

## SECTION K

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## **SCHOOL-COMMUNITY RELATIONS GOALS**

The School Committee believes that the District is an integral part of the community and the 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.

First Reading: November 2, 2009  
Second Reading: November 23, 2009  
Approved: November 23, 2009

**Reviewed, revised and updated:** October 30, 2019

## **SCHOOL/PARENT RELATIONS GOALS**

It is the general goal of the District to foster relationships with parents 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 regarding student progress and achievement, methods to enhance student development, and matters of correction.

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

Source: MASC

First Reading: November 2, 2009

Second Reading: November 23, 2009

Approved: November 23, 2009

**Reviewed, revised and updated:** October 30, 2019

## NON-CUSTODIAL PARENTS RIGHTS

As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents").

As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
  1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  2. The parent has been denied visitation, or
  3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 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 G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

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

SOURCE: MASC2016 REVISED: January 25, 2007

**Reviewed, revised and updated:** January 3, 2018

## RELATIONS WITH PARENT ORGANIZATIONS

To foster relationships with parents that encourage the home and school to work together to establish and achieve common educational goals for students, the Superintendent and the professional staff will:

1. Consult with and encourage parents/guardians to share in school planning and in setting objectives and evaluating programs.
2. Help parents/guardians understand the educational process and their role in promoting it.
3. Provide for parent/guardian understanding of school operations.
4. Provide opportunities for parents/guardians to be informed of their child's development and the criteria for its measurement.

To accomplish the above and to enhance communications between parents 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.

Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.

2. A vote, open to all parents of children enrolled, will designate the organization to be recognized if more than one organization with the same purpose makes the request.
3. All parent organizations shall obtain 501C3 status and file appropriate paperwork with state authorities and make proof of such status available to school district administration.
4. All parent organizations need to recognize that spending on student activities must comply with federal law relating to equity among student genders.

LEGAL REFS: Title IX, Education Amendments of 1972

CROSS REFS: ACA - Nondiscrimination on the Basis of Sex

SOURCE: MASC October 2016

**First Reading:** February 1, 2012  
**Second Reading:** February 15, 2012  
**Approved:** February 15, 2012

**Reviewed, revised and updated:** January 1, 2018

## **PUBLIC GIFTS TO THE SCHOOLS**

The Auburn School Committee will have authority to accept gifts and offers of equipment for the schools in the name of the Committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the Committee, as provided by law.

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

**SOURCE:** MASC

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

**First Reading:** February 1, 2012  
**Second Reading:** February 15, 2012  
**Approved:** February 15, 2012

**Reviewed, revised and updated:** January 3, 2018



## **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 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 shall be posted on the District 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. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

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

SOURCE: MASC October 2016

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

CROSS REFS.: BEDG, Minutes

GBJ, Personnel Records

JRA, Student Records

<b>First Reading:</b>	February 1, 2012
<b>Second Reading:</b>	February 15, 2012
<b>Approved:</b>	February 15, 2012

**Reviewed, revised and updated:** January 3, 2018

***Auburn Public Schools***

## **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 system.

All representatives of the media will be given equal access to information about the schools. The only exception to this is when an emergency occurs in which the Incident Command Staff believes that the release of information will compromise the safety of others or impede an ongoing investigation. General releases of interest to the entire community will be made available to all the media simultaneously. There will be no exclusive releases except as media representatives request information on particular programs, plans or problems.

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

1. The School Committee Chairman will be the official spokesman for the Committee, except as this duty is delegated to the Vice-Chairman or Superintendent.
2. News releases that are of a system-wide or a sensitive nature or pertain to established Committee policy are the responsibility of the Superintendent.
3. In an emergency, the Superintendent of Schools will act as the School Department's Media Public Information Officer/Media Liaison, or her/his designee, with the information publicized being provided by the Incident Command Staff on a Public Information Release Form provided by the Safety Team.
4. 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 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 system.

**SOURCE: MASC**

**First Reading:** February 1, 2012  
**Second Reading:** February 15, 2012  
**Approved:** February 15, 2012

**Reviewed, revised and updated:** January 3, 2018

***Auburn Public Schools***

## **PUBLIC COMPLAINTS**

Although no member of the community will be denied the right to bring their complaints to the Committee, they will be referred through the proper administrative channels for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern Committee actions or Committee operations only.

The Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. School building administrator
3. Superintendent
4. School Committee

If a complaint, which was presented to the Committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the committee and then placed in the official files.

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit his complaint in writing. Anonymous complaints will not be considered.

Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired.

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

SOURCE: MASC 2016  
LEGAL REFS.: MGL 76:5  
603 CMR 26:00

**First Reading:** March 19, 2012  
**Second Reading:** April 4, 2012  
**Approved:** April 4, 2012

**Reviewed, revised and updated:** January 3, 2018

## **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 school administrator should 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 that the Committee has adopted.
2. The Committee will not permit any individual or group to exercise censorship over instructional materials and library collections, but recognizes that at times a reevaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:
  - a. The person who objects to the book or other material will be asked to sign a complaint on a standard form on which he/she will document his criticism.
  - b. Following receipt of the formal complaint, the Superintendent will provide for a reevaluation of the material in question, he/she will arrange for the appointment of a review committee from among the faculty to consider the complaint.
  - c. The Superintendent will review the complaint and the committee's reevaluation and will render a decision in the matter. Should the decision be unsatisfactory to the complainant, he/she may appeal it to the Committee.

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

**SOURCE:** MASC

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

**CROSS REFS.:** IJ, Instructional Materials

IJJ, Selection and Adoption of Textbooks

IJL, Selection and Adoption of Library Materials

**First Reading:** October 2, 2019

**Second Reading:** October 30, 2019

**Approved:** October 30, 2019

**Auburn Public Schools**

## **COMMUNITY USE OF SCHOOL FACILITIES LEASE OR RENT**

The Auburn School Committee encourages the use of facilities as a community center for the benefit of the Auburn community. However, such use shall be scheduled so as not to interfere with the primary mission of the district which is to provide instructional and school related activities in a clean, safe and appropriate facility.

- School programs will have precedence over all other organizations' requests to use a facility.
- Application for use of facilities must be made at the school that will be rented no less than 21 days in advance of the date or first date of intended use. Permission to use the facility must be granted by the building principal, the Director of Facilities and the Superintendent. Except by approval of the Superintendent, separate application must be made for each occasion. Except in unusual circumstances, facilities may only be used by organizations or groups from Auburn. An organization whose main meeting place is other than in Auburn, but whose membership consists of at least 50% of Auburn citizens, may use the facilities of the Auburn Public Schools.
- Following approval or disapproval of the use of the facility, one form shall be returned to the person requesting use of facilities.
- Preference for rental will be in the following order: School use, youth groups comprised of 100% Auburn students, youth groups comprised of 50%+ Auburn students, recreational groups, and out of town groups.
- Applications for rental of the fields will be made at the AHS Athletic Office or via the Main Office of Auburn High School and will require the signature of the Principal, Athletic Director, Director of Facilities and the Superintendent. Any of these individuals has the right to deny the use of the fields if, in their sole discretion, the intended use of the field will put undue wear and tear on the facility or is incompatible with our educational mission.
- Applications for rental of the gym will be made directly to the building's main office. The agreement will require the signatures of the Principal, Athletic Director, Director of Facilities and the Superintendent. Any of these signatories may deny use of the gym if, in their sole discretion, they believe the activity is either incompatible with our educational mission or will put undue wear and tear on the facility.
- Applications for other spaces including the Auditorium and Regular Classrooms will be applied for directly to the building's main office. The agreement will require the signatures of the Building Principal, Director of Facilities and the Superintendent. Any of these signatories may deny use of the school space if, in their sole discretion, they believe the activity is either incompatible with our educational mission or will put undue wear and tear on the facility.

- Costs for the use of facilities will be assessed according to an approved User Fee Guidelines Schedule (attached).
  - Building/Facility Rental Fee: these fees may be assessed according to the attached schedule. No area other than that approved for use on the application shall be used. No school material or furniture may be used without permission of the Superintendent. For any major functions requiring use of a stage with scenery, the facility must be requested with additional time to allow setting up and dismantling of the scenery.
  - Use of Facility Hourly Rate: The use of facility hourly rate (which constitutes both a personnel fee and a building use fee, wear and tear, upkeep, utilities, etc) shall be paid from the time of the custodian/cafeteria worker arrival, which is a minimum of ½ hour before the event is to begin, to the time of their departure, which is to be determined between the applicant and the school administrator.
- All community use of schools will be aligned with the attached procedure and fee structure.
- The Superintendent of Schools shall annually review this policy and fee structure and recommend any changes to the School Committee deemed to be in the District's or community's best interest.
- Long term leasing arrangements may be applied for through the School Committee.

First Reading: September 18, 2006  
 Second Reading: October 2, 2006  
 Approved: October, 2, 2006

Update approved: May 1, 2013

**Update approved:** June 30, 2018

## SCHOOL USE OF FACILITIES GUIDELINES

School grounds and buildings are maintained for school purposes. School programs have precedence over all others. Such use shall be as approved by the Superintendent of Schools.

Fees for rental and/or use of the facilities may be charged as indicated in the policy below. These fees are used by the School Department to partially defray the additional personnel costs, the cost of wear and tear, and upkeep of buildings and grounds due to added usage by school-based and community organizations.

Police coverage can be required per the discretion of the Principal according to this policy; all organizations must arrange for and pay those fees directly to the Auburn Police Department.

- ☆ All fees are for a period up to four hours. Use of school property in excess of four hour periods would be charged an hourly rate equal to one-fourth (1/4) of the rates below.
- ☆ All fees are payable to the Auburn Public Schools, 5 West Street, Auburn, MA 01501
- ☆ All high school rental fees will be rounded up to the nearest hour.
- ☆ As custodians are required to clean the rental space before and after events, there will be no reductions in rental fees solely because there is already a custodian on duty.
- ☆ No rooms outside of regular classrooms, the gym, auditorium and fields will be available for non-school use *at the high school*.
- ☆ The use of classroom technology is not included as part of the rental agreement.
- ☆ Due to liability issues and the potential for equipment damage, there must be a certified person present when weight and cardio equipment is being used by non-school personnel.
- ☆ Renters looking to conduct activities on the gym floor must ensure that participants put on a second pair of sneakers that will not cause undue wear on the gym floor.
- ☆ A site manager designated by the school department will be required for Auditorium rental due to the complexity of the lighting and sound systems.

- ☆ A site manager must be on staff for the time period scheduled for the event.
- ☆ Cancellations must be made 3 weeks prior to the scheduled event or it will result in billing the organization as a rental.
- ☆ Cancellation of events due to weather may occur. If school events are cancelled for the day due to weather, all rentals will be cancelled also.

**I. Auburn School Based Organizations**

- Auburn school based organizations shall be permitted to use the grounds and buildings without paying a use of facilities fee. Auburn school based organizations are defined as sanctioned;
  - Student organizations comprised of 100% Auburn residents
  - Student organizations comprised of 50% or more Auburn residents
  - Parent/Teacher organizations
  - Auburn Educational Association
  - Organizations whose primary purpose is raising money for the schools
- ☆ School based organizations shall pay fees for custodial services and cafeteria workers as indicated in the policy except as noted above.
- ☆ All organizations must pay for police coverage if required by the school department.
- ☆ School facilities may be used by school based organizations upon approval of the Superintendent without charge for facilities, custodians, and/or cafeteria personnel.
- ☆ Building principals may use the facility, free of charge, if the activity directly benefits the school.
- ☆ Under all circumstances, the balance of funds in the "Use of Facilities" account must be adequate to cover associated personnel costs.
- ☆ Appropriations cannot be used to fund personnel costs associated with non-school usage of the buildings.

**II. Non-School Use of Facilities**

- School grounds and buildings may be used by individuals and associations for activities of an educational, recreational, social, civic, philanthropic and like purposes as may be deemed in the interest of the community. The affiliation of any such association with a religious organization shall not disqualify such association from being allowed use for such a purpose. The use of school property as a place of



assemblage for citizens to hear candidates for public office shall be considered a civic purpose.

- School buildings shall not be used for:
  - Parties or celebrations which are private in nature, i.e. weddings, birthdays, anniversaries, etc.
  - Gambling, raffles, lotteries, the playing of bingo or other games of chance.
  - Religious worship

**Supervision:** The person signing the application must be present or provide acceptable adult supervision before entry is allowed into a building.

**Damage:** The School Committee holds the signatory to the application responsible for payment of damages to any school property damaged, stolen, defaced or mutilated. Payment for damage must be made to the Town of Auburn before further use of school facilities will be permitted to that group.

**Liability:** The permittee shall hold the Town of Auburn harmless and indemnify it in advance against any and all liability damage or expense which may be incurred by reason of the exercise of the permittee of any privileges hereunder. If required by the Town of Auburn, the permittee will purchase public liability or other insurance and pay the cost of the same, with any such policy made payable to the Town of Auburn.

**Lighting, Electrical Appliances:** Facilities are to be used as furnished. Permission is required before any alterations, additions, equipment, special lighting or decorations are used.

**Liquor:** Use or possession of liquor is prohibited in school buildings and on all school grounds.

**Loan of Equipment:** Both the Principal and the Superintendent of Schools must give consent for any equipment such as computers, chairs, stage properties, tools, public address, or visual aid equipment, musical instruments, or any other equipment belonging to the Auburn Public Schools, to be used or taken from the school building at any time.

**Permits:** All arrangements for the use of facilities must be personally made by an adult who is an authorized representative of the sponsoring agency and assumes total responsibility. Any permit may be immediately terminated by the Superintendent, his/her designee or in his/her absence, the attending police officials, if in their judgment, such termination is warranted by existing conditions. Additionally, all extended use permits issued are subject to cancellations on specific dates. The School Committee reserves the right to revoke any permission granted.

**Smoking:** Smoking is prohibited on all school grounds.

**Weapons:** All persons using school property are prohibited from bringing or using knives, pistols, guns or dangerous weapons of any kind. Only Town and State Police are allowed weapons on school property.

**CORI Procedures:** It is required by state law that any entity or organization providing activities or programs for individuals 18 years or younger must obtain all available criminal records request information on any volunteer or worker in their organization. During the rental of the Auburn Public Schools facilities any person(s) can come in contact with individuals 18 years or younger with activities ongoing in our facilities. CORI checks must be done prior to processing of the application for use of the facilities.

**Fields:** Site Managers are mandatory. If the group renting the field is an in-town group, the renter will have the option to provide their own site manager. However, the site manager provided by the renter must have gone through an orientation process approved by the Athletic Director. NOTE: *If in the sole discretion of the Athletic Director*, there is repeated neglect of site manager duties, the school department reserves the right to select a suitable site manager at the renter's expense. If the group renting the field is an out of town group, the Athletic Director will provide the site manager at the renter's expense. \*Unless specifically approved in writing by the Athletic Director, scoreboards, lighting and other field equipment are not included for use as part of the rental of the fields or gym.

\*\*No Planned activities can be scheduled past 10:00 p.m. unless they are school sponsored events.

\*\*No use of facilities application, no entrance to the facility.

Update approved: May 1, 2013

Update approved: June 30, 2018

Auburn Public Schools  
Approved Fee Structure All Buildings

Item	Auburn Non Profits	Auburn & Non-Auburn For Profit Groups	School-Based
Cafeteria (w/o Kitchen Use)	\$12.50-\$50.00/hour*	\$100.00/hour	No Fee
Cafeteria (w/Kitchen Use)	\$12.50-\$50.00/hour**	\$150.00/hour	No Fee
Conference/Presentation Room	\$25.00/hour	\$50.00/hour	No Fee
Computer Lab w/o Air Conditioning	\$20.00/hour	\$75.00/hour	No Fee
Computer Lab w/Air Conditioning	\$40.00/hour	\$120.00/hour	No Fee
Auditorium w/o Air Conditioning	\$75.00/hour	\$200.00/hour	No Fee
	\$50/hour	\$100/hour	
Auditorium w/Air Conditioning	\$125.00/hour	\$400.00/hour	No Fee
	\$85/hour	\$150/hour	
Audio Visual Technology (Required with Auditorium Rental)	\$30.00/hour	\$30.00/hour	No Fee
Computer Usage	\$7.50/per unit	\$15.00/per unit	No Fee
Classroom	\$12.50/hour	\$25.00/hour	No Fee
Classroom w/Air Conditioning	\$25.00/hour	\$75.00/hour	No Fee
Library	\$25.00/hour	\$50.00/hour	No Fee
Kitchen	\$25.00/hour***	\$75.00/hour**	No Fee
Music, Art & Home Economics Rooms	\$12.50/hour	\$25.00/hour	No Fee
Parking Lot	\$25.00/hour	\$100.00/hour	No Fee
Custodial Services	\$29.50/hour****	\$29.50/hour***	No Fee
All Gymnasiums Excluding AHS	\$50/hour	\$150/hour	No Fee
	\$50/up to 3 hours M-F	\$50/hour	No Fee
	\$40/hour Saturdays		
<b>Tennis Courts</b>	<b>No usage fee; \$12.50/hour lighting fee</b>	<b>For-Profit Groups Only: \$20/court per hour fee plus \$30/hour site manager fee (only one site manager needed for multiple court rentals)</b>	<b>No Fee</b>
<b>Basketball Court</b>	<b>No usage fee; \$7.00/hour lighting fee</b>	<b>For-Profit Groups Only: \$20.00 per hour fee plus \$30/hour site manager fee</b>	<b>No Fee</b>
Site Manager	\$15.00/hour	\$30.00/hour	No Fee
*Dependent upon number of people			
**Dependent upon number of people			
***Additional costs for Cafeteria Staff subject to rate in Cafeteria Workers Contract			
****Subject to rate in Custodians Contract			
<i>Revised April 22, 2008</i>			
<i>Approved by Auburn School Committee May 19, 2008</i>			
Revised: January 5, 2009			
<b>Revised: October 6, 2011</b>			
<b>Reviewed/Approved by School Committee: 10/19/2011</b>			

**COMMUNITY AND SCHOOL USE OF FACILITIES  
AUBURN HIGH/AUBURN MIDDLE SCHOOLS  
FIELD USE**

**BASEBALL FIELD:**

Authorized Use:

High School Teams for practice and games.

High School affiliated groups for games only (MIAA Tournaments).

Authorized Use by Permit Only:

Auburn Recreation and Culture

Auburn Youth Groups

Other Auburn Non-Profit Groups

Non-Auburn or Auburn For Profit Groups

**SEE FEE SCHEDULE/PERMIT ONLY**

**SOFTBALL FIELD:**

Authorized Use:

High School Teams for practice and games.

High School affiliated groups for games only (MIAA Tournaments).

Authorized Use by Permit Only:

Auburn Recreation and Culture

Auburn Youth Groups

Other Auburn Non-Profit Groups

Non-Auburn or Auburn For Profit Groups

**SEE FEE SCHEDULE/PERMIT ONLY**

**ALL PURPOSE FIELD: SPRING AND FALL**

Authorized Use:

High School Teams for practice and games.

Middle School Teams for practice and games.

High School affiliated groups for games only (MIAA Tournaments).

Authorized Use by Permit Only:

Auburn Recreation and Culture

Auburn Youth Groups

Other Auburn Non-Profit Groups

Non-Auburn or Auburn For Profit Groups

**SEE FEE SCHEDULE/PERMIT ONLY**

Authorized Use by Special Permit/Fee Charged:

Outside groups.

**SEE FEE SCHEDULE/OUTSIDE GROUPS/SPECIAL PERMIT**

**FOOTBALL FIELD AND TRACK: FALL AND SPRING**

Authorized Use:

High School Teams for practice and games.

Middle School Teams for practice and games

High School affiliated groups for games only (MIAA Tournaments).

Authorized Use by Permit Only:

Auburn Recreation and Culture

Auburn Youth Groups.

Other Auburn Non-Profit Groups

Non-Auburn or Auburn For Profit Groups

**SEE FEE SCHEDULE/PERMIT ONLY**

Authorized Use by Special Permit/Fee Charged:

Outside groups.

**SEE FEE SCHEDULE/OUTSIDE GROUPS/SPECIAL PERMIT**

**Update Approved by School Committee: June 5, 2019**

**AUBURN HIGH/AUBURN MIDDLE SCHOOLS  
FIELD USE  
FEE SCHEDULES**

**AHS BASEBALL FIELD – Permit Only**

- **Lighting/\$50.00 per hour**
- **Auburn groups will have the option to provide their own site management with the approval of the Parks Department.**
- **Police Detail – (If Required)/Fee set by Town**

**AHS BASEBALL FIELD – Outside Groups/Special Permit**

- **Lighting/\$50.00 per hour**
- **Site Management Fee of \$30/hour, including 30 minutes before and after the event**
- **Field use/\$250.00 per hour**
- **Police Detail – (If Required)/Fee set by Town**

**AHS SOFTBALL FIELD – Permit Only**

- **Lighting/\$50.00 per hour**
- **Auburn groups will have the option to provide their own site management with the approval of the School Department.**
- **Police Detail – (If Required)/Fee set by Town.**

**AHS SOFTBALL FIELD – Outside Groups/Special Permit**

- **Lighting/\$50.00 per hour**
- **Site management and cleanup: Minimum of 3 person hours @ \$90.00**
- **Field use/\$250.00 per hour**
- **Police Detail – (If Required)/Fee set by Town**

**AHS ALL PURPOSE FIELD: SPRING AND FALL – Permit Only**

- **Lighting/\$50.00 per hour**
- **Auburn groups will have the option to provide their own site management with the approval of the Parks Department.**
- **Police Detail – (If Required)/Fee set by Town**

**AHS ALL PURPOSE FIELD: SPRING AND FALL – Outside Groups/Special Permit**

- **Lighting/\$50.00 per hour**
- **Site management and cleanup: Minimum of 3 person hours @ \$90.00**
- **Field use/\$250.00 per hour**
- **Police Detail – (If Required)/Fee set by Town**

**AHS OR AMS FOOTBALL FIELD AND TRACK: FALL AND SPRING – Permit Only**

- **Lighting/\$50.00 per hour (Only available at AHS)**
- **Auburn groups will have the option to provide their own site management with the approval of the School Department**
- **Police Detail – (If Required)/Fee set by Town**

**AHS OR AMS FOOTBALL FIELD AND TRACK: FALL AND SPRING – Outside Groups/Special Permit**

- **Lighting/\$50.00 per hour (Only available at AHS)**
- **Site management and cleanup: Minimum of 3 person hours @ \$90.00**
- **Field use/\$250.00 per hour**
- **Police Detail – (If Required)/Fee set by Town**

**All fields are to be left in the condition in which they are found. If not, the School Department reserves the right to assess an additional fee and/or to revoke the special permit. Fees for additional cleaning of the field will be at \$40/hour.**

**Update approved by School Committee: June 5, 2019**

## **PUBLIC SOLICITATIONS IN THE SCHOOLS**

Limits will be placed on fund-raising activities in the schools, for the following reasons:

1. The school system should provide students, parents, and employees protection from exploitation.
2. The school system should not give the public the impression of generally endorsing or sanctioning specific fund-raising activities.
3. Fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and principals may permit occasional fund-raising activities related to the objectives of the schools.

For the purposes of this policy, local PTA and PTO groups and groups representing school system employees will be considered "school groups" and will be governed by the Committee's policy on staff solicitations.

**LEGAL REF.:** M.G.L. 44:53A  
KJA, Relationship with Booster Organizations

**First Reading:** March 19, 2012  
**Second Reading:** April 4, 2012  
**Approved:** April 4, 2012



**PUBLIC SOLICITATIONS IN THE SCHOOLS**

Sales and Drives

1. No one shall be allowed to sell, or offer for sale, within the schools or committee offices any articles or services to employees or pupils, or to solicit contributions of such persons, provided, however, that this rule shall not be construed as restricting or prohibiting any school activity, the solicitation and collection for United Way contributions, or other drives approved by the School Committee.
2. Club activities shall be approved by the principal or his/her designee, on an individual basis.
3. The distribution of any handbills for a commercial purpose shall not be permitted.

REF: KJA, Relationship with Booster Organizations

**First Reading:** March 19, 2012

**Second Reading:** April 4, 2012

**Approved:** April 4, 2012

## 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 grounds or properties without the permission of the School Committee. Publications of the school system will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school system to promote any product will not be permitted unless approved by the School Committee.

SOURCE: MASC 2016

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

First Reading: 11/17/08  
Second Reading: 12/1/08  
Approved: 12/1/08

**Reviewed, revised and updated:** January 3, 2018

## DISTRIBUTION OF FLYERS POLICY

The distribution of information of an advertising or promotional nature is not allowed on school premises. Information regarding the activities of school, District-sponsored or affiliated programs may be distributed, both in hard copy and, preferably, via email notification. Flyers regarding town-sponsored or non-profit activities, which are age-appropriate and in the best interest of students, may be distributed provided the materials do not threaten to substantially disrupt or interfere with school activities. All other flyers approved by the Principal may be left in the front office for those children or parents who wish to collect them. The building Principal will determine the appropriateness of all flyers prior to their distribution. The Superintendent may be consulted should questions arise.

It is the responsibility of the group sponsoring the activity to provide information about the event and an appropriate flyer, as needed, so that it can be included in informational emails sent to our students' families. If hard copies will be sent home, it is the responsibility of the group sponsoring the activity to provide sufficient copies of the approved flyers, at no cost to Auburn Public Schools, separating them into classroom quantities, as stated by the Principal's secretary.

Ref: Student Activity Procedures

First Reading: 9/15/08

Second Reading: 9/29/08

Approved: 9/29/08

**Reviewed, revised and updated:** December 4, 2019

## **VISITORS TO THE SCHOOLS**

The School Committee welcomes parents and guests to visit classrooms to learn about and enrich 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 system's mission and goals.

Visits by parents 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. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes it is requested that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.
4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
5. Any student who wishes to have a guest in school **MUST** ask permission of one of the administrative staff **24 HOURS** in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

CROSS REF.: IHBAA, Observations of Special Education Programs

SOURCE: MASC October 2016

First Reading: 11/17/08  
Second Reading: 12/1/08  
Approved: 12/1/08

**Reviewed, revised and updated:** January 3, 2018

## RELATIONS WITH BOOSTER ORGANIZATIONS

The School Committee recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in the endorsement of the aims and achievement of our public school system. Generally, actions initiated by boosters provide an atmosphere and climate that fosters and encourages community and school based relationships.

Although run by volunteers, independent from the Auburn Public School District, the School Committee recognizes that the actions of booster organizations and their membership reflect on the school district in that their purpose is to support the District's schools, programs and students. Booster organizations may, therefore, be granted special or privileged access to School Department resources beyond those authorized to other organizations.

Any booster organization that utilizes or is granted special or privileged access to school resources shall adhere to standards of professionalism, ethics and safety as set by the School Committee, Superintendent and Principals when on school grounds or hosting events at school-sponsored functions.

For the purpose of this policy, special or privileged access shall include but is not limited to the following, subject to the policy of the School Committee:

- use of facilities for the purpose of meeting;
- access to the school or school events for the purpose of collecting or disseminating information; and
- access to school activities or events, equipment, uniforms or any other property under the control of the school district for the purpose of fundraising.

The School Committee authorizes the Superintendent and Principals to oversee the fulfillment of this policy and its provisions.

Members of booster organizations who will have direct, unsupervised interaction with students shall submit to a CORI check prior to such contact as required by law.

Any information gathered or obtained as a direct or indirect result of special access shall be considered private information and shall only be utilized by the booster organization to fulfill its mission.

Activities of booster organizations which involve the use of school facilities or resources must be approved by the Building Principal or Superintendent. Should a Principal be unwilling to approve such use, the booster organization may appeal to the Superintendent. In all cases, decisions of the Principal or the Superintendent should be based on existing district policies.

In all cases involving the use of school department resources or buildings, administrators and booster organizations must follow District policies as set by the School Committee.

The Superintendent may deny any special access to any organization that fails or refuses to comply with this policy and shall notify that organization in writing. The denial may be subject to appeal before the School Committee within 30 days of written notification from the Superintendent.

**REF:** Policy ADDA, CORI Requirements  
Policy KF, Community Use of Facilities  
Policy KFA, Community Use of Facilities, Auburn High Field Use  
Policy, KFAB, Use of the High School Facility

**First Reading:** August 31, 2009  
**Second Reading:** September 21, 2009  
**APPROVED:** September 21, 2009

**Reviewed, revised and updated:** December 4, 2019

## **RELATIONS WITH LAW ENFORCEMENT**

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.

<b>First Reading:</b>	April 25, 2012
<b>Second Reading:</b>	May 2, 2012
<b>Approved:</b>	May 2, 2012

## 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.

<b>First Reading:</b>	April 25, 2012
<b>Second Reading:</b>	May 2, 2012
<b>Approved:</b>	May 2, 2012



## 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.

<b>First Reading:</b>	April 25, 2012
<b>Second Reading:</b>	May 2, 2012
<b>Approved:</b>	May 2, 2012