in cases where admission is charged.
  - b. Compliance with the Acts of the Commonwealth which apply to the use of public school property and any other State or local regulations applicable to this use.
  - c. Compliance with all applicable laws and regulations including those requiring additional permits, licenses, personnel, and payment of applicable taxes and fees.
6. Open flames of any kind (candles, cooking stoves, etc.) at any time are prohibited.
7. Participants shall be restricted to assigned areas, and food and drink shall be consumed only in authorized areas.
8. The number of attendees shall not exceed the authorized capacity of the facility.
9. Children or minors shall NOT have access or use of facilities unless accompanied by adult supervisors. At least one chaperone will be provided for every 15 children.
10. Decorations, scenery, lighting, and exhibits shall conform to the rules and regulations of the Lincoln Fire Department and shall be installed under school supervision in such a way as not to deface any part of the school property.
11. The applicant (i.e., the person who reserves the space):
  - a. Shall be the user representative and shall be present at the scheduled event/function.
  - b. Is held responsible for the preservation of order and the protection of school property. The School Department reserves the right to request public safety details to ensure public/property safety. Charges associated with police details will be assessed to the organization using the School facilities.
  - c. Is responsible for ensuring that all decorations, flyers, handouts or other material used during the event/function are removed from the space when the event/function is finished.
  - d. Understands that abuse of the facilities and violations of the terms of the permit will prohibit the organization and/or individual from further use of school property.
12. The School Department reserves the right to request a certificate of insurance with the Town of Lincoln and/or Lincoln Public Schools as Named Insured.

SOURCE: Lincoln

**FEE SCHEDULE FOR USE OF SCHOOL FACILITIES  
FOR THE PERIOD OF JULY 1, 2007 THROUGH JUNE 30, 2009**

**Service Fees:**

1. ~~Custodians. For functions, a custodian must be present to safeguard school property and to clean the facilities used. Charges for custodial service are incurred when the use of buildings and facilities require custodians to work overtime, or when additional costs are incurred as determined by the Administrator for Business and Finance. Custodial charges will be \$35/per hour for Fiscal Year 2008 and \$36/per hour for Fiscal Year 2009, as approved by the Lincoln School Committee.~~
2. ~~On school days, a charge is incurred if the use and/or clean up time extends beyond the normal duty hours of custodians or if the event prevents the custodial staff from completing regular duties. If previous arrangements have not been made to work overtime and a custodian is required to work beyond his/her normal hours, he/she will be paid a minimum four (4) hours overtime.~~
3. ~~On weekends and holidays, charges begin when the building is opened and includes a reasonable period for set up before and clean up after the function is over and everyone has left the building. There is a two (2) hour minimum overtime charge when services are required on weekends and/or holidays.~~
4. ~~On weekends and holidays, the custodian will be compensated for the full number of hours agreed to at the time reservations are made, as indicated on the building use form. If events continue longer than originally scheduled, charges will be added for additional custodial time as well as rental fees. No adjustments will be made for cancellations or reduced hours.~~
5. ~~Cafeteria Workers. Kitchen facilities may require an additional food service personnel fee to be determined by the Administrator for Business and Finance.~~
6. ~~A V Technician. An Audio Visual Technician will be required if the Auditorium lights or sound system will be used, or if display equipment including computers, projectors, etc. is needed. The fee for A V Technician service is \$25 per hour for Groups A and B, and \$40 per hour for Groups C and D.~~

**Rental Fees:**

1. ~~Rental fees are in addition to service fees. Rental and service fees may be waived by the Superintendent of Schools or his/her designee. Groups or individuals who seek to have rental fees waived must submit a request in writing to the Superintendent of Schools, explaining why the waiver should be granted.~~
2. ~~All room rates are hourly with a two (2) hour minimum.~~
3. ~~The School Department reserves the right to request a 50% deposit on all rentals, to be received prior to the scheduled event. The deposit will be deducted from the total fee.~~



All room rates are hourly with a two (2) hour minimum.

	Group A Lincoln Community—Non- Profit	Group B Lincoln Community Profit	Group C Non-Community Non-profit	Group D Non-Community Profit
Auditorium	0	\$100	\$150	\$250
Gyms	0	\$50	\$75	\$250
Classroom in Pods A&B	0	\$25	\$50	\$150
Kitchen Facilities	0	\$50	\$75	\$100
Library	0	\$30	Not available	Not available

SOURCE: Lincoln



### BUILDING USE PRIORITIES

Working under the auspices of the School Department and the Superintendent of Schools, School Principals and the Recreation Director shall approve and schedule the use of the buildings. Use of space in the Brooks School and Smith School will be arranged through the Brooks Principal and the Smith Principal respectively. The Recreation Director will schedule the use of the Brooks Field House, the Smith Gym, and designated rooms in the Hartwell Main Building. Every reasonable effort will be made to accommodate all requests for the use of Lincoln School Buildings at all times, but in the event of scheduling conflicts, building use shall be determined by the priority system delineated below. This system is designed to preserve the School Department's primary commitment to the children of Lincoln, Hanscom, and Boston. Contractual obligations with various organizations within the Town, such as LEAP and Magic Garden, will be met. Final authority for all matters relating to school, building use will ultimately rest with the Superintendent of Schools.

Use Priority	Examples*
<p>1. <del>School Department</del></p>	<ul style="list-style-type: none"> <li>• <del>Smith and Brooks Schools</del></li> <li>• <del>Hanscom Primary and Hanscom Middle</del></li> <li>- <del>Student Performances</del></li> <li>- <del>Faculty Meetings/Activities</del></li> <li>- <del>Advisory Councils</del></li> <li>- <del>Parent Teacher Meetings</del></li> <li>• <del>METCO Program</del></li> <li>• <del>CASE Collaborative</del></li> <li>• <del>Central Office</del></li> <li>- <del>Superintendent</del></li> <li>- <del>School Committee</del></li> <li>- <del>Pupil Services Department</del></li> </ul>
<p>2. <del>After School Student Programs</del></p> <ul style="list-style-type: none"> <li>• <del>After school programs approved by Lincoln School Committee</del></li> <li>• <del>Recreation Department Programs</del></li> </ul>	<ul style="list-style-type: none"> <li>• <del>After School Music Program</del></li> <li>• <del>Foreign Language</del></li> <li>• <del>To Be Determined</del></li> <li>• <del>Youth Basketball</del></li> <li>• <del>Gymnastics</del></li> <li>• <del>Variety Sports</del></li> </ul>



<p>3. <i>School-Parent Organizations</i></p>	<ul style="list-style-type: none"> <li>• PTA/PTO Meetings</li> <li>• PAC Meetings</li> <li>• METCO Coordinating Committee Meetings</li> </ul>
<p>4. <i>Lincoln Community Groups</i></p> <ul style="list-style-type: none"> <li>• Student-centered</li> <li>• Adult-centered</li> </ul>	<ul style="list-style-type: none"> <li>• Scouts</li> <li>• Youth Soccer</li> <li>• LEAP</li> <li>• Magic Garden</li> <li>• Bemis Lecture Series</li> </ul>
<p>5. <i>Lincoln Residents (Individuals)</i></p>	<ul style="list-style-type: none"> <li>• Privately Organized Functions</li> </ul>
<p>6. <i>Outside Groups - Non-Profit</i></p>	<ul style="list-style-type: none"> <li>• Mass Audubon Society</li> </ul>
<p>7. <i>Outside Groups - Profit</i></p>	<ul style="list-style-type: none"> <li>• Dance Companies, Recitals</li> <li>• Private Companies located in Lincoln</li> </ul>

This policy does not apply to the use of school buildings for the purposes of general elections or town meetings.

\* This is not a comprehensive list.

CROSS REF: KF, Use of School Buildings

Note: Coded KFBA in materials provided

SOURCE: Lincoln



## **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.

SOURCE: MASC—Reviewed 2022

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

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

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

## **ADVERTISING AND COMMERCIALISM**

It is the spirit and intent of this policy to protect the educational environment from the undue influence of advertisers and commercial interests.

### **Lincoln Public School Activities:**

School system publications shall not contain any advertising. Further, no advertising of commercial products or services will be allowed in or on school buildings, school grounds, school buses, or teaching materials without permission (except as noted below). The Superintendent, or their designee, *may* grant permission *to a school employee or commercial vendor* on an exception basis, when it is their judgment that the educational or health benefits far outweigh any commercial influences.

The School Committee will not permit solicitation of sales or use of the name of the school system to promote any product.

### **Activities of Parent-Teacher Association/Parent-Teacher Organization:**

Parent organizations will make reasonable accommodations to adhere to the spirit and letter of the District's Advertising and Commercialism policy, in minimizing the amounts of commercial advertising from their various fundraising and other activities on school grounds.

### **Clothing and Personal Effects of Students, Teachers, and Administrators:**

In recognition of the fact that contemporary clothing and personal effects frequently include logos or other brand images that could be considered advertising, these items, providing they are not disruptive to the educational process, are exempt from this policy.

Voted at May 6, 1996 School Committee Meeting  
Adopted at School Committee Meeting of April 12, 2007  
Revised at School Committee Meeting of February 14, 2008  
Revised at School Committee Meeting of November 7, 2019

SOURCE: Lincoln

## **ADVERTISING IN THE SCHOOLS**

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

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

~~SOURCE: MASC – Reviewed 2022~~

~~CROSS REF.: ——— KHA, Public Solicitations in the Schools~~

## **PARENT/GUARDIAN/CARETAKER/SPONSOR VISITS TO CLASSROOMS**

~~Visits by parents/guardians/caretakers/sponsors to their child's general education classroom as a supportive adult such as a helper, guest reader, presenter, etc. are welcome and encouraged. Such visits enhance communication and understanding between home and school. Parents/guardians/caretakers may come to their child's classroom for such purposes during the school year provided that the visit will not interfere with the instruction of children on a particular day. Visits cannot take place during scheduled MCAS days (per DESE security requirements).~~

~~To arrange a visit, communication must be made to the classroom teacher or Principal in advance. Whenever possible, visits will be arranged for parents/guardians/caretakers/ sponsors in a timely manner not to exceed ten school days. At times, there may be circumstances that prevent the approval of a requested visit that cannot be disclosed to protect the privacy of a student. Besides arranging for visits, parents are urged to communicate with the teacher or Principal whenever a question arises.~~

~~Principals will arrange school-wide visits for potential new families upon request, between October 1 and May 1. Such visits should be scheduled at least three days in advance.~~

~~Parent/guardian/caretaker/sponsor or outside agency attendance in classrooms to observe students or instruction, or as a support for student behavior, is considered an observation not a visit and will be arranged by the Principal or their designee.~~

~~Approved at School Committee Meeting of April 1981  
Reaffirmed at School Committee Meeting of May 6, 1985  
Revised at School Committee Meeting of February 27, 2020~~

~~*Note: Coded KBF in materials provided*~~

~~SOURCE: Lincoln~~

## 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. Requests 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 two school days~~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. Because of the disruption to classroom routines, children not enrolled in the Lincoln Public Schools generally are not allowed to visit the schools during the day while school is in session. Principals may make an exception to this policy under circumstances determined by them to be appropriate. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff at least two school days ~~48 hours~~ **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

SOURCE: MASC - Reviewed 2022

## ~~POLICY ON CHILDREN'S VISITS TO SCHOOLS~~

~~Because of the disruption to classroom routines, children not enrolled in the Lincoln Public Schools generally are not allowed to visit the schools during the day while school is in session. Principals may make an exception to this policy under circumstances determined by them to be appropriate. A written request for such an exception should be made well in advance to the Principal's Office. The decision of the Principal shall be final.~~

~~Approved at School Committee Meeting of June 1, 1981  
Reaffirmed at School Committee Meeting of May 6, 1985  
Revised at School Committee Meeting of February 7, 2019~~

~~*Note: Coded KBFA in materials provided*~~

~~SOURCE: Lincoln~~

**RELATIONS WITH POLICE AUTHORITIES** |

[15]

~~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.~~

SOURCE: MASC—Reviewed 2022

## **RELATIONS WITH PLANNING AUTHORITIES**

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

~~The Superintendent or designee will keep the School Committee informed of planning matters bearing directly on the operation of 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—Reviewed 2022~~

## **RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES**

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

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

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 – Reviewed 2022