



Pembroke Public Schools
School Committee Policy Manual

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POLICY KA: SCHOOL COMMUNITY RELATIONS AND GOALS

The Pembroke School Committee (PSC) believes that the Pembroke Public Schools belong to the people who created them by consent and support them by taxation. The support of the people must be based on their understanding of and their participation in the mission and goals of the PSC and the Pembroke Public Schools. Therefore, the PSC declares its intent:

1. To keep local citizens informed of the policies, programs, problems, and planning of the Pembroke Public Schools, and to carry out this policy through its own efforts and those of the administration.
2. To solicit the studied counsel of the people through ad hoc committees selected from the community and appointed to consider problems that vitally affect the future of our children as deemed appropriate by the PSC.

1st Reading: October 3, 2011

2nd Reading: November 1, 2011

ADOPTED: November 1, 2011



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POLICY KB: PARENT INVOLVEMENT IN THE SCHOOLS

The Pembroke School Committee (PSC) endorses the concept that meaningful and appropriate participation by parents in the programs and activities of our schools is one of the essential components of a continuing effort to improve the educational opportunities and experiences of all students. The PSC therefore encourages and expects the following:

1. A parent advisory council, or similar advisory group, shall exist in each school to work closely with the building principal and staff in efforts to support and improve school educational programs and activities.
2. Opportunities in all schools for parents to hear and see descriptions and explanations of the instructional programs.
3. Meaningful and appropriate opportunities for parents to visit schools and classrooms.

1st Reading: October 3, 2011

2nd Reading: November 1, 2011

ADOPTED: November 1, 2011



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POLICY KBA: SCHOOL-PARENT RELATIONS AND GOALS

It is the general goal of the Pembroke School Committee (PSC) and the Pembroke Public Schools (PPS) to foster relationships with parents that encourage cooperation between the home and school in establishing and achieving common educational goals for students.

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

Additionally, parental involvement in the PPS is encouraged through regular communication with the building principal and staff, the parent/teacher organizations, the parent volunteer program, external support organizations (ESO's) and any other opportunities for participation in school activities and district programs.

1st Reading: October 3, 2011

2nd Reading: November 1, 2011

ADOPTED: November 1, 2011



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POLICY KBBA: NON-CUSTODIAL PARENT’S RIGHT TO ACCESS OF RECORDS

Non-custodial parents may have access to the student record in accordance with law and Department of Education Regulations. As required by MGL c.71, Section 34 H, a non-custodial parent may have access to the student record in accordance with the following provisions unless:

1. The parent has been denied visitation or, based on a threat to the safety of the child, is currently denied legal custody of the child or is currently ordered to supervised visitation, and the threat is specifically noted in the order pertaining to custody or supervised visitation.
2. The parent’s access to the child is currently prohibited by a temporary or permanent protective order, except where the protective order, or any subsequent order which modifies the protective order, specifically allows access to the information described in this section.

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).

The non-custodial parent must submit a written request for access to the student record to the school principal to obtain such access. A written request must be submitted to the school principal each time a student enrolls in a new building and the custodial parent will be notified of such request and given 21 days to provide documentation that the non-custodial parent is not eligible to obtain access to the records requested.

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 CMR23.07 (5) (a).

The school must delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to the non-custodial parents. In additions such records must be marked to indicate that they shall not be used to enroll the student in another school.

Upon receipt of a court order which prohibits the distribution of information pursuant to GL c.71 Sect. 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. The school shall also 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 503 CMR 23.07 (5) (a).

Recoding of Policy 5.6



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Cross Ref: JRA Student Records

First Reading: October 3, 2011

Second Reading: November 1, 2011

ADOPTED: November 1, 2011



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POLICY KCB: COMMUNITY INVOLVEMENT IN DECISION MAKING

The Pembroke School Committee (PSC) endorses the concept that community participation in the affairs of the Pembroke Public Schools (PPS) is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore desires to be appropriately responsive to the community in those matters in which it has authority.

All citizens are encouraged to express ideas, positive feedback and/or concerns about the schools to the school administration and to the PSC. Community members should bring any concerns they may have about the PPS to the appropriate school personnel first so that resolution to the matter may be found at the most immediate and proper level.

From time to time, community members may be invited by the PSC, PPS administration or staff, to act as advisors, either individually or in groups/ad- hoc committees.

The PSC and the administration will give weight to the advice they receive from individuals and community groups interested in the PPS, particularly from those individuals and community groups they have invited to advise them regarding specific problems, but will use their best judgment in arriving at decisions.

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

1st Reading: October 3, 2011
2nd Reading: November 1, 2011

ADOPTED: November 1, 2011



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POLICY KCD: PUBLIC GIFTS TO THE SCHOOLS

The superintendent will have authority to accept gifts and offers of equipment and supplies of a value of up to \$5,000 for the schools in the name of the Pembroke School Committee (PSC). 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.

1. The superintendent will submit a list of all accepted gifts at the next scheduled school committee meeting.
2. Gifts that would involve changes in school plants, sites, or are greater than \$5,000 in value will be subject to school committee approval.
3. Gifts should be expended based upon the intent of the gift and within the applicable policies and procedures of the school committee. Any gift of cash will be accounted for in the appropriate gift account.

The PSC directs the superintendent to assure that an appropriate expression of thanks is given to all donors.

Legal Ref: M.G.L. 71:37A
Replaces Policy BLD Gifts to the Schools

1ST Reading: January 5, 2010
2nd Reading: January 19, 2010

ADOPTED: January 19, 2010



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POLICY KDE: CRISIS MANAGEMENT

The Pembroke School Committee (PSC) recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The PSC is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

The Pembroke Public Schools (PPS) will maintain and regularly review any and all plans related to crisis management, and will coordinate with appropriate agencies as needed.

Legal References:

RSA 189:64, Emergency Response Plans, RSA 193-D, Safe School Zones, RSA 193-F, Pupil Safety and Violence Prevention, NH Code of Admin. Rule. Section Ed. 306.04(a)(2), Promoting School Safety

Cross Reference:

*EBC – Emergency Plans
ECA – Buildings and Grounds Security
EBCE – Emergency Closings
JLI – Student Safety
PPS Crisis Response Plans*

1ST Reading: June 6, 2011

2nd Reading: June 27, 2011

ADOPTED: June 27, 2011



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POLICY KF: COMMUNITY AND OTHER USE OF SCHOOL FACILITIES

School facilities are provided by taxpayers of the town for the primary purpose of meeting the educational needs of students. When school facilities are not in use for school programs, they may be available at various times to recognized community organizations whose activities are of general interest to the community and whose use of the school facility is for community purpose. "Community Purpose" includes, but is not necessarily limited to: educational, cultural and recreational activities generally open to the public at large. School activities shall have first priority for facility use. For the purpose of this policy, "school facilities" includes all buildings, grounds, playing fields, equipment and school owned property.

CLASSIFICATION OF USERS

Class I

- Recognized Pembroke Public Schools' clubs, teams or activities
- Approved External Support Organizations
- Recognized town Boards, Commissions, Committees
- Pembroke Boy Scouts of America or Girl Scouts of USA
- Not-for-Profit Pembroke Community Service Organizations
- Adult education
- Pembroke Youth Sports
- Government use including U.S. Military

Class II

Pembroke organizations and groups not defined as Class I that require a membership fee, special fees and/or monthly dues, and which are generally organized for the purpose of offering their participants and spectators certain recreational programs for community betterment. Such organizations or groups may include the YMCA. Those organizations and groups placed in Class II must serve participants composed of 80% of Pembroke residents

Class III

Any organization or group requesting the use of school facilities and not meeting any of the aforementioned classes will be assigned to Class III. For example, such organizations or groups may include the private benefit of regional, state or national not for profit organizations, profit making activities where admission is charged, private promoters receiving a percentage of the profit and/or private promoters for their own exclusive profit.

The use of school buildings, grounds, equipment, and facilities will be authorized by the superintendent or his/her designee with the following guidelines, which have been approved by Pembroke School Committee (PSC).

1. As a priority, school activities may necessitate the cancelation of scheduled community uses of the school facilities at any time.
2. Class I users may use school facilities without fee providing such proposed use does not interfere with any school function or activity and the school department does not incur additional cost.
3. All users will be responsible for additional costs incurred with their usage as defined by the fee schedule.
4. Users of school facilities must maintain proper conduct and follow the instructions of all school employees during the time of use. Users will be



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responsible for any damages. Violations of these conditions will cause forfeiture of future use of facilities.

5. The use of alcoholic beverages and smoking is prohibited on/in all school facilities.
6. All school facility usage shall comply with local ordinances as well as state and federal law. Requests for the use of the kitchens and equipment must be approved by the building principal and coordinated with the Food Service Manager. A cafeteria employee must be present and appropriate charges will be applied.
7. Arrangements must be made with the building principal and the Food Service Director for any functions where food is served. Refer to the *Health and Wellness Policy*.
8. The applicant shall pay for police, fire and emergency services when required by the building principal or the Town of Pembroke.
9. The applicant granted permission to use any school facilities will assume full responsibility for personal injuries and harm to any person or persons in attendance. The PSC reserves the right to require that a Public Liability Bond or Insurance Policy in an appropriate amount be provided by the applicant.
10. The superintendent or his/her designee is hereby authorized to adopt and enforce additional rules hereunder if necessary to clarify or fulfill the purpose and intent of this policy and to provide for the utmost safety in the use of school facilities.

FEE SCHEDULE

The School Department cannot incur costs for providing facilities or services to any group or organization other than a recognized Pembroke school group. The fee schedule is intended to cover additional costs such as utilities, technical assistance, maintenance, and custodial services. The Fee Schedule will be approved by the PSC.

Replaces Policy 6.6

1st Reading: June 1, 2010

2nd Reading: June 15, 2010

ADOPTED: June 15, 2010



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POLICY KF-R: COMMUNITY AND OTHER USE OF SCHOOL FACILITIES
ADMINISTRATIVE PROCEEDURES

1. A written application must be made to the building principal for each proposed use of school facilities.
2. Initial approval of the use of school facilities will be made by the building principal of the school in all cases. The needs of the activities of the school department programs will take precedence over other activities in the use of school buildings and grounds.
3. Applications are to be submitted at least 10 business days prior to the date of use. In unusual circumstances, applications may be accepted and approved by the building principal on shorter notice.
4. Users receiving permission are restricted to the dates and hours approved and to the facilities specified, unless requested changes are approved by the building principal.
5. No decorations, scenery, or other materials may be affixed to any part of the building without prior approval from the building principal.
6. Unless previously authorized by the building principal or his/her designee, only school employees are permitted to perform services connected with the operation of any school facility.
7. Users will be held responsible for any damages. Users will be required to immediately report any damages to school facilities to the building principal. Violations will cause forfeiture of future use of facilities.
8. The building principal reserves the right to cancel any permission granted to use the school facilities with timely notification to the approved user.
9. Payments for facility use are due to the school department at least (3) three business days prior to the use of facilities. Appropriate charges will apply for the use of school employee services. Failure to pay may cause forfeiture of future use of school facilities.
10. Payments should be made payable to the "Pembroke Public School" and forwarded to:

Pembroke Public Schools
72 Pilgrim Road
Pembroke, MA 02359

1st Reading: June 1, 2010
2nd Reading: June 15, 2010
ADOPTED: June 15, 2010



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POLICY KHA: PUBLIC SOLICITATIONS IN THE SCHOOLS

The Pembroke School Committee (PSC) will place limits on commercial activities and fundraising activities in the schools for the following reasons:

1. The school system should provide students, parents and employees some measure of protection from exploitation by commercial and charitable fundraising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fundraising activities.
3. Commercial and fundraising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the superintendent and/or his or her designee may permit occasional commercial or fundraising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without the permission of the PSC.
2. No general or class distribution of commercial or fundraising literature may take place without the permission of the PSC.

Legal Ref: M.G.L. 44:53A

Cross Refs: JJE Fundraising
KJA Relations with External Support Organizations

Replaces Policy 5.16 Solicitation of Funds and Materials

1ST Reading: January 5, 2010

2nd Reading: January 19, 2010

ADOPTED: January 19, 2010



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POLICY KHB: ADVERTISING POLICY

The Pembroke School Committee hereby delegates-to the Superintendent of Schools the authority and responsibility of negotiating contracts on behalf of the Pembroke School Committee for the posting of commercial messages or advertisements in school facilities or on school property, provided, however, that the Superintendent shall have no authority to permit anything that is prohibited by this policy, and ordinances by the Pembroke Public Schools, the Town of Pembroke, and that all tentative contracts are subject to the final approval of the Pembroke School Committee, Commercial messages or advertisements maybe authorized and accepted only under the following conditions:

1. Designated facilities for the placement of commercial messages and advertisements are as follows:
 - a. gymnasiums at the Bryantville Elementary School, Hobomock Elementary School, North Pembroke Elementary School, Pembroke Community Middle School, and the Pembroke High School
 - b. along the fencing at said schools
 - c. front of ticket booths
 - d. front of concession stands
 - e. front of press boxes
 - f. at such other locations as deemed appropriate by the Pembroke School Committee
2. Examples of commercial messages or advertisements that contain any of the following characteristics, but not limited to, or that in the sole discretion and judgment of the Superintendent of Schools as the authorized representative of the Pembroke School Committee or its legal counsel may be prohibited and may not be accepted for placement on school facilities or upon school property, are as follows:
 - a. promotion of or reference to the sale or consumption of alcoholic or cereal malt beverages in name, likeness or implication or the promotion of establishments that are licensed for and primarily sell alcoholic or cereal malt beverages, including bars; provided, however, that restaurants or other food service establishments and hotels or other places of lodging may be authorized when the commercial message or advertisement promotes only the food service or lodging (Example: a restaurant or other food service establishment may not use in its advertising text the word bar, pub or tavern or other similar word denoting the sale of alcoholic beverages, even if such word is part of the name of the establishment.);



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- b. promotion of or reference to the sale or consumption of tobacco products or depiction of the use of tobacco products in any manner;
- c. commentary, advocacy or promotion of issues, candidates, campaigns or organizations of a social, political, religious, or rhetorical nature;
- d. promotion of or reference to gambling, pari-mutual betting, lotteries, or games of chance whether by name, likeness or implication or promotion of or reference to providing such services or activities of a related or similar nature;
- e. depiction in any form of nudity or semi-nudity, profanity, obscenity or lewdness or characterization that suggest, depict or promote any such element, or promotion of or reference to any sexually oriented products, activities or materials such as massage parlors, escort services or establishments featuring X-rated or pornographic movies, contraceptive products or hygiene products of an intimate personal nature or advertising that is unlawful, or contains explicit messages or graphic representations pertaining to sexual contact or contain offensive levels of sexual overtone, innuendo or double entendre;
- f. promotion in any form of or reference to illegal drugs, illegal drug use or illegal drug materials; or characterizations that suggest or depict the promotion or glorification of any such products, activities or materials;
- g. promotion of or reference to the use or sale of firearms, explosives or other weapons; or the depiction, suggestion or glorification of violence or acts of a violent nature;
- h. use of words, foul or offensive language, representations or descriptive material of any kind having more than one meaning or connotation, one of which would otherwise be prohibited under this Policy;
- i. inclusion of materials, depictions, promotions or offerings that are the type prohibited by or by their nature would violate any postal restrictions or regulations or any federal, state or local law, rule or regulation;
- j. advertisements that describe or depict criminal activity in any way;
- k. inclusion of any claims that in the judgment of the authorized representative of the Pembroke School Committee or its legal counsel constitutes false, exaggerated or misleading claims or that contains offensive or otherwise improper comparisons with other products or their makers; and
- l. advertisements by political candidates for public office or advertisements concerning ballot issues;
- m. advertisements will be consistent with the Pembroke School School's Wellness Policy



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3. To protect the integrity of the school facilities or the school property under ownership and control of the Pembroke School Schools, and to ensure a proper measure of the uniformity, durability and quality, the Pembroke School Committee shall establish specifications for the types of permitted advertising surfaces and physical materials, and may reject advertising surfaces and materials that do not conform with those specifications or that are not otherwise deemed to be suitable.

4. Prior to any acceptance or placement of commercial messages or advertisements upon any school facility or the school property under ownership and control by the Pembroke Public Schools, the specifications of the same, including all advertising copy or content and all materials by which such advertising shall be displayed, must be submitted to the Pembroke School Committee for approval.

5. Any approval for the erection and display of commercial messages or advertising shall be made in writing as part of a written placement agreement, that shall at a minimum contain references to and the advertiser's commitment and agreement to abide by this policy. The term and rate of compensation shall be pursuant to the Pembroke School Committee's then current approved advertising terms and rates.

EXEMPTIONS AND EXCEPTIONS

Nothing in this policy shall be interpreted to prohibit or require authorization for any of the following:

1. Merchant or government identification, logos or trademarks appearing upon property acquired, installed or used in the construction or renovation of any of the facilities.

2. Public service announcement or announcements of events directly related to services of the Pembroke Public Schools.

3. Product or vendor identifications in relation to authorizing merchandizing or vending operations conducted upon or about the school facilities or the school property under ownership and control by the Pembroke Public Schools.

Cross Ref: KHA – Public Solicitations in Schools

1st Reading: 1/15/19

2nd Reading: 2/12/19

Adopted: 2/12/19



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**POLICY KJA: RELATIONS WITH EXTERNAL SUPPORT
ORGANIZATIONS**

The Pembroke School Committee (PSC) recognizes the role of the various external support organizations (ESO) in assisting the Pembroke Public School Department (PPSD) in enriching co-curricular activities (CCAs). This policy is intended to provide the guidelines for interaction between ESOs and the PPSD, and to ensure that personnel responsible for the operation of the PPSD are aware of activities being conducted under their area of responsibility.

For the purpose of this policy, an ESO is a parent and/or a community group that is organized for the purpose of providing resources to support a PPSD activity (or activities) and/or to recognize student accomplishment within that activity.

Only those ESOs that have been approved by the PSC may use any PSD name and/or logo.

In order to be approved as an ESO within the PPSD, the following criteria apply:

1. The ESO must be organized and operated by adults.
2. Initially, the ESO must provide details of its organizational structure, including: its purpose and goals and the intended use of funds generated, to the PSC via the Superintendent or their designee for approval as a PPSD authorized ESO.
3. Use of PPSD facilities by the ESO will comply with PPSD policies, and as applicable, state laws, local laws and Pembroke by-laws.
4. Unless otherwise accepted as a gift, no monies raised by ESOs will be deposited directly to any PPSD account. The ESO must maintain bank, financial and non-profit status separately from the PPSD.
5. All ESO fundraising activities will comply with PPSD policies and must be pre-approved by the Building Administrator (BA). Re-occurring events (i.e. basketball games, soccer games, etc.) will require only one approval per school year.
6. The ESO will advise the PSC in writing within 30 days, via the Superintendent or their designee, any time the officers of the group change.
7. ESOs will not directly pay coaches, officials or judges, purchase equipment or pay for transportation of any PPSD team and/or student.

The PSC reserves the right to revoke the approval of any ESO if their operations and/or purpose are inconsistent with any PPSD Policy.



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1st Reading: October 6, 2009

2nd Reading: November 17, 2009

Adopted: November 17, 2009