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GENERAL PUBLIC RELATIONS

TELEVISIONING SCHOOL COMMITTEE MEETINGS

The North Reading School Committee endorses the practice of televising its meetings on the public access channel of the cable television franchise. Meetings shall be transmitted by means of a live signal and shown unedited in their entirety.

Persons operating the television cameras and related equipment must be registered with the town's Cable Television Advisory Committee and certified by the cable television franchise holder.

First Reading February 22, 1988  
Approved March 7, 1988  
Reviewed June 11, 2012  
Reviewed November 25, 2019

GENERAL PUBLIC RELATIONS

DISSEMINATION OF INFORMATION THROUGH SCHOOLS

It is the policy of the North Reading School Committee to prohibit the dissemination of information regarding non-school related organizations and events through the schools. Exceptions will be made only if the expressed consent of the Committee is obtained in advance.

First Reading May 20, 1975  
Approved June 23, 1975  
Reviewed April, 1983  
Reviewed June 11, 2012

## GENERAL PUBLIC RELATIONS

### USE OF STUDENTS TO INFORM THE PUBLIC ABOUT SCHOOL PROGRAMS

The North Reading School Committee believes that the participation of students in interpreting the educational program of the schools to the community shall be encouraged, with the understanding that

1. Students shall not be exploited for the benefit of any individual or group
2. Students shall participate only in appropriate situations
3. The use of students shall always be evaluated in terms of the effect on the child
4. Students shall not solicit or promote school district issues without approval of the Superintendent's office
5. The best possible community relations grow from a superior teaching job in the classroom. Enthusiastic students with serious intentions, well directed by sympathetic and capable teachers, are certain to communicate with the parents and the community. The North Reading School Committee believes this is the cornerstone of good community relations.

First Reading January 3, 1984  
Approved January 9, 1984  
Revised, First Reading June 11, 2012  
Approved June 25, 2012  
Reviewed November 25, 2019

GENERAL PUBLIC RELATIONS

SCHOOL COMMITTEE – COMMUNITY RELATIONS

Public education today must have the complete understanding of the community it serves. Every possible means of attaining this understanding must be developed.

The School Committee and/or the Superintendent of Schools shall, as the need arises, call public meetings for the purpose of discussing problems pertinent to the school program. Special effort shall be exerted in such meetings to solicit attendance from a cross-section of the community.

First Reading January 3, 1984  
Approved January 9, 1984  
Reviewed June 11, 2012  
Reviewed November 25, 2019

GENERAL PUBLIC RELATIONS

PROCEDURES FOR PUBLIC INPUT AT SCHOOL COMMITTEE MEETINGS

The meetings of the School Committee shall be open to the public except when the Committee votes to go into Executive Session. Citizens wishing to present problems, raise questions, or make suggestions concerning the schools may do so under the "Public Input" section of the meeting agenda.

Citizens may also request that a subject be placed on an agenda for a School Committee meeting and may do so by submitting the request in writing to the Superintendent of Schools no less than ten (10) business days prior to the date of the School Committee meeting. Such requests are subject to the approval of the School Committee chairperson. If the situation is deemed by the School Committee chairperson to be critical or urgent he/she may waive the required advanced notice. Rules of decorum applying to Town Meeting shall apply to School Committee meetings. Citizens must be recognized by the Chairman before speaking. Discussion will be limited to the subject under consideration and the length of time may be limited by the demands of the agenda.

First Reading January 6, 1975  
Second Reading January 20, 1975  
Reviewed March, 1983  
Reviewed June 11, 2012  
Revised, First Reading January 7, 2019  
Approved January 28, 2019  
Reviewed November 25, 2019

## GENERAL PUBLIC RELATIONS

### PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires citizens of the District to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public.

In order that all citizens who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The Chair shall determine the length of the public participation segment.
2. Speakers will be allowed three (3) minutes to present their material. The presiding Chair may permit extension of this time limit.
3. Public participation throughout a regularly scheduled meeting will be left to the discretion of the Chairperson.
4. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.
5. All remarks will be addressed through the Chair of the meeting.
6. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
7. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.

First Reading May 2, 1988  
Approved May 16, 1988  
Reviewed June 11, 2012  
Revised, First Reading October 16, 2017  
Approved November 13, 2017

SOURCE: MASC July 2016

Reviewed November 25, 2019

## GENERAL PUBLIC RELATIONS

### PARENT ORGANIZATION LIAISON TO SCHOOL COMMITTEE

The School Committee encourages parent organizations in all schools to select one or more members to function as liaison to the School Committee for the purpose of maintaining good communication. The names of those selected shall be communicated to the School Committee in writing.

Parent organizations may request that an item be placed on a School Committee agenda by notifying the Superintendent of Schools or Chairman of the School Committee five days prior to the next scheduled meeting (see Policy BCBI).

The Committee will carefully consider all information relating to specific issues received from parent organizations, but will exercise its best judgment in arriving at decisions.

First Reading September 27, 1989  
Approved October 23, 1989  
Reviewed June 11, 2012  
Reviewed November 25, 2019



GENERAL PUBLIC RELATIONS

SENIOR CITIZENS

Senior citizens of North Reading --- persons sixty-five years of age or older---may be given a senior citizen guest pass, which shall permit them to attend all athletic events, free of charge. Student organizations are encouraged to open their dress rehearsals to senior citizens. These guest passes shall represent a small token of appreciation from the Committee for all that the senior citizens have done for the schools over the years.

First Reading January 3, 1984  
Approved January 9, 1984  
Reviewed June 11, 2012  
Reviewed November 25, 2019

GENERAL PUBLIC RELATIONS

PARTICIPATION IN COMMUNITY ACTIVITIES

The North Reading School Committee encourages the participation of its employees in community activities in the belief that such participation develops a heightened sense of civic awareness and personal responsibility.

First Reading November 20, 1972  
Approved November 27, 1972  
Reviewed March 5, 1979  
Reviewed April, 1983  
Reviewed June 11, 2012  
Reviewed November 25, 2019

## GENERAL PUBLIC RELATIONS

## RECOGNITION OF COMMUNITY/PARENT ACCOMPLISHMENT AND SERVICE

The School Committee believes that it is important to recognize the outstanding accomplishments, work, and service made by individual parents, citizens, and community groups and organizations which contribute to the improvement and quality of education and the schools. In recognition of accomplishment and service the following award may be made to parents, citizens, and community groups and organizations.

School Committee Award of Appreciation: The Committee recognizes and appreciates the outstanding contributions made by individual citizens and community groups and organizations which enhance the overall quality of education or programs for children in the North Reading Public Schools and/or the community. Nominations for the Award of Appreciation may be made by parents, staff members, and students. Nominations will be submitted to the Committee by March 1 of each year. Nomination forms may be obtained from the Superintendent's Office. Presentation of the Award of Appreciation will be made annually at a regular meeting of the School Committee.

First Reading April 29, 1985  
Approved May 20, 1985  
First Reading April 28, 1997  
Approved May 12, 1997  
Reviewed June 11, 2012  
Reviewed November 25, 2019

## GENERAL PUBLIC RELATIONS

### FIELD TRIPS

The North Reading School Committee believes that field trips that add enrichment to the curriculum are to be encouraged. Field trips that do not exceed one hundred twenty-five (125) miles from the school may be authorized by the Superintendent of Schools or his designee.

Overnight trips or those that exceed one hundred twenty-five (125) miles (one way) must be approved by the School Committee.

Regulations governing field trips will be drafted by the Superintendent.

First Reading November 8, 1983  
Approved November 15, 1983  
Reviewed June 11, 2012  
Reviewed March 16, 2017  
Reviewed November 25, 2019

## GENERAL PUBLIC RELATIONS

## COMMUNITY USE OF SCHOOL FACILITIES

The North Reading School Committee encourages the use of school facilities by North Reading community groups. The Committee will establish user fees to cover additional costs of labor, heat, light, etc.

Some restrictions are necessary to protect the schools and school equipment which in reality belong to all the people of the community. Therefore, the Committee will approve detailed regulations pertaining to public use of school facilities. Groups requesting the use of school building facilities must file an application with the school Business Office for approval. Full responsibility rests with the group using school facilities to maintain adequate security and to leave the facilities in the same condition as they were before usage.

Motorized Vehicles and Horses on School Property

The use of go-carts, minibikes, and similar vehicles is prohibited on all school property. This is a precautionary measure for the protection of children playing on the school grounds and for the protection of school property.

Horses will not be permitted on playfields since they create ruts in the ground and can cause injuries to pupils using play areas.

First Reading January 3, 1984  
Approved January 9, 1984  
Revised August 27, 2001  
Approved September 10, 2001  
Reviewed June 11, 2012  
Reviewed November 25, 2019

## GENERAL PUBLIC RELATIONS

## USE OF NORTH READING PUBLIC SCHOOL BUILDINGS AND GROUNDS

The use of the school buildings and other school facilities under the jurisdiction of the North Reading School Committee will be encouraged for purposes in addition to regular school purposes. This usage will be under the direction of the Superintendent of Schools and/or his/her designee, subject to limitation at any time by the North Reading School Committee. The utility of the school buildings, facilities, and other assets must be preserved at all times. The School Department must be reimbursed by a person or group for any and all damage or reduced value, other than pre-existing conditions and normal wear and tear, caused by a known person or an unknown member of an identified group approved to use the facility.

For the purposes of this policy, regular school purposes shall include the following:

- All school sponsored organizations
- All school staff using the facilities in the direct performance of their normal and customary duties
- Recognized extra-curricular activities approved by the North Reading School Committee
- North Reading School Committee, including all subcommittees and special committees
- Recognized student clubs or organizations approved by the North Reading School Committee
- Parent Associations
- School Councils
- Parent Advisory Councils
- Special activities designated as school related by the Superintendent or his/her designee
- Town government activities

The North Reading School Committee shall approve a Fee Schedule for the use of the facilities which will be reviewed annually. This may be done as part of the annual budget cycle or at any other time the North Reading School Committee shall consider necessary. Any such schedule shall become part of this policy upon its approval.

The Superintendent of Schools will develop a process for executing the intent of this policy and present it to the North Reading School Committee. The process will include detailed regulations and requirements for the use of school buildings by outside organizations. Further, the Superintendent of Schools will present changes being implemented in the process, prior to their actual implementation, to the North Reading School Committee.

First Reading September 27, 1989

Approved October 23, 1989

Reviewed August 27, 2001

Approved September 10, 2001

Reviewed June 11, 2012

Revised, First Reading May 27, 2014

Approved June 9, 2014

Revised, First Reading June 8, 2015

Approved June 22, 2015

Reviewed November 25, 2019

## GENERAL PUBLIC RELATIONS

**NORTH READING PUBLIC SCHOOLS  
FACILITY USE FEES AND REGULATIONS**

All authorized persons or organizations must comply with the following rules and regulations for use of school buildings in the Town of North Reading.

The Superintendent of Schools reserves the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of the school buildings.

Under School Committee Policy KGA-R, it is the desire of the School Committee 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 shall be used in accordance with the regulations and rental fee schedules established herein.

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. Local nonprofit and noncommercial organization activities
6. The activities of other organizations when approved by the Superintendent or his/her designee

Priority shall be given to requests for use of school facilities as follows:

1. School activities.
2. Town meetings and government activities
3. Town Youth Groups
4. North Reading Organizations/Groups
5. Out of Town Organizations/Groups

**A. AUTHORIZATION**

1. The North Reading School Committee authorizes the North Reading School Department Business Office to process appropriate permit requests for use of school buildings and parking lots, and to collect the designated fees.
2. The Assistant Superintendent of Finance and Operations or his/her designee will make the determination on the specific space available that is appropriate for the individual request.
3. In the event of a request that is non-routine in nature, the Assistant Superintendent of Finance and Operations will refer the request to the Superintendent of Schools or his/her designee for further action.
4. Requests for use of athletic fields are made to the North Reading Park and Recreation Department, North Reading Town Hall, 235 North Street.

**B. USE OF BUILDINGS RULES AND REGULATIONS**

1. The use of the school buildings and other school facilities of North Reading for other than regular school purposes are under the direct control of the Superintendent of Schools, subject to limitations by the School Committee. All on-line applications for their use must be made to the Superintendent of Schools on the form prescribed for that purpose, at least **10** working days in advance. The application must be submitted on-line by the responsible person making the request who will be held accountable for any damage or loss of property arising from such use.
2. School buildings shall be rented in accordance with School Committee policies. The Superintendent may grant the use of school facilities at reduced rental rates or free of charge if, in his/her judgment, the non-profit nature or education orientation of the organization or event merits such consideration. Charges for custodial or police services may not be waived if those services are required. Rental fees must be made payable to the North Reading Public Schools and submitted to the Office of the Superintendent of Schools in advance of the date of use unless waived by the Superintendent of Schools. Permission will not be granted for any time that will interfere with regular school work. School sponsored activities and organizations shall have preference in the use of the building.
3. When permission for the use of a school building has been granted, the Superintendent or his/her designee will inform the principal of the building and the custodian of the building by sending a copy of the permit. The custodian in charge is to have supervision of the building during the time for which use has been granted and is to have authority to close the building if these rules are being violated. A date reserved for an outside agency does not become final until an official notification is issued via email.
4. A custodian must be in attendance whenever a building is rented for public purposes. The services must be paid for by the applicant. Checks for the use of the buildings must be made payable to the "North Reading Public Schools" and submitted to the Office of the Superintendent. Applicants will pay the prevailing hourly rates with a three hour minimum in advance for the assigned custodian(s) in advance of the date of use unless exempted by the Superintendent of Schools. Failure to comply with this section may be deemed reason to deny future services.
5. The adult named on the application is responsible for the adequate supervision, conduct and activities of the group.
6. The adult designated as responsible for the activity is asked to closely observe the hours assigned to their activity. Please do not use the space prior to your time. In addition, please begin to wind down your activities in sufficient time to vacate the space at your appointed time. Other users will appreciate observance of this regulation. Violation of the regulation may result in termination of the building use agreement.
7. The School Department may enter into long-term agreements with separate rental schedules if it is determined to be in the best interest of the School Department to do so.
8. A Certificate of Insurance must be submitted by all applicants at the time of application naming the Town of North Reading as an "additional insured" and certifying a minimum of \$1,000,000/\$2,000,000 public liability and \$1,000,000 personal injury insurance. All costs of police protection and/or insurance shall be paid for by the applicant.



9. The building is to be used only on the date specified and for the purpose named on the permit. A permit can be canceled without notice if its provisions or intent are violated in any way. A permit is not transferable. A permit is not valid unless signed by the Superintendent of Schools or the person designated by the Superintendent.
10. The North Reading Public Schools seeks to remain sensitive to all life threatening allergies. All outside organizations must adhere to NRPS Policy, Life Threatening Allergies in the North Reading Public Schools (JGCE-E), and Health and Wellness Policy (EED).
11. No furniture or equipment belonging to the school shall be removed without written permission signed by the Principal of the school or by the Superintendent of Schools.
12. The electrical equipment of the buildings shall not be changed or moved in any way, nor shall electrical devices of any kind be used without written permission signed by the Superintendent of Schools. Lights, spotlights, curtain and other stage equipment owned by the School Department are to be operated only by trained school department personnel.
13. No decorations, posters or placards shall be placed anywhere in the buildings without the written permission of the Superintendent of Schools.
14. Use of the buildings shall terminate not later than twelve (12) o'clock midnight.
15. The School Committee reserves the right to amend these rules and regulations without notice.

**C. PERMIT PROCESS**

1. Applicant must be at least 21 years of age and a North Reading resident or representative of an approved North Reading organization.
2. Requests for permits must be submitted through North Reading Public Schools' on-line scheduling system which can be accessed through our website at [www.north-reading.k12.ma.us](http://www.north-reading.k12.ma.us) by clicking first on "District/Home Page" then, on the Facility Rental page, under "Reservations". If you are unable to access the website, contact the Business Office for assistance between the hours of 9:00 a.m. and 4:00 p.m. by calling (978) 664-7810. Requests must be submitted at least 10 working days in advance of the requested event. Requests may not be made through custodians or other school personnel. The Assistant Superintendent of Finance and Operations may waive this requirement if he/she deems the request to be an extraordinary event. Completion of the online scheduling request form, fulfillment and approval by the School Department shall constitute the Rental Agreement Contract.
3. Scheduling priority will be given to groups in the following order: 1) North Reading Public School Groups, including its Parent-Teacher Organizations, Booster Club, and other school-related clubs and organizations the School Committee recognizes; 2) North Reading Park and Recreation Department and other Town government departments/boards/committees; 3) North Reading organizations; 4) all other out of town groups that comply with North Reading School Committee policies.
4. In consultation with School Administration, the Assistant Superintendent of Finance and Operations will determine locations in buildings that are not available for permits, and time frames not available for permits.
5. In order to be given priority, every attempt should be made for school requests for September through December events be received by July 30 and requests for January through June events be received by November 15. Permit requests from Priority Groups #2, #3, and #4 will not be considered until after the Priority #1 cut-off date, ordinarily July 31st. In the event that a late request from a priority group is received, the Assistant Superintendent of Finance and Operations will make the determination for use, in consultation with the Superintendent of

Schools, if needed. In certain circumstances, Priority Groups #2 through #4 may be “bumped” by Priority Group #1.

6. Groups requesting multiple uses should submit full schedule requests by August 15 for fall events; by November 15 for winter events; and by January 15 for spring events. Changes to the original requests must be submitted on-line and received at the Facilities Department at least 10 days in advance of the change. The Assistant Superintendent of Finance and Operations may waive this requirement if he/she deems the request to be an extraordinary event.
7. Elections (local, state, federal) and annual town meetings held in school buildings will take precedence over other activities and events for scheduling purposes. Special or unforeseen elections may super cede or “bump” previously scheduled permitted events.
8. Summer requests are rarely granted so that all schools can be cleaned and repaired for fall use. Exceptions are provided for; teacher training, workshops and/or meetings, long term established existing contracts that may be in place and Park and Recreation programs.
9. The person submitting the permit request will be the primary contact for the program to be held under that permit. That person’s on-line application submission will signify understanding and acceptance of all rules and regulations, responsibility for payment of all designated fees, and the responsibility for all rules being followed by the participants in the program. Failure to follow regulations and/or make appropriate payments will affect permit requests by this individual’s organization in the future.
10. A written notice of cancellation is due at least three days prior to the scheduled use for weekday events, Saturday, Sunday and holiday events. Fax notices can be sent to (978) 664-0252. Failure to provide written cancellation notice will require full payment of any fees required by the approved permit.
11. Permits may not be shared with other groups, without written permission of the Assistant Superintendent of Finance and Operations.
12. A Certificate of Liability Insurance naming the Town of North Reading as an additional insured in the amount of \$1,000,000 single and \$2,000,000 aggregate is required. The certificate must be submitted to the Business Office prior to the final permit being issued.
13. Any unchartered, unincorporated, and informal group or individual using school facilities without a Certificate of Liability Insurance must submit a letter to the Assistant Superintendent of Finance and Operations stating the lack of insurance and requesting further information. Those groups may be required to sign a statement releasing and forever discharging the Town of North Reading and all their offices, agents, employees from liability.

#### **D. RENTAL and CUSTODIAL FEES**

1. No custodial fee will be charged when there is a regularly scheduled custodian at the requested building and no services are requested. A fee will be charged when a custodian must come on duty for the permit. When required, custodial fees will include a minimum of three hours.
2. Custodial fees are charged for the time necessary to prepare the facility for use, cleanup, and secure the facility after use. Under no circumstances shall a custodian be responsible for the supervision of participants before, during, or after an activity.
3. The regular custodian hours are set by union contract.
4. There will be a three-hour minimum for custodial services, with at least 30 minutes reserved at the conclusion of the event for clean-up services.
5. A rental fee, to assist with energy costs, additional maintenance costs, and the permitting process, may be charged to all groups, except North Reading Public Schools and their events/programs, including athletics, music, and drama; North Reading Public School Parent-Teacher organizations and their events/programs; and Town of North Reading governmental

activities. There is no automatic exemption provided to individuals or organizations that are raising funds for any of the above noted exempted groups. The rental fee is set for individual schools and individual spaces, and can be seen in [Appendix A](#).

6. A permitted group must pay the rental fee for each and every space used for each individual occurrence used in an individual day.
7. All rental and custodial fees are payable to the North Reading Public Schools in a manner set forth below. Fees payable to the police and fire department as outlined below must be made directly to those departments in a separate check.
8. Payment is required within five days of the actual event. Failure to make timely payment may result in cancellation of the event.
9. Rates and fees are subject to change without prior notice.

#### **E. CUSTODIANS**

1. Under no circumstances shall a custodian, either on regular duty or assigned for a specific program, be responsible for supervision of participants before, during, or after an activity. Adequate and responsible adult (ages 21+) supervision shall be provided at all activities involving youth, and said supervision must be present throughout the program. Entry into the facility will not be permitted until the responsible supervision is present, and at the conclusion, the supervisor must remain until the last youth has safely left school property.
2. The custodian will only provide spaces/equipment that are approved on the permit, and will not authorize any other space/equipment without approval of the Assistant Superintendent of Finance and Operations or his/her designee.
3. In the event that the services of a custodian are needed, a custodian will be assigned by the Assistant Superintendent of Finance and Operations or his/her designee, and may not be chosen by the permit holder.

#### **F. FIRE SAFETY REGULATIONS**

1. Open flames/smoke are not permitted in any school location without a permit from the North Reading Fire Department. Use of matches, candles, incense, and pyrotechnics are strictly prohibited.
2. In the event 200 or more persons are to be present, there must be one Police Officer and one Firefighter present and in uniform.
3. In the event that a Firefighter must be hired, there is a four-hour minimum payment requirement for their services.
4. The North Reading Fire Department must provide a permit for use of any equipment/material that is judged to potentially jeopardize fire safety. The fire official may require an inspection of decorative materials or installation of additional electric equipment prior to use. If additional electrical work is deemed necessary to provide alternative stage or theatre lights and sound, a request for such work must be submitted to the Assistant Superintendent of Finance and Operations and shall only be performed by the North Reading School Department's approved electrical contractor or licensed personnel.
5. The North Reading Fire Department must provide a permit for use of a smoke machine. In the event it is approved, a Firefighter must be hired during the use, as he/she will temporarily disconnect the fire protection system in the area in which the smoke machine is being used.
6. In accordance with Massachusetts Board of Fire Prevention Regulations ([527 CMR](#)), the room or facility occupancy capacity cannot be exceeded. Occupancy capacity is posted in each major area of assembly.

7. Emergency egress areas should be identified to all attendees at the beginning of each program or activity.

#### **G. POLICE SAFETY REGULATIONS**

1. In the event 200 or more persons are to be present, there must be one Police Officer and one Firefighter present and in uniform.
2. In the event that a Police Detail must be hired, there is a four-hour minimum payment requirement for their services.
3. In accordance with [MGL, Chapter 272, Section 40A](#), any person who gives, sells, delivers or has in his possession any alcoholic beverage in any public school or any premises used for public school purposes is subject to imprisonment or fine. [MGL Chapter 272, Section 40A](#) also authorizes the School Committee to grant permission to a public or non-profit organization using a public school building during non-school hours to possess and sell alcoholic beverages, provided such organization is properly licensed under the provisions of [MGL Chapter 138, Section 14](#).
4. Parking regulations will be strictly enforced at all times, regardless of time of day, day of week, or time of year.

#### **H. BOARD OF HEALTH REGULATIONS**

1. Smoking is not permitted in any school building or on any school grounds, in accordance with [MGL Chapter 71, Section 37H](#) and Article 1 of the North Reading Board of Health regulations.
2. A temporary food permit and license fee is required for any event that involves the sale or distribution of food, in accordance with the North Reading Board of Health regulations. If food will be sold or served, please contact the Board of Health Department at North Reading Town Hall, 235 North Street, North Reading or call (978) 357-5242. It is important to contact the Board of Health well in advance of your event to give sufficient time for processing permits.

#### **I. TOWN CLERK REGULATIONS**

1. A request for a permit must be submitted to the North Reading Town Clerk's Office in order to hold a raffle or bazaar, according to [MGL, Chapter 271](#). A raffle is defined as "an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes." A bazaar is defined as "a place maintained by the sponsoring organization for disposal by means of chance of one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed twenty-five dollars each." An example of a bazaar is a Las Vegas Night. There is a permit fee charged at time of application.
2. Any person wishing to hold an auction must apply for a permit through the North Reading Town Clerk's Office, according to [MGL, Chapter 100](#), § 10. A copy of the application will be reviewed by the North Reading Police Chief and returned to the Town Clerk with a recommendation. There is a permit fee charged at time of application.

**J. USE OF GYMNASIUMS**

1. Hardball sports are not permitted in gymnasiums, for the protection of walls, lighting fixtures, and floor surfaces.
2. **Food and beverages are not permitted in gymnasiums.**
3. No tape may be added to the gymnasium floors or walls without the approval of the Assistant Superintendent of Finance and Operations or his/her designee.
4. Custodians may change the height of an adjustable basketball backboard, with the approval of the Assistant Superintendent of Finance and Operations, School Principal and/or Director of Athletics. Permit holders may **not** change the backboard heights themselves. If the desired height is other than the standard height for that particular gym, the permit applicant must submit the desired heights in writing on the permit application. There is no guarantee that the request will be honored.
5. Appropriate athletic footwear is required on gymnasium floors. Black soled shoes, cleats, certain “street or dress shoes” and spiked heels can damage the floor surfaces. Care should be taken to remove sand and grit from the soles of shoes to lessen damage to floor surfaces.
6. Applicants will use their own recreation equipment. Policy prevents use of School equipment.
7. The posted occupancy limit may not be exceeded.

**K. USE OF PERFORMING ARTS CENTER/DISTANCE LEARNING LAB**

1. **Food and beverages are not permitted in Performing Arts Center or the Distance Learning Lab.**
2. Refreshments may be served/sold in the lobby area outside of the Auditorium or Distance Learning Lab with the prior permission of the Assistant Superintendent of Finance and Operations, his/her designee, and/or the School Principal and only with an approved temporary food permit from the North Reading Health Department. Use of the school cafeteria or kitchen is not included and must be rented for an additional fee. If both the Distance Learning Lab and other school facilities are rented, additional custodian(s) will be assigned and the renter will be charged in accordance with the Schedule of Rental and Custodial Fees.
3. Permit holders, at conclusion of event, are expected to pick up performance programs and other items.
4. The posted occupancy limit may not be exceeded.
5. School equipment located in the auditorium, including lighting systems, sound systems, and pianos or other musical instruments, cannot be used without prior written approval. North Reading Public Schools reserves the right to require the employment of NRPS approved technicians for operating its lighting and sound systems. Any expenses related to the employment of such technicians shall be at the sole expense of the renter or renting organization. There is an additional use charge for the use of lighting and sound equipment as shown in Appendix A.
6. Rental fees do not include parking lot attendants, use of free standing spot-lights, ticket printing or sales, ushers, additional stage lighting, additional sound equipment, concession sales, or special effects.
7. Stage curtains shall not be altered or removed.
8. Tape used to mark the stage floor shall be plastic and easily removable. Masking or duct tape are not permitted. At the conclusion of the activity, all tape and other alterations to the stage must be removed.
9. At the conclusion of the rental, the stage shall be returned to its original condition.
10. No alterations or changes shall be made to the stage counterweight systems or the cables on the stage fly bar units.

11. Rehearsals shall not begin before 4:00 p.m. on weekdays.
12. The permit request should include a request for length of time allowed to keep sets or scenery in place for performance, and this request will be reviewed by the building principal and Assistant Superintendent of Finance and Operations. The final determination will be based on other known uses and needs for the space.
13. Rental of the Distance Learning Lab or HS/MS auditorium will require a one thousand dollar (\$1,000) security and damage deposit at the time of permit issuance. This deposit shall be held in trust and, if damage should occur or repairs are necessary, such repairs shall be made and paid for from the deposit funds. Upon completion of repairs, any remaining amount shall be refunded to the renter along with an itemization of any repair or damage costs assessed to the renter. Should the deposit not cover the total cost of the damages or repairs, an additional invoice shall be delivered to the renter and shall be due and payable in full within 30 days of receipt.

**L. USE OF KITCHENS**

1. If the permit request requires use of kitchen facilities or equipment, the permit must be reviewed by the Director of School Food Services/designee to determine whether a member of the Food Services staff must be present during use. Policy requires presence of cafeteria personnel if kitchens are used. Please contact the Food Service Director (978-664- 7800, ext. 262) if you would like to request use of the cafeteria kitchen facilities.
2. The School Food Services staff person would be responsible for insuring adherence to all health and safety regulations, supervision of proper use of the equipment; and supervision of clean-up. A fee will be charged in the event a School Food Services staff member must be on duty, to cover the cost of his/her time.

**M. USE OF TECHNOLOGY AND AUDIO VISUAL EQUIPMENT**

1. Use of televisions, VCR or DVD players, or any other type of technology and/or audiovisual equipment by outside organizations is currently not permitted.

**N. ACCIDENTS AND DAMAGE TO BUILDINGS**

1. In the event of an accident during the time of the permit, an accident form must be completed and submitted to the Assistant Superintendent of Finance and Operations within twenty-four hours of the event or on the first business day after the event.
2. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.
3. Additional charges for property damage must be paid within 30 days of receipt of notice and shall be payable to the Town of North Reading.
4. The permit holder is responsible for surveying the room(s) provided by the permit prior to use, and notifying the custodian immediately if there are any problems that could jeopardize the safety of any individual.
5. In the event that damage to the facility or equipment occurs, the custodian must be notified immediately. Permit holders may not make any repairs without the approval of the Assistant Superintendent of Finance and Operations or his/her designee.

## Appendix A

### Facility User Fee Schedule

Location	North Reading N-Profit	North Reading F- Profit Non-North Reading N-Profit	Non-North Reading F-Profit
	<i>No Minimum</i>	<i>2-Hr. Minimum</i>	<i>2-Hr. Minimum</i>
<b>PERFORMING ARTS CENTER</b>			
<b>Middle School / High School</b>			
Performance	\$100	\$150	\$200
Rehearsal	\$25	\$50	\$100
Meeting	\$25	\$50	\$100
Use Lighting/Sound Systems	\$50	\$100	\$100
<b>GYMNASIUMS</b>			
MS/HS Competition Court (Main Floor)	\$50	\$75	\$100
MS / HS (Each Half)	\$15	\$30	\$45
Elementary	\$10	\$15	\$20
MS/HS Locker Rooms	\$5	\$10	\$15
<b>CAFETERIAS</b>			
Middle School / High School	\$25	\$50	\$100
Elementary	\$10	\$15	\$20
<b>LIBRARY / MEDIA CENTERS</b>			
Middle School / High School	\$25	\$40	\$100
Elementary	\$20	\$30	\$50
<b>COMPUTER LABS</b>			
Middle School / High School	\$40	\$50	\$60
<b>CLASSROOMS</b>			
Middle School / High School	\$25	\$40	\$50
Elementary	\$10	\$15	\$25
<b>MULTI-PURPOSE / SPECIALTY ROOMS</b>			
MS / HS Distance Learning Lab	\$50	\$60	\$75
MS / HS Music Room	\$20	\$30	\$40
MS / HS Band Room	\$20	\$30	\$40
MS / HS Art Room (2D)	\$35	\$40	\$45
MS / HS Art Room (3D)	\$45	\$50	\$55
MS / HS Main Street	\$20	\$30	\$50
<b>OTHER CHARGES</b>			
Custodial (3 Hour Minimum)	\$40	\$40	\$40
Cafeteria Staff	\$17.33	\$17.33	\$17.33
Stage Hand	\$12	\$12	\$12
Technician	\$25	\$25	\$25
Technical Director	\$50	\$50	\$50

## BUSINESS MANAGEMENT

### USE OF SCHOOL EQUIPMENT

Equipment owned by the School Department may be used for all school sponsored activities (see KGA Reg.) with appropriate permission and supervision.

In general, all non-school related organizations shall be required to furnish their own equipment when renting school buildings or grounds. In limited cases, School Department equipment may be available to outside groups with appropriate prior permission and supervision. In such cases an equipment user fee may be assessed.

First Reading June 20, 1983  
Approved July 21, 1983  
Revised September 10, 2001  
Approved September 24, 2001  
Reviewed February 27, 2012  
Reviewed September 14, 2017  
Reviewed November 25, 2019



GENERAL PUBLIC RELATIONS

SMOKING

In accordance with the Massachusetts General Laws, Chapter 71, Section 37H, the use of tobacco products, including vapor/E-cigarettes, is prohibited within school buildings and facilities, on school grounds, school buses, or related functions.

Employees and students violating this policy will be subject to proper disciplinary action. All other individuals violating this policy will be instructed to leave the school premises and return after dispensing of materials off the grounds.

First Reading January 9, 1989  
Approved January 23, 1989  
Revised, First Reading September 12, 1994  
Approved September 27, 1994  
Reviewed September, 1995  
Reviewed November 13, 2012  
Revised, First Reading October 16, 2017  
Approved November 13, 2017  
Reviewed November 25, 2019

## GENERAL PUBLIC RELATIONS

## GIFTS TO THE SCHOOLS

The School Committee is receptive to outside financial support to aid in the coordination, implementation and/or maintenance of new programs consistent with the following principles:

1. Outside funds will not dictate the direction of new programs or in any way influence their evaluation
2. All funds received from outside sources will be under the control of the Superintendent and his/her administrative staff
3. The School Committee may refuse any outside funding that is inconsistent with its stated or implied goals
4. Outside funds will not be used as a substitute for regular funds, but rather as a supplement to them
5. Specific items may be contributed to the system subject to the prior review by the Superintendent regarding their propriety and applicability. After review, the Superintendent will forward his/her recommendation to the Committee for final disposition
6. Periodic reports of activities resulting from gifts will be given to the Committee by the Superintendent and his/her staff
7. All gifts will become property of the school department and will be made available to the whole system.

First Reading June 20, 1983  
Approved July 21, 1983  
Reviewed June 11, 2012  
Reviewed February 9, 2018  
Reviewed November 25, 2019

## GENERAL PUBLIC RELATIONS

## NORTH READING EDUCATION FOUNDATION

The School Committee recognizes the value of enhancing educational programs and opportunities for students. As such, the Committee supports the organization of an Education Foundation in order to enhance educational excellence in the North Reading Public Schools and to develop a conduit through which private donations, grants, contributions from philanthropic and fund-raising activities and rebates can be made. The North Reading Education Foundation shall be established as an independent, non-profit organization and will operate independently of the North Reading Public Schools and the North Reading School Committee. It will maintain an independent Board of Directors that will establish the charter, bylaws and strategic course for the Foundation. It is expected that the Foundation will accept contributions from individuals, corporations and organizations, and financial support from grants and fund-raising. Contributions made to the Education Foundation will be used to supplement the programs and educational goals of the North Reading Public Schools and will not supplant the annual budgetary process.

First Reading June 12, 2006

Approved June 26, 2006

Revised, First Reading June 11, 2012

Tabled pending further review

## GENERAL PUBLIC RELATIONS

### ADVERTISING IN SCHOOL BUILDINGS OR ON SCHOOL GROUNDS

Advertising by individuals or groups unrelated to the schools is prohibited either in school buildings or on school grounds.

Exceptions may be made only for the following: (1) non-profit organizations (such as Rotary Club, Arts Workshop for Children, or local art groups) that wish to advertise a specific event having educational value; or (2) temporary advertising which appears during a specific event (examples may include a Dance Studio advertising while renting space in the school or a sign displayed during a sporting event at a school field).

All advertising must be appropriate for the general public, must be displayed only during approved times, must be fully removed when the approved advertising period ends, and all advertising shall also be in compliance with Town by-laws. The advertising must not cause any damage to, or leave any mark upon, any school buildings or school grounds. In the advertising, additional restrictions may be necessary to protect children, the schools, and school grounds and equipment. The School Committee, through the Superintendent and/or his/her designee, shall retain final authority in the approval of all advertising under this policy. All advertising costs shall be assumed by the advertiser.

First Reading November 30, 1987

Approved December 7, 1987

Reviewed June 11, 2012

Revised, First Reading January 22, 2018

Approved February 26, 2018

Reviewed November 25, 2019

## GENERAL PUBLIC RELATIONS

## PUBLIC ACCESS TO SCHOOL RECORDS

The public shall have access to full and complete information regarding the affairs of the North Reading Public Schools unless otherwise provided by law. Student records may not be disclosed without the consent of the student or his/her representative.

Any person who wishes copies of documents legally available to the public shall be charged by the page at current rates determined by the Superintendent or his designee.

Persons denied access to any document shall have the right to appeal to the Superintendent of Schools. If not satisfied with the decision rendered by the Superintendent, he or she shall have the right to appeal the decision to the School Committee.

Legal Reference:       M.G.L., Chapter 4, Section 7  
                              M.G.L., Chapter 66, Section 10

First Reading January 3, 1984  
Approved January 9, 1984  
First Reading February 10, 1997  
Approved February 24, 1997  
Reviewed June 11, 2012  
Reviewed November 25, 2019

## GENERAL PUBLIC RELATIONS

### VISITORS TO THE SCHOOLS

Any person not affiliated with the North Reading Public Schools as (1) an employee or (2) a properly enrolled student who wishes to enter a school building must first report to the school office and receive permission from the school principal or his/her Designee. The principal may order from school property any person who fails to follow this procedure.

Approved June 18, 1973  
Reviewed April, 1983  
Reviewed June 11, 2012  
Reviewed February 9, 2018  
Reviewed November 25, 2019

## GENERAL PUBLIC RELATIONS

## PUBLIC COMPLAINTS

The School Committee recognizes the right of individuals and groups to present complaints concerning school personnel, the curriculum, or instructional materials, or concerning school services and school facilities. Complaints or appeals regarding civil rights will be handled in accordance with the applicable school committee policies and the specific civil rights grievance procedure(s).

In the interest of handling all complaints fairly and expeditiously, the Committee has established the following guidelines:

1. Whenever a complaint is made directly to the Committee as a whole or to an individual Committee member, the individual or group involved will be advised to take their concern to the appropriate school staff member. This could be a teacher, a supervisor, a principal, a central office administrator, or the Superintendent.
2. The individual or group will be advised of the proper channeling of complaints, which is as follows:
  - a. Supervisor or teacher
  - b. Building administrator
  - c. Superintendent
  - d. School Committee
3. If a Committee member receives a complaint, and has reason to believe that the person or persons involved will not go to the source of the problem, he should inform the Superintendent of the situation. In no case should the Committee member go to the source of the problem himself/herself unless so directed by a quorum of the Committee in legal session.
4. An individual or group who wishes to address the Committee must notify the Superintendent in writing at least five days before the Committee is scheduled to meet. The letter must include the item to be discussed.
5. Individual Committee members who receive questions or suggestions from community residents should:
  - a. Answer the question if they definitely know the answer.
  - b. Advise the Superintendent of the conversation if the Committee member believes the question has policy implications.
  - c. Advise the person or persons involved to take their question or suggestion to the appropriate staff member if the answer is not definitely known.

- d. Call the Superintendent for the answer if the Committee member believes the question or suggestion has merit but the person or persons involved are reluctant to go to the source.

The Committee encourages parents and other citizens to express their concerns, to ask questions, and to take an active interest in the schools' educational program and school environment by attending Committee meetings, visiting the schools, and meeting with teachers.

First Reading January 3, 1984  
Approved January 9, 1984  
Reviewed June 11, 2012  
Reviewed February 9, 2018  
Reviewed November 25, 2019  
Revised, First Reading January 14, 2021  
Approved January 28, 2021



## GENERAL PUBLIC RELATIONS

## COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

The North Reading School Committee recognizes the student's right of access to many different types of books and the right of teachers and administrators to recommend books for use in the schools. It is therefore the policy of the North Reading School Committee to require the materials selected for use be in accord with the following:

1. Books and other reading matter shall be chosen for values of interest and enlightenment of all students in the community. A book shall not be excluded because of the race, nationality, political, or religious views of the writer or of its style and language.
2. Every effort will be made to provide materials that present all points of view concerning the problems and issues of our times. Books or other reading matter of sound factual authority shall not be prescribed or removed from library shelves or classrooms for partisan or doctrinal reasons.
3. Censorship of books shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.

In accordance with No. 3 above, the Committee has adopted the following policy when dealing with censorship of books or other materials:

1. That the final decision for controversial reading matter shall rest with the Committee after careful examination and discussion of the book or reading matter with school officials or anyone else the Committee may wish to involve,
2. The Committee does, however, recognize the right of an individual parent to request that his child not have to read a given book, provided a written request is made to the appropriate building principal.
3. That no parent or group of parents has the right to determine the reading matter for students other than their own children
4. Any parent who wishes to request reconsideration of the use of any instructional material must make such a request in writing on forms provided, first through the principal of the school where the material is being used and subsequently, if necessary, through the Superintendent of Schools to the School Committee.
5. The Superintendent of Schools shall be notified as soon as a complaint is registered and shall report all complaints to the School Committee.
6. The North Reading Public School District does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, national or ethnic origin, or homelessness in the administration of its educational policies, employment policies, and other school-administered programs and activities.

First Reading October 25, 1983  
Approved November 8, 1983  
Reviewed June 11, 2012  
Reviewed November 25, 2019

## GENERAL PUBLIC RELATIONS

PROCEDURE FOR REGISTERING COMPLAINTS ABOUT THE CURRICULUM OR  
INSTRUCTIONAL MATERIALS

Book \_\_\_\_\_ Other Material (Specify) \_\_\_\_\_

Author \_\_\_\_\_ Hardcover \_\_\_\_\_ Paperback \_\_\_\_\_

Title \_\_\_\_\_

Publisher (If known) \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Complainant represents: \_\_\_\_\_ Himself  
 \_\_\_\_\_ (Name Organization)  
 \_\_\_\_\_ (Identify other group)

1. To what in the book do you object? (Please be specific; cite pages)
2. What do you feel might be the result of reading this book?
3. For what age group would you recommend this book?
4. Is there anything good about this book?
5. Did you read the entire book?      What parts?
6. Are you aware of the judgment of this book by literary critics?
7. What do you believe is the theme of this book?
8. What would you like the library to do about this book?  
     Do not assign it to students  
     Withdraw it from all patrons of the library  
     Refer it to an official committee for re-evaluation
9. In its place what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?

Date \_\_\_\_\_ Signature of Complainant \_\_\_\_\_

First Reading October 25, 1983  
 Approved November 8, 1983  
 Reviewed June 11, 2012

Reviewed November 25, 2019