

Section K

School-Community Relations

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SCHOOL/COMMUNITY RELATIONS GOALS

The Ware School Committee believes that the schools must reflect the needs and interests of the people who created them by taxation and consent. The Ware School Committee further recognizes its responsibility to provide the people with information and opportunities leading to participation of the public in the establishment of programs and policies of the School System. The ultimate end of this effort is to improve the quality of education for all children. The School-Community Goals of the Ware School Committee are as follows:

1. To develop public understanding of all aspects of school operation; to ascertain public attitudes toward issues in education; and to discover the public's aspirations for the education of their children.
2. To secure adequate financial support for a sound educational program and to maintain budgetary transparency.
3. To help citizens feel a direct responsibility for the quality of education provided by their schools.
4. To earn the good will, respect, and confidence of the public with regard to school staff and services.
5. To foster public understanding of the need for constructive change, and solicit public advice on how we can achieve our educational goals.
6. To involve citizens in the work of the schools and the solving of educational problems.
7. To promote a genuine spirit of cooperation between the school and the community and to set up channels for sharing the leadership in improving community life.

Achieving these goals requires that the Ware School Committee and staff, individually and collectively express positive attitudes toward the schools in their daily contacts with parents, people of the community, and one another; make systematic, honest, and continuing efforts to discover what the public thinks and what citizens want to know, and to interpret school programs, problems, and accomplishments; develop an active partnership with the community in working toward improvement of the educational program; and take an active interest in the needs of the total community to find ways to make the community a better place in which to live.

SCHOOL-PARENT/GUARDIAN RELATIONS GOALS

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

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

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

PUBLIC GIFTS TO THE SCHOOLS

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

Gifts will automatically become the property of the school system. As such, all gifts, including cash, will be utilized at the discretion of the Ware School Committee, as provided by law and/or the donor's intended purpose. The Superintendent is responsible for the recording and accounting for all gifts received.

It is understood that no individual is to receive any commission, gift, or fee from individuals or companies on equipment required in the operation of our public schools. The operation of the schools is meant to include materials and services for the repair and maintenance of the school plant, educational materials and supplies, and those materials, supplies and equipment necessary for extracurricular programs, such as clubs, athletics, class activities, or other comparable organizations.

The Ware School Committee directs the Superintendent to extend an appropriate expression of thanks to all donors.

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

Adoption Date: July 17, 1997
Revision Date: February 25, 2009
Last Date Reviewed: February 25, 2009

PUBLIC INFORMATION PROGRAM

It is in the best interests of education in the Town of Ware to keep the public aware of the activities of the Ware School Committee, the school system, schools, and individuals. The staff is encouraged to keep the public informed of events through the use of appropriate media and public relations resources. The building principal must approve any releases along with notification to the Superintendent.

In the interest of better community relations, each principal is expected to take an active role in promoting and presenting events, which will portray their respective schools favorably.

PUBLIC'S RIGHT TO KNOW

The Ware School Committee is an elected public board, whose meetings and records are a matter of public record, except as such meetings and records pertain to individual personnel and other classified matters.

The Ware 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 school information. All requests for information will be acted on fairly, completely and expeditiously.

The official minutes of the Ware School Committee, its written policies and regulations, and its financial records are available for inspection at the Office of the Superintendent by any citizen desiring to examine them during office hours. The Superintendent or other persons responsible for the custody of confidential files will not release for inspection to the public or any unauthorized persons any confidential records pertaining to individual students or staff members. Any exception must be authorized in writing for release by the individual employee, student of legal age, or student's parents/guardians in accordance with law and/or regulation.

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 programs and activities.

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

Adoption Date: July 17, 1997
Revision Date: February 25, 2009
Last Date Reviewed: February 25, 2009

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.

Representatives of the media will be granted access to information regarding the schools. General releases of interest to the entire community will be made available to all of 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 Ware School Committee Chairman will be the official spokesman for the Ware School Committee, except when delegated to the Superintendent.
2. News releases that are of a system-wide or sensitive nature and/or pertain to established Ware School Committee policy are the responsibility of the Superintendent.
3. News releases that concern only one school, or an organization of said school, are the responsibility of the building principal. All statements made to the press by non-administrative staff must be cleared by the principal with approval from 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.

PUBLIC CONCERNS/COMPLAINTS

Although no member of the community will be denied the right to bring their complaints to the Ware School Committee, the Ware School Committee will refer them, through the proper administrative channel, for resolution before investigation or action. Exceptions will be made when the complaints concern committee actions or the Ware School Committee operations only.

The Ware School 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 Ware School 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 of Schools
4. School Committee

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

Matters referred to the Superintendent of Schools and/or Ware School Committee must be in writing or other reasonable methods of communication and should be specific in terms of the action desired.

The Ware School Committee expects the staff to receive complaints courteously and professionally and provide an appropriate reply to the complainant.

PUBLIC CONCERNS/COMPLAINTS ABOUT SCHOOL POLICIES

All complaints concerning school policies shall be directed to the Superintendent of Schools in writing. If the person(s) submitting the complaints know which policy is in question, this should be noted. The written complaints (File: KE-E) must state the concern, any background information, and the remedy sought. The Superintendent will review the document and add background information, clarification, and recommendations as appropriate.

The Ware School Committee will determine whether to hear the complaint. If the Ware School Committee determines to hear the complaint, the complaint will be reviewed at its next regularly scheduled meeting or within two (2) weeks following receipt of the complaint, if possible.

The Ware School Committee governs through policy and recognizes its obligation to clarify and resolve conflicts with stated school policies. Every attempt will be made to interpret and recommend resolutions in a timely fashion.

PUBLIC CONCERNS/COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS

The Ware 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 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 Ware School Committee has adopted.
2. The Ware School 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 (File: KE-E) on which he/she will document his/her 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 review 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 Ware School Committee.

In summary, the Ware School Committee assumes final responsibility for all books and instructional materials it makes available to students; it holds its professional staff accountable for their proper selection. It recognizes rights of individual parents with respect to controversial 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.

CROSS REFS.: IJJ, Selection and Adoption of Textbooks
IJL, Selection and Adoption of Library Materials

Adoption Date: July 17, 1997
Revision Date: February 25, 2009
Last Date Reviewed: February 25, 2009

PARENT CONCERN/COMPLAINT SHEET

Name of parent/guardian: _____

Address: _____

Phone number and
time you can be reached: _____

Student name: _____

School/grade: _____

Date and time of concern: _____

Have you contacted the school? Yes No

Who did you speak with? _____

A. Description of concern (as communicated by parent): _____

B. How would you like to see this concern resolved? _____

COMMUNITY USE/RENTAL OF SCHOOL FACILITIES

A. Introduction

1. General:

Recognizing that the school buildings and grounds in the Town of Ware are built, maintained and supported by the community, the Ware School District, operating through the Ware School Committee, will endeavor to make these facilities available for community use whenever possible. It is the intent of the Ware School Committee that maximum use of the school property be made and enjoyed by the townspeople. It is the responsibility of the Ware School Committee to maintain a system that will guarantee the broadest possible usage, while maintaining safe conditions and preserving the property for its designed school program use. The Ware School Committee has established a schedule of modest user fees (see section KF-E).

2. Objective:

The objective of this policy is to provide guidance and establish procedures and regulations for the use/rental of the Ware School District facilities whenever the Ware School District is not using these facilities. School activities shall have first priority; usage and space will then be assigned on a first come first serve basis. Space within school buildings will not be available to community groups during the school day, unless the Superintendent of Schools makes an exception.

3. Purpose:

This policy serves as a guide and, as all possible situations and eventualities cannot be foreseen or covered, great reliance must be placed upon the sound judgment and common sense of all persons involved in the process of use/rental of Ware School District facilities.

4. Applicability and Scope:

- a. This policy applies to all users, both school and non-school organizations, to ensure uniformity and effectiveness and promote maximum safe use of these facilities.
- b. This policy provides:
 1. Procedures regarding the application process, required format, approval authority, rejection authority.
 2. Establishment of school support staff requirements and/or local agency staffing and supervision.
 3. Usage fees and schedules for both school and non-school activities.
 4. Regulations regarding requirements and the prohibitions to use/activities.

B. Procedures

1. Application: File: KF-E-1

- a. Written requests for use of school property shall be submitted at least ten (10) calendar days before the requested date of usage to the building principal.
- b. All rental fees will be assessed according to the fee schedule approved by the Ware School District.
- c. The application must be completed and signed.
- d. The applicant, in signing for the rental or use of school facilities, agrees that after the building principal approves the request that the applicant and the sponsoring organization shall assume all of the liability associated with the rental or use of school facilities holding the Town of Ware and the Ware School Committee unaccountable.
- e. Long term leasing arrangements may be applied for through the Ware School Committee.

2. Authority:

- a. The building principal/designee is authorized to approve and schedule the use of school facilities by school/non-school organizations when the activity and application is in accordance with the regulations for Community Use/Rental of Ware School Facilities.
- b. Unusual circumstances and/or time constraints may necessitate an approval/disapproval by the Superintendent of Schools.

3. Revocation:

- a. The School Committee reserves the right to revoke the use of school facilities by non-school organizations when the activity or application is not in accordance with the regulations.
- b. The School Committee reserves the right to change and/or amend these regulations, or to vote an exception to any or all organizations.

C. Staff Support Requirements:

1. Custodial/Custodial Supervisor:

The Principal/Director of Buildings and Grounds Maintenance will determine what support personnel is necessary for the intended use. Support personnel may include custodians, teachers, food service workers and/or police.

- a. Minimally one (1) school custodian shall be available for opening and closing the area in use. The intended use shall determine the need for a custodian's continual presence.

- b. The Principal may determine that no fee for custodial personnel is required for the use of a facility when a custodian is present as part of his/her regular work schedule.
- c. The Principal/Director of Buildings and Grounds Maintenance is responsible for assignment of additional custodians in accordance with the capacity requirements of the facility. This additional cost shall be added to the rental fee accordingly.

2. Kitchen:

- a. Usage fees for kitchen and equipment will be assessed according to the fee schedule approved by the Ware School Committee.
- b. The kitchen and equipment may be used only when under the direct supervision of the food service director.
- c. Preparation of warm beverages, such as coffee or tea for school or functions (i.e. PTO/PTC/PTSSA's, etc.), by non-food service personnel is permissible.

3. Police:

A uniformed police officer shall be on duty at any paid event open to the public. The cost for a police officer shall be paid by the renting organization.

4. Supervision:

- a. All activities involving students must be under adult supervision approved by the building principal. Any group not providing such supervision may not be allowed in the building and/or be denied future use of a school facility. Under NO circumstances is the school custodian allowed to serve as a supervisor/chaperone of students.
- b. Use of facilities are confined only to those areas listed on the application form. If an individual or group does not comply with these regulations, such non-compliance may result in the loss of the security deposit.
- c. Improper language and conduct, or misuse of property will be sufficient cause for denial of future use of school facilities. The group using the facilities will be responsible for any damages to the building or equipment.

5. Procedures and Opening and Closing Times for Use of the Outdoor Track Around Football/Soccer Field:

The Director of Buildings and Grounds Maintenance or his/her designee is responsible for opening and closing the outdoor track. *Please note – When school is in session* (i.e. during the school year), the curricular (eg. physical education) and extra-curricular/athletic program activities scheduled by the Ware Public Schools have priority use of the outdoor track.

The track hours are as follows: Open 7:00 a.m. Close at dusk (7 Days Per Week)
The track is subject to being closed based on inclement weather conditions during the winter months. The outdoor track is available to all Town residents. No fee required.

D. General Regulations:

- 1. Fees:** Upon receipt of application, a \$10 processing fee will be required with the submission of application for all non-school related activities (i.e. Town of Ware organizations and Non-Ware organizations).
- 2. Liability:** The organization/individual agrees to assume full responsibility for the use of the facility. Applicant, in signing for the rental or use of school facilities, agrees that after the request is approved the applicant and the sponsoring organization shall assume all of the liability associated with the rental or use of school facilities holding the Town of Ware and the Ware School Committee unaccountable
- 3. Vehicle Parking:** All vehicles on school property must be parked in the designated, lined parking areas only. No vehicles are allowed to be parked temporarily, or permanently in any restricted areas, at any time. (*Examples: Fire Lane, campus lawns, access roadways surrounding the buildings, roadways on campus*). Handicap spaces are clearly designated by signage. *Only* vehicles meeting those criteria shall be parked in any specially designated area. Vehicles in violation may be towed at the owner's expense.
- 4. Permits/Licenses:** The procurement of appropriate license(s) from the Town and/or State, as required, to sponsor and conduct specific types of programs, events or activities is the sole responsibility of the requesting agency or individual.
- 5. Damage/Theft:** Any organization or group using school facilities will be financially liable for any damage or theft that may result from the use of said facilities whether such damage or theft is done by individuals or members of the group.
- 6. Clean-Up & Breakdown:** Any organization or group using the facility will be responsible for the break down and clean up of the event.
- 7. Food & Drinks:** No food or drinks are allowed in unauthorized areas of building.

- 8. Security Deposit:** A \$50.00 dollar security deposit per school building/athletic field to be used will be required at the beginning of each season and will be held during the season. The \$50.00 will be refunded after the use/rental period, upon inspection of the area by the Building Principal/administrative designee yielding satisfactory results in terms of responsible use and cleanliness. If an inspection is not satisfactory, the results will be documented on an Inspection Checklist Form (i.e. File: KF-E-2 for School Buildings; or File: KF-E-3 for Athletic Fields) by the Building Principal/administrative designee and issued to the organization/individual. The security deposit will be used to defray the cost of restoring the area and the organization/individual will be assessed an additional \$50.00 for continued use; or the organization's/individual's use of facilities may be terminated.

Acknowledgment of Asbestos: Asbestos containing materials are present in the following facilities: Ware Middle School and SMK Elementary School. For specific locations the AHERA management report may be reviewed, which is located in the principal's office.

Tobacco Law: Use of any tobacco products within the school facilities, or on the school grounds or on school buses by any individual or organization, including school personnel, is strictly prohibited.

PUBLIC CONDUCT ON SCHOOL PROPERTY

Persons on school property as visitors, spectators, or participants are there at the discretion of the Ware School Committee. While on school property persons are prohibited from engaging in the following:

1. Activities that could cause harm to students, staff, or others.
2. Activities that could damage buildings, grounds, and equipment.
3. Activities that violate the community's sense of good morals, manners, or taste.
4. No use of controlled substances as referred by the Ware Public Schools Policy JICH.

The Ware School Committee authorizes supervisory personnel to remove persons from school property who violate the above rules. The Ware School Committee also reserves the right to revoke the use of school facilities by individuals and/or organizations where the activity or conduct of the individual and/or organization is not in accordance with the Ware School District regulations and/or policy.

PROHIBITED ACTIVITIES & EQUIPMENT ON SCHOOL PROPERTY

A. Philosophy

School walkways, grounds, athletic fields, parking areas, and driveways exist to provide students, staff and the public access to school property. Every effort is made to provide and maintain these facilities in a condition that is attractive and safe. However, weather, physical deterioration, terrain, and other environmental factors can create conditions by which physical injuries can occur. Individuals who enter school property using equipment or sports gear for which the property was not specifically designed can either damage school property or cause serious injury to themselves or others. The law requires that the property owner take action to provide for the care and safety of each visitor. Therefore, the School Committee establishes the following policy:

B. Policy statement

It is the policy of the Ware School Committee that the Building Principal and Director of Building and Grounds Maintenance shall continually assess the types of unsupervised and unapproved recreational activities that occur on school property and seek authorization from the School Committee to post signs in conspicuous places advising people of activities which may pose an unsafe condition.

C. Exceptions to policy

In the case of an immediate and dangerous safety issue or destruction of property, the School Principal/designee or Director of Buildings and Grounds Maintenance/designee may make an interim decision banning such activity.

D. Amplifying instructions and guidelines

1. A “licensee” is defined as a person who is not invited to the property but whose presence is known to the owner and is tolerated.
2. A “trespasser” for the purposes of this policy is a person on site *without proper authorization* and against whom the owner has taken precautionary action.
3. Individuals found on school property who are “licensees” or trespassers” and violate the provisions of this policy shall have the key elements of the policy explained in a polite manner and be asked to vacate the premises.
4. Students who violate the provisions of this policy and refuse to leave as requested are subject to the disciplinary rules of their respective schools.
5. If necessary, the Ware Police shall be contacted to secure the orderly removal of “licensees” or “trespassers” who violate the provisions of this policy and refuse to leave.
6. The Ware School Committee considers steps leading to the entrance of a building, wall, railings and playground equipment to be unsafe for students or others to ride bicycles, skateboards, roller skates, roller blades, and other types of wheeled paraphernalia or equipment.
7. No one is permitted to take any of the items mentioned above on the athletic track or the athletics fields on the Ware School District Campus.
8. No golfing is permitted on school fields or lawns unless part of the physical education program, and/or the extra-curricular/athletic program of the Ware School District.
9. No four-wheelers, all terrain vehicles, or snowmobiles are permitted on school grounds at any time.

10. All animals, with the exception of guide dogs for disabled persons and animals used by law enforcement and other public safety officials in the course of their official duties are prohibited from the Ware School District Campus. Other exceptions to this policy, regarding the curricular and/or extra-curricular programs of an educational nature in the Ware School District, may be allowed subject to the determination of each principal (i.e. the use of various animals on the Ware Public Schools Campus as part of the curricular and/or extra-curricular programs provided in the schools and/or on the school grounds).

E. Delegation of authority

1. The Superintendent is responsible for communicating this policy to all site administrators and directing that it be enforced.
2. Each site administrator is responsible for enforcing these provisions everywhere on property belonging to the Ware School District.
3. Any school employee may act in the Ware School District's behalf in carrying out the provisions of this policy.
4. All Town of Ware residents are encouraged to assist the Ware School District staff by notifying a person in authority of any violations.
5. The Director of Building and Grounds Maintenance is directed to prepare and place signs in conspicuous locations on the Ware School District Campus relative to the contents of the policy statement.
6. Each principal shall prepare and distribute notices to parents/guardians and students which advises them of potential unsafe areas and recreational activities that are occurring on campus.

- F.** Copies of this policy shall be made available at each school in the Principal's office and at the Superintendent of Schools office.

G. Expiration Date:

This policy shall remain in effect until amended or rescinded by the Ware School Committee.

| COMMUNITY USE/RENTAL OF SCHOOL FACILITIES FEE SCHEDULE | | | | | |
|--|-------------------------|--|----------|---------------------|----------|
| SCHOOL FACILITY & AREA REQUESTED | SCHOOL RELATED ENTITIES | TOWN OF WARE AND OUT OF TOWN ORGANIZATIONS (NOT FOR PROFIT ENTITIES) | | FOR PROFIT ENTITIES | |
| | | WARE | WARE* | NON WARE* | WARE* |
| Auditorium | NO FEE | \$50.00 | \$100.00 | \$125.00 | \$150.00 |
| Auditorium W/Stage, Lights, & Sound* | NO FEE | \$50.00 | \$100.00 | \$125.00 | \$150.00 |
| Cafeteria | NO FEE | \$50.00 | \$100.00 | \$125.00 | \$150.00 |
| Cafeteria W/Kitchen* | NO FEE | \$50.00 | \$100.00 | \$125.00 | \$150.00 |
| Gymnasium | NO FEE | \$50.00 | \$100.00 | \$125.00 | \$150.00 |
| Gymnasium W/Locker Rooms* | NO FEE | \$50.00 | \$100.00 | \$125.00 | \$150.00 |
| Classroom | NO FEE | \$50.00 | \$100.00 | \$125.00 | \$150.00 |
| Computer Room | NO FEE | \$50.00 | \$100.00 | \$125.00 | \$150.00 |
| Conference Room | NO FEE | \$50.00 | \$100.00 | \$125.00 | \$150.00 |
| Library/Media Center | NO FEE | \$50.00 | \$100.00 | \$125.00 | \$150.00 |
| Kiva | NO FEE | \$50.00 | \$100.00 | \$125.00 | \$150.00 |
| Grounds/Fields | NO FEE | \$50.00 | \$100.00 | \$125.00 | \$150.00 |
| Football/Soccer Field W/Lights* | NO FEE | \$50.00 | \$100.00 | \$125.00 | \$150.00 |
| Parking Lot | NO FEE | \$50.00 | \$100.00 | \$125.00 | \$150.00 |
| Other Related Fees* | * | * | * | * | * |

Application Fees: Upon receipt of application a \$10.00 processing fee will be required with the submission of application for all non-school related activities. (i.e. Town of Ware organizations, out of town organizations and for profit businesses).

All use of facilities requires a \$50.00 security deposit per school building/athletic field used, which is refundable based upon satisfactory use in terms of responsible treatment of the facilities and clean-up.

There is a one time fee (and other related fees if applicable) for various organizations that play/practice regularly for an extended period of time as long as 66% or more of the group's composition reside within the Town of Ware.

**Other related fees (custodian, heat, light, air-conditioning, etc.): Other related fees for Use/Rental of School Facilities include but are not limited to :*

When custodians are not on-site and are required for an event, an additional fee per the current Custodian Collective Bargaining Agreement will apply.

Audio-Visual Set-Up - \$150.00

Other: as determined by administration only.

Note: Any individual, organization, or other entity that uses/rents the Ware School District facilities is required to use the existing vendor contract for the dispensing of allowed beverages, and other vending-related items.

SCHOOL RELATED ENTITIES

1. Student Council/Class Officer Mtgs. / Activity Group Meetings
2. Team / Athletic Meetings
3. Student Council / Class / Activity Groups
4. Faculty Functions
5. School Committee Meetings
6. School Building & Needs Committee
7. Technology Professional Development
8. Sports Banquets / Pro Merito Dinner / Honor Society, etc.
9. Play rehearsals / musical events
10. School Dances
11. Ware Junior/Senior High School Activities Department
12. Music Boosters / Community Band
13. Sports Boosters
14. PTO/PTSSA/PTSSA Jr.

Please note: This list of organizations is not meant to be all-inclusive.

TOWN OF WARE ORGANIZATIONS (NOT-FOR-PROFIT ENTITIES)

1. Ware Youth Group Activities (e.g. Ware Youth Sports Organizations - Ware Recreation Dept., and/or sub groups St. Mary's C.Y.O. Basketball - Boys Scouts - Girls Scouts)
"Ware Youth Group" means that 66% or more of the group's composition reside within the boundaries of the Town of Ware.
2. Alumni
3. Ware Citizens for Effective Government
4. Mary Lane Hospital
5. Ware Historical Society
6. Ware Cultural Council
7. Town of Ware Employee Organizations: Recreational Activity
8. Ware Golden Agers
9. Ware Rotary Club
10. Men's and Women's Volleyball and Basketball
11. Veterans' Groups

Please note: This list of organizations is not meant to be all-inclusive.

OUT OF -TOWN ORGANIZATIONS (NOT-FOR-PROFIT ENTITIES)

- 1.** Hampshire Educational Collaborative
- 2.** Community Partnerships for Children
- 3.** North Brookfield Community Theatre
- 4.** Quabbin Health District
- 5.** American Red Cross

Please Note: This list of organizations is not meant to be all-inclusive.

FOR-PROFIT ENTITIES

In-town or out-of-town for profit businesses will be charged in accordance with the attached fee schedule.

WARE PUBLIC SCHOOLS
APPLICATION FOR THE USE /RENTAL OF SCHOOL FACILITIES

Name _____ Address _____

Telephone #: _____ Town of Ware Organization ___Yes ___No

Liabile Person in Charge: _____ For Profit Organization ___Yes ___No

Name _____ Title _____

Address _____ Telephone #: _____

Date Requested _____ Time requested _____ to _____

Purpose _____ Size of Group _____

Please check facilities requested:

___Ware Junior/Senior High School ___Ware Middle School ___SMK Elementary School

Areas to be used (Please check one or more)

___Auditorium ___Auditorium w/ sound, stage. lights ___Cafeteria ___Cafeteria w/ kitchen use

___Gymnasium /locker rms. ___Gymnasium (seasonal) ___Gymnasium (admission charged)

___Classrooms ___Computer Room ___Computer Room (long term)

___Conference Room ___Library/Media center ___Kiva (lecture hall)

___Grounds (1 time) Identify Field(s) requested _____

___Grounds (seasonal) Identify Field(s) requested _____

___Parking Lot ___Football/Soccer Field ___(with Lights) ___Outdoor Track ___(with lights)

Tobacco Law: Use of any products within the school facilities or on the school grounds or on school buses by any individual or organization, including school personnel, is strictly prohibited.

Acknowledgment of Asbestos:

I acknowledge that I have been informed of the presence of Asbestos containing materials in the following facilities: Ware Middle School and SMK Elementary School. For specific locations the AHERA management report may be reviewed, which is located in the principal's office.

Vehicle Parking:

ALL vehicles on school property must be parked in the designated, lined parking areas only. No vehicles are allowed to be parked temporarily, or permanently in any restricted areas, at any time (Examples: Fire Lane, campus lawn, access roadways surrounding the buildings, roadways on the campus). Handicap spaces are clearly designated by signage. Only vehicles meeting those criteria shall be parked in any specially designated area. Should any violations of the above occur, vehicles may be towed at the owner's expense.

Note: When custodians are not on-site and are required for an event, an additional fee per the current Custodian Collective Bargaining Agreement will apply.

The above named individual/organization agrees in using the described facilities, to pay the appropriate fees established in the Ware School Committee Policy regarding Community Use/Rental of School Facilities. The individual/organization also acknowledges and agrees to comply with all of the regulations/requirements put forth in the Community Use/Rental of School Facilities Policy.

The _____ shall to the maximum extent permitted by law, indemnify and save harmless the Ware School District and the Town of Ware, and their elected officials, officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with Lessee's lease or use of the facilities, and for any damage to its real or personal property that occurs in conjunction with the lease or use of the facilities by Lessee.

Date _____

Signed _____

Title _____

TO BE FILLED OUT BY SCHOOL AUTHORITIES

Staff Required _____ Use/Rental Fees _____ \$50.00 security deposit _____

Related Fee(s) _____

Police Required ____ Yes ____ No Date Due _____ Total Fee _____

Date _____

Approval _____ Title _____

Checks Payable to: Ware Public Schools

Related Fees for the Use/Rental of School Facilities include but are not limited to:

Additional Custodians: When custodians are not on-site and are required for an event, an additional fee per the current Custodian Collective Bargaining Agreement will apply.

Audio-Visual Set-Up - \$150.00 per hour

Other: _____

SCHOOL FACILITY CHECKLIST

School Building: _____

Area: Gym_____ Library_____ Cafeteria_____ Auditorium_____

Other _____

GOOD/POOR

| | Pre Use | Post | Remarks |
|----------------|---------|------|---------|
| Cleanliness | | | |
| Walls | | | |
| Floors | | | |
| Water fountain | | | |
| Switches | | | |
| Back boards | | | |
| Bleachers | | | |
| Doors | | | |
| Lighting | | | |
| Carpeting | | | |
| Seating | | | |
| Equipment | | | |

Comments: _____

Checked by: _____ Responsible party: _____

Adoption Date: August 12, 1999
Revision Date: February 25, 2009
Last Date Reviewed: February 25, 2009

ATHLETIC FIELD CHECK LIST

Field: Football/Track_____ Softball_____ Baseball_____

 Soccer_____ Playground area_____

GOOD/POOR

| | Pre Use | Post | Remarks |
|-----------------------------|---------|------|---------|
| Cleanliness | | | |
| Track condition | | | |
| Field condition | | | |
| Fencing | | | |
| Signage | | | |
| Equipment | | | |
| Field goals | | | |
| Netting | | | |
| Back stops | | | |
| Batting cages | | | |
| General area | | | |
| Long jump area | | | |
| Shot-put area | | | |
| Pole vault area | | | |
| Bleacher | | | |
| Press box | | | |
| Concession stand | | | |
| Building adjacent to fields | | | |
| Waste receptacle | | | |

Comments: _____

Checked by: _____ Responsible party: _____

Adoption Date: August 12, 1999
 Revision Date: February 25, 2009
 Last Date Reviewed: February 25, 2009

PUBLIC SOLICITATIONS IN THE SCHOOLS

The Ware School Committee will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

1. The Ware School District should provide students, parents/guardians, and employees some measure of protections from exploitation by commercial and charitable fundraising organizations.
2. The Ware School District should not give the public the impression of generally endorsing or sanctioning commercial and fundraising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fundraising activities related to the objectives of the Ware School District with the following exceptions:

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

For the purposes of this policy, local parent-teacher groups and groups representing the Ware School District employees will be considered “school groups” and will be governed by the Ware School Committee’s policy on staff solicitations.

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

Adoption Date: July 17, 1997
Revision Date: February 25, 2009
Last Date Reviewed: February 25, 2009

ADVERTISING POLICY

It is the belief of the Ware School District that commercial advertisements are not public forums, and that all advertising shall be commercial in nature. Furthermore, advertising may be permitted on school property under ownership and control by the Ware School District pursuant only to a written contract expressly permitting the same and only under and in compliance with the established policies, practices and guidelines approved by the Ware School Committee. Such materials must be aesthetically pleasing and enhance the school environment.

The purpose of this policy and its related practices and guidelines is to define the conditions upon which commercial advertisements may be placed in school facilities or upon school property, and to establish definitive guidelines for the acceptance and placement of such advertisements. It is the intent of the Ware School Committee to preserve its full rights and discretion to restrict access to the school facilities and school property and to reject or refuse placement or require removal of any or all advertisements that do not comply with those guidelines. To the extent that any such advertisements are accepted, it is the intent of the Ware School Committee to reserve and exercise the right of full editorial control over the placement, content, size, appearance and wording, and to determine and prohibit types of commercial advertisements that are deemed inappropriate for or inconsistent with the usage of school facilities and school property.

All school facilities and school property are intended for and are for the exclusive use of the Ware School District and its designees for the public purposes associated with education, athletics, community recreation and community activities and entertainment. No school facilities or school property shall be intended or considered as an open, limited, or other public forum and no person shall have a right to access and use school facilities or school property for any purpose other than the intended and authorized public purpose or service. Placement of commercial advertisements on school property shall require specific authorization by the Ware School Committee.

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

Adoption Date: July 17, 1997
Revision Date: February 25, 2009
Last Date Reviewed: February 25, 2009

ADVERTISING POLICY

DELEGATION OF AUTHORITY: LIMITATIONS AND RESTRICTIONS

The Ware School Committee delegates to the Superintendent of Schools the authority and responsibility of negotiating contracts on behalf of the Ware School Committee for the posting of commercial advertisements on school property. The Superintendent will have no authority to permit anything that is prohibited by this policy, its related guidelines and ordinances by the Town of Ware. All tentative contracts are subject to the final approval and signature of the Ware School Committee. Advertisements may be authorized and accepted only under the following conditions:

1. Commercial advertisements will not be accepted for placement directly on school property except in specifically designated areas.
2. Currently designated facilities for the placement of commercial advertisements are along the fencing at Veterans' Stadium (see diagram)
3. Commercial advertisements that contain any of the following characteristics, or that in the sole discretion and judgment of the Superintendent as the authorized representative of the Ware School Committee or its legal counsel may be prohibited and may not be accepted for placement on school property, are as follows*:
 - a. promotion of or reference to the sale or consumption of alcoholic or malt beverages in name, likeness or implication or the promotion of establishments that are licensed for and primarily sell alcoholic or malt beverages, including bars; provided, however, that restaurants or other food service establishments and hotels or other places of lodging may be authorized when the commercial advertisement promotes only the food service or lodging (Example: a restaurant or other food service establishment may not use in its advertising text the word bar, pub or tavern or other similar word denoting the sale of alcoholic beverages, even if such word is part of the name of the establishment.);
 - b. promotion of or reference to the sale or consumption of tobacco products or depiction of the use of tobacco products in any manner; (*Ref. Ware School District Policy File: JICH*)
 - c. commentary, advocacy or promotion of issues, candidates, campaigns or organizations of a social, political, religious, or rhetorical nature;
 - d. promotion of or reference to gambling/ betting, lotteries, or games of chance whether by name, likeness or implication or promotion of or reference to providing such services or activities of a related or similar nature;
 - e. depiction in any form of nudity or semi-nudity, profanity, obscenity, lewdness or characterization that suggest, depict or promote any such element, or promotion of or reference to any sexually-oriented products, activities or materials such as massage parlors, escort services or establishments featuring X-rated or pornographic movies, contraceptive products or hygiene products of an intimate personal nature or advertising that is unlawful, or contains explicit messages or graphic representations pertaining to sexual contact or contain offensive levels of sexual overtone,

- innuendo or double entendre; (*Ref. Ware School District Policy File: GBAA also File: ACAB*)
- f. promotion in any form of or reference to illegal drugs, illegal drug use or illegal drug materials, or characterizations that suggest or depict the promotion or glorification of any such products, activities or materials; (*Ref. Ware School District Policy File: JICH*)
 - g. promotion of or reference to the use or sale of firearms, explosives or other weapons or the depiction, suggestion or glorification of violence or acts of a violent nature;
 - h. use of words, foul or offensive language, representations or descriptive material of any kind having more than one meaning or connotation, one of which would otherwise be prohibited under this policy;
 - i. inclusion of materials, depictions, promotions or offerings that are the type prohibited by or by their nature would violate any postal restrictions or regulations or any federal, state or local law, rule or regulation;
 - j. advertisements that describe or depict criminal activity in any way;
 - k. inclusion of any claims that in the judgment of the authorized representative of the Ware School Committee or its legal counsel constitutes false, exaggerated or misleading claims or that contains offensive or otherwise improper comparisons with other products or their makers; and
 - l. advertisements by political candidates for public office or advertisements concerning ballot issues;
 - m. promotion, depiction or reference to tattoos or body piercings; and
 - n. advertisements will be consistent with the *Ware School District's Wellness Policy File: ADF*.

*Please note that this list is not exhaustive.

- 4. To protect the integrity of the school facilities or the school property under ownership and control of the Ware School District, and to ensure a proper measure of uniformity, durability and quality, the Ware School Committee will approve the vendor and materials for all advertisements.
- 5. Prior to any acceptance or placement of advertisements on school property under ownership and control by the Ware School District, the specifications of the same, including all advertising copy or content and all materials by which such advertising shall be displayed, must be submitted to the Ware School Committee for approval.
- 6. Any approval for the erection and display of commercial advertisements must be made in writing as part of a written placement agreement that will, at a minimum, contain references to the advertiser's commitment and agreement to abide by this policy. The term and rate of compensation shall be pursuant to the Ware School Committee's then current approved advertising terms and rates.

EXEMPTIONS AND EXCEPTIONS

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

1. merchant or government identification, logos or trademarks appearing upon property acquired, installed or used in the construction or renovation of any of the facilities;
2. public service announcement or announcements of events directly related to services of the Ware School District; and
3. product or vendor identifications in relation to authorizing merchandizing or vending operations conducted upon or about the school facilities or the school property under ownership and control by the Ware School District.

AMENDMENTS TO POLICY

The Ware School Committee reserves the right to amend this policy from time to time and no advertising contract entered into under any existing version of this policy shall serve to restrict or prevent the Ware School Committee from making any such subsequent amendments.

VISITORS TO THE SCHOOLS

The Ware School Committee encourages visitors to the schools for conferences, observations, and review of our programs. This invitation is extended to large groups through parents' nights and open house nights. Individuals may also arrange visits during the school day through the Building Principal.

Conferences during school hours are arranged through the teacher and/or administrator of the school. Every attempt will be made to ensure the fullest cooperation between home and school.

Visitors who wish to observe classrooms or specific programs must make arrangements with the Building Principal. Visits to classrooms are not excuses for impromptu conferences but for observation. It is understood that the normal progress of classroom instruction will not be disrupted or altered in any way, except by the direction of the classroom teacher.

All visitors to a school building during the school day are required to report to the main office of the school upon entering the building. Signs shall be posted at each entrance to the building stating this policy. All visitors must use only the entrance(s) and exit(s) designated for their use and shall not enter into any unauthorized areas. All visitors shall obtain a visitor's badge from the main office immediately upon entering the building and shall wear the badge in a conspicuous fashion at all times while they are in the school building. All visitors must report to the main office of the school prior to leaving, in order to sign out and turn in their badges. Sign in/sign out procedures will be in effect for all visitors along with other procedures the School District and/or Building Principal shall deem warranted.

Principals are in control of their individual school premises, including outside areas surrounding the building. Principals are authorized to invoke the necessary legal means, including no trespass orders, if appropriate, and/or notifying law enforcement authorities for the purpose of maintaining and restoring order within the building and surrounding school property.

Employees and students should report, to the principal/designee, any person loitering on or near school property. The principal/designee is directed to take any appropriate action, including notifying the police, to ascertain the identity of the person and their reason for being on school property.

NOTICE OF TRESPASS

**THIS NOTICE IS ISSUED PURSUANT TO THE STATUTORY
AUTHORITY OF MASSACHUSETTS GENERAL LAWS,
CHAPTER 266, SECTION 120**

This notice is issued to _____
(name)

of _____
(address)

_____ who is forbidden to enter or remain in or about
(city/town)

(property)

Violation of this notice may result in your arrest and/or further court action.

This notice is issued by _____
(name)

who has legal control of said premises.

I further state that _____
(name)

has been sent a copy of this notice by certified mail, return receipt requested, on
_____ and a copy has been forwarded to the Ware Police Department.
(date)

This order expires one (1) year from date of issue.

Signature of issuing party: _____

Title: _____

Date of Issuance: _____

Adoption Date: July 17, 1997
Revision Date: February 25, 2009
Last Date Reviewed: February 25, 2009

RELATIONS WITH BOOSTER ORGANIZATIONS

The Ware School Committee recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system.

Actions initiated by boosters provide the atmosphere and climate to foster and cultivate community-school relationships. It is encouraged that all resources be distributed in an equitable manner.

Booster-proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the program of the schools. Care must be taken to avoid compromising or diluting the responsibilities and authorities of the Ware School Committee.

Adoption Date: July 17, 1997
Revision Date: February 25, 2009
Last Date Reviewed:: February 25, 2009