

INDEX
COMMUNITY RELATIONS
(1000 SERIES)

BDF A-E School Improvement Plan
BGD School Attorney
1001 Community Relations Goals
1002-BAA Evaluation of School Committee
1002-BBAA Responsibilities of School Committee
1003 Coverage of School Committee Meetings
1004 Public Statements Concerning School Policy
1005 Cooperation with Local Media
1006-BE School Committee Meetings.
1006-BEDA - Notification of School Committee Meetings
1006-BEDH Public Comment at School Committee Meetings
1007-BDFA Formation and Operation of School Councils
1008 Parent-Teacher Associations and Organizations
1009-BDF Citizen Advisory Committees
1010 Visits to the Schools
1011 Volunteers in Schools
1012 Public Performances by Students
1013 Contests, Prizes and Awards-Sponsored by Outside
Organization 1014 Awards to Schools
1015 Recognition of Service
1016 Gifts to School Personnel
1017 Citizen Suggestions and Complaints
1017P Contact Guidelines
1018 Complaints Concerning School Personnel
1018P Procedure: Complaints Concerning Personnel
1019 Complaints Concerning Instructional Materials
1019P Procedure: Complaints Concerning Instructional Materials 1020
Community Use of School Facilities
1021 Research within Schools
1022 Business on School Property
1023 Advertising
1024 Cooperation with Public Agencies
1025 Emergency Response
1026 Cooperation with Police Department
1027 Coordination with the Recreation Commission
1028 Coordination with the Health Department
1029 Partnerships with Community Organizations
1030-BK Membership in Associations
1031 Coordination with Other Schools

**Belmont -
MASC - BDFA-E
School Improvement Plan**

The Principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually.

The Superintendent shall notify the administrators of the intended timeline for submission and review of School Improvement Plans. This plan shall be written and submitted for approval to the Superintendent and reviewed by the School Committee. The plan should be drafted with the following in mind:

1. The educational goals for the school, consistent with District mission and goals, and the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Elementary and Secondary Education.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance, with focus on improvement of student learning.
 - a. Specify expected student outcomes and measurable/observable results.
 - b. Clearly identify actions to be taken to implement the goals.
 - c. Indicate anticipated costs and available funding sources.
 - d. Delineate the method of evaluating and reporting progress and results.
4. Professional development for the school's professional staff.
5. The enhancement of parent/guardian involvement in the life of the school, safety, and discipline.
 - a. Include a plan on how to solicit community support for the changes being developed.
6. The development of means for meeting the diverse learning needs of every child.
7. The establishment of a culture of inclusion and respectful of diversity.
8. Any further subjects as the Principal, in consultation with the school council, shall consider appropriate, except that:
 - a. The council shall have no authority over matters that are subject to Chapter

- 150E, the collective bargaining law, and
- b. The council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

If the school improvement plan is not approved by the Superintendent, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the school council, and resubmit it for approval.

MGL 71: 59C, School Councils

**Belmont -
MASC - BDG
School Attorney**

It will be the duty of the counsel for the Committee to advise the School Committee and the Superintendent on the specific legal problems submitted to them. They will attend meetings upon request and will be sufficiently familiar with Committee policies, practices, and actions under these policies, and with requirements of the school law to enable them to offer the necessary legal advice.

A decision to seek legal advice or assistance on behalf of the school district will be made by the Committee. The Superintendent may also take such action at the direction of the Committee.

Many types of legal assistance are routine and do not require specific Committee approval or prior notice. However, when the Superintendent concludes that unusual types or amounts of professional legal service may be required, they will advise the Committee and seek either initial or continuing authorization for such service.

The School Committee may request the services provided by the town counsel. The Committee and the Superintendent may seek their services to counsel and represent the school district at various times.

The School Committee shall employ legal counsel for collective bargaining purposes on an annual basis within the provisions of law.

LEGAL REFERENCES:

M.G.L. 71:37E; 71:37F

Town of Belmont, bylaws Article 2, No. 40:200 Select Board G:1

Goal

It is the goal of the Belmont School Committee to create and maintain open channels of communication and good relations among the schools, parents, community organizations, businesses and the community at large. In furtherance of this goal the schools shall establish and maintain:

- A continuous, two way process of communication and cooperative effort with the community to encourage an active interest in the schools,
- Procedures that will encourage the community to place a high priority on education and make funds available for an education system that supports learning for all children,
- Programs that increase mutual understanding of educational and community needs and establish partnerships to enhance learning opportunities and cooperation in the work of improving the schools.

Belmont - 1002
MASC - BAA
Evaluation of School Committee

The School Committee will periodically establish realistic objectives related to Committee procedures and relationships. At the end of a specified length of time, the Committee will measure its performance against the stated objectives.

The following areas of School Committee operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Public engagement
2. School Committee - Superintendent relationships
3. School Committee member development and performance
4. Policy development
5. Educational leadership
6. Fiscal management
7. School Committee meetings
8. Performance of subcommittees of the School Committee
9. Interagency and governmental relationships

When the Committee has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the Committee will set an approximate date on which the next evaluation will be conducted.

Implied in the concept of evaluation is an assumption that individuals and Committees are capable of improvement. The School Committee believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

Belmont -1002/ 8003
MASC - BBAA
School Committee Member Responsibilities

Authority

Because all powers of the School Committee derived from state laws are granted in terms of action as a group, members of the School Committee have authority only when acting as a Committee legally in session.

The School Committee will not be bound in any way by any statement or action on the part of an individual member except when such statement or action is a result of specific instructions of the Committee.

No member of the Committee, by virtue of their office, will exercise any administrative responsibility with respect to the schools or command the services of any school employee.

The School Committee will function as a body and all policy decisions and other matters, as required by law, will be settled by an official vote of the Committee sitting in formal session.

Duties Responsibilities

The responsibilities and obligations of the individual Committee member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth relating to education and School Committee operations, regulations of the Massachusetts Board of Education, policies and procedures of this School Committee and School Department.
2. To keep abreast of new laws and the latest trends in education.
3. To understand the mission and vision of the Belmont Public Schools and (8003, #1) have a general working knowledge of the goals, objectives, policies and programs of the district.
4. To take collective responsibility for building unity and creating a positive organizational culture;
5. To work effectively with other Committees, recognizing and respecting differences of perspective and style on the School Committee and among staff, students, parents, and the community.
6. To respect the privileged communication that exists in executive sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.

7. To vote and act in Committee impartially for the good of all students.
8. To accept the will of the majority vote in all cases, and to remember that they are one of a team and must abide by, and carry out, all Committee decisions once they are made.
9. To communicate a common vision.
10. To operate openly, with trust and integrity.
11. To act in a dignified and professional manner, treating everyone with civility and respect.
12. To refer questions and complaints to the proper school authorities.
13. To comply with the accepted code of ethics for School Committee members and the orientation requirements of MGL 71:36A; and participate in professional development and commit the time and energy necessary to be an informed and effective leader.

Ref: MGL 71:37 Powers and Duties of School Committees

Cross Reference:

KEB (1018) Complaint Procedure

BDB Officers, Chairperson

Coverage of School Committee Meetings

Representatives of all newspapers and other media are welcome to attend all open meetings of the School Committee. Meeting announcements and agendas will be publicly posted in advance of each meeting. Summaries of the meeting may be furnished to local newspapers.

Audio or video taping of open meetings of the School Committee is permitted, subject to the restrictions delineated in the Massachusetts Open Meeting Law. Any such taping shall not interfere with the normal functioning of the meeting.

References:

MGL 30A: 18-25: Open Meeting Law

66: 5A, 10: Public Records

Public Statements Concerning School Policy

The explicit prior approval of the Superintendent is required before any employee, acting in his/her capacity as a representative of the Belmont Public Schools, may make public statements involving school policy either through a press release or other media. This policy does not circumscribe any employee's individual right to free speech and expression. An employee speaking on issues concerning the Belmont Public Schools should clearly state whether he/she is speaking officially or as an individual citizen.

The Superintendent will designate those responsible for coordinating the release of information at each of the schools.

References:

Connick v. Meyers, Supreme Court of the United States, 1983

Alinovi v. School Committee of Worcester. United States Court of Appeals.

1985

Cooperation with Local Media

The School Committee welcomes the active participation of newspapers, magazines, radio, television and other media in providing the public with pertinent information concerning the schools.

Media releases by the schools are encouraged as a means of informing the public of programs, activities and accomplishments. The Superintendent, or designee, will coordinate the release of information concerning the school system and the School Committee. The principal of each school, or designee, will coordinate the release of information relating to each school and provide copies to the Superintendent.

News and information identifying personnel or students shall be released to the press only with the approval of the principal and in accordance with state and federal laws regarding confidentiality and student privacy.

References:

20 USC: 1232 g & h: Protection of Pupil Rights

Belmont 1006-BE
MASC - BE
School Committee Meetings

School Committee meetings are conducted for the purpose of carrying on the business of the schools. All regular and special meetings of the School Committee, including subcommittee meetings, are open to the public, unless they are duly convened executive sessions. Regular and special meetings are defined as follows:

1. **Regular meeting:** the usual official legal action meeting, held regularly.
2. **Special meeting:** an official legal action meeting called between scheduled regular meetings to consider specific topics.

The public has the right and is encouraged to attend meetings of the School Committee.

References:

MGL 30A 18-25: Open Meeting Law

Community Relations 6-27-06

Amended 5-1-12

Amended 2022

**Belmont 1006-BEDA
MASC BEDA
Notification of School Committee Meetings**

As required by law, a minimum of 48 hours advance notice (excluding Saturdays, Sundays and legal holidays) will be given for any meeting of the School Committee, including all subcommittee meetings. The only exception permitted is in case of emergency, which the law defines as “a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.”

Notification of the dates, times, and places of regular meetings may be accomplished by periodic publication of the schedule for the ensuing months. However, a minimum of 48 hours prior to each meeting the Committee shall cause to be posted a listing of each subject the Chair reasonably anticipates will be discussed at the meeting (the agenda). Notification of a change in a regular meeting time, place, or agenda and notification, including agenda, of a special meeting will be filed with the town clerk at least 48 hours in advance, as required by law.

Agendas for each School Committee meeting are posted in the offices of the Superintendent of Schools and the Town Clerk. Electronic copies of the agenda and all supporting materials will be provided at least 48 hours in advance of the meeting.

LEGAL REFS.: M.G.L. 30A:18-25

Belmont - 1006

MASC - BEDH

Public Comment 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 believes that one of its paramount responsibilities is to receive comment from the people it represents and serves. The public is encouraged to attend meetings of the School Committee so that they may become better acquainted with the operations and the programs of our local public schools.

Public comment is not a discussion, debate, or dialogue between individuals and the School Committee. It is an individual's opportunity to express an opinion on issues within the School Committee's authority. The Committee may respond to a public comment by taking it under consideration when deliberating on an agenda item or referring an issue to the administration for appropriate action or response.

Meetings of the School Committee shall include an agenda item titled "Public Comment." This section of the meeting provides the opportunity to the public to comment or raise questions regarding school related issues, except where separate public comment is indicated on the agenda in relation to a specific agenda topic.

To ensure the ability of the School 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, instructions will be provided for those who wish to participate in Public Comment. All speakers are encouraged to present their remarks in a respectful manner.
2. Speakers shall first identify their full name and city/town.
3. Speakers shall direct all comments and questions to the School Committee Chairperson.
4. Speakers will be allowed up to three (3) minutes to present their material. The presiding Chair may permit a reduction or extension of this time limit, in extenuating circumstances. Time may not be shared between speakers. If there are numerous requests to address the committee on the same subject, the chairperson may select representatives to speak on the issues.

5. Topics for discussion should be limited to those items within the School Committee's scope of authority. The authority of the School Committee primarily concerns the review and approval of the budget of the district's public schools, the performance of the Superintendent, and the educational goals and policies of the district's public schools. Comments and complaints regarding school personnel (apart from the Superintendent) or students are generally prohibited unless those comments and complaints concern matters within the scope of School Committee authority.
6. The Chair of the meeting, after a warning, reserves the right to terminate speech which is not constitutionally protected because it constitutes true threats that are likely to provoke a violent reaction and cause a breach of the peace, or incitement to imminent lawless conduct, or contains obscenities.
7. The presiding Chair of the meeting shall establish the duration of the comment period.
8. Comments that may exceed the time permitted by the Chair may be presented to the Chair in written form before or after the meeting. The School Committee may receive comments at any time via publicly available contact information.
9. Comments made during the public comment portion of the meeting do not necessarily reflect the views or positions of the Belmont School Committee.

LEGAL REFS.: M.G.L. c. 30A: 18-25

Community Relations 6-27-06

Amended 5-1-12 Page 10

Belmont - 1007

MASC- BDFA

Formation and Operation of School Councils

The principal of each school shall establish and serve as co-chair of a school council. All duties and activities of the school councils shall conform to the statutory provisions and limitations of the General Laws of Massachusetts. School Council meetings are governed by the Open Meeting Law.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions which are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the school.

As enacted by the state legislature in the Education Reform Act of 1993, a school council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of and forming the group pursuant to a representative process approved by the Superintendent and the School Committee.

The Principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet regularly during the school year. School councils shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal. The Principal may choose to adopt Robert's Rules of Order.

The scope of the school council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all school council meetings. The Superintendent shall provide copies of these materials to members of the School Committee upon request.

The following guidelines define the role of the school council: The School Council shall meet regularly with the Principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards.
2. Identification of the educational needs of the students attending the school.
3. Review of the school building budget.

4. Formulation of a school improvement plan that may be implemented only after review and approval by the Superintendent.

LEGAL REFERENCES:

MGL71:38Q Professional Development Plans: Statewide Assistance

MGL 71: 59C, School Councils

MGL 30A 18-25: Open Meeting Law

C30A:18-15 Executive Sessions

Parent-Teacher Associations and Organizations

The Belmont Public Schools recognize the formation of parent–teacher groups in our schools and support their role in:

- promoting the welfare of children and youth in home, school and community;
- creating a partnership between the home and the school, so that parents and teachers may cooperate in the education of the children; and
- developing cooperative efforts which promote educational excellence, social development, and extracurricular opportunities.

Belmont - 1009

MASC - BDF

Advisory Committees to the School Committee

Advisory committees may be appointed by the School Committee on specific topics. The following general policies will govern the appointment and functioning of advisory committees to the School Committee other than the student advisory committee, which is governed by the terms of the Massachusetts General Laws.

1. Advisory committees may be created by the School Committee to serve as task forces for special purposes or to provide continuing consultation in a particular area of activity.
2. If an advisory committee is required by state or federal law, its composition and appointment will meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees will be broadly representative and take into consideration the specific tasks assigned to the committee by the School Committee. Members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees will be made by the School Committee; appointment of staff members to such committees will be made by the School Committee upon recommendation of the Superintendent.
5. Tenure of committee members will be one year only unless the member is reappointed. Upon appointment, each advisory committee shall be charged in writing as to:
 1. The topic to be addressed;
 2. the scope of service intended;
 3. the resources which will be provided; and
 4. the expected completion date
 5. How School Committee policies govern residents, committees and the relationship of these committees to the School Committee as a whole, individual School Committee members, the Superintendent, and other members of the professional staff.

The School Committee possesses certain legal powers and prerogatives that cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the School Committee. Advisory committees created under this policy are subject to the provisions of the Open Meeting Law. The Committee will have the sole power to dissolve any of its advisory committees and will reserve the right to exercise this power at any time during the life of any committee.

LEGAL REFERENCES:

M.G.L. 30A:18-25

CROSSREFERENCES:

CE - Administrative Councils, Cabinets, and Committees

JIB - Student Involvement in Decision-making

Visits to the Schools

The School Committee encourages parents, professional educators and others who have legitimate interests to visit the schools. All visitors must report immediately to the Principal's office upon entering the school and identify themselves and the purpose of their visit.

Professional educators and citizens who are from other communities and who wish to observe the schools in operation are welcome. Arrangements for such visits must be made in advance with the Superintendent and Principal.

Guests, visitors of students or students registered at other schools are not allowed in the schools without permission from the Principal.

Visitors shall not enter classrooms without the prior consent of the Principal.

All visitors to the schools must conduct themselves so as not to interfere with the daily operation of the school program.

Volunteers in Schools

The Belmont Public Schools encourage parents and other community members to volunteer in the schools. Volunteers must report to the Principal's office upon entering the schools. In accordance with Massachusetts law, the Belmont Public Schools will obtain criminal offender records information (CORI) of all volunteers and other individuals who may have direct and unmonitored contact with children. All such volunteers must sign a request form authorizing receipt by the district of all available CORI data from the Criminal History Systems Board.

All volunteers are considered "members of the school community" for purposes of the Belmont Public Schools harassment policy.

References:

MGL 71: 38R: Criminal Records: Check of Application

Cross Reference:

Policy:0005: Criminal Offender Registry Information

Policy 0002: Harassment

Public Performances by Students

Teachers are encouraged to provide students with opportunities for public performances when:

- Performances fit both the goals of the schools and the needs of the students,
- Students are not exploited for the benefit of any individual or group,
- No student is excluded because of race, color, religion, gender, age, sexual orientation, national origin or disability.

Students as members of recognized school groups or organizations may perform where admission fees are charged only if the proceeds are used for charitable, educational, or civic purposes. Payment for performances may be accepted by the schools but not by individual students. The supervision of the students and liability protection for the participants will be responsibilities of the school district.

Approval of all public performances will be given by the principal involved when the above criteria have been met.

References:

MGL 71: 47 Athletic Programs; School Organizations; Regulations

MGL 71: 51 Exhibition of School Work at Expositions

Contests, Prizes and Awards Sponsored by Outside Organizations

Contests or other activities involving participation by students or staff that are sponsored by organizations not connected with the schools, shall not be announced, promoted or permitted within the schools unless approved by the Superintendent. The Superintendent shall approve only such contests or other activities as will be of educational value to the participating students.

Trophies, prizes or awards received by students from person or organizations not connected with the schools will be recognized by the Belmont Public Schools only if the Superintendent determines that they are consistent with the goals, policies and programs of the District.

The Superintendent will develop guidelines as necessary to implement this policy.

References:

MGL 71 : 47: Athletic Programs; school organizations

Awards, Gifts, Grants and Donations to Schools

The Belmont School Committee, on behalf of the schools may accept awards, gifts, grants and donations for educational purposes. Only those gifts that are deemed consistent with the goals, policies, programs and the best interests of the district will be accepted.

All gifts which are accepted on behalf of the district shall be in the name of the district and become the property of the district. Where installation is required, the gift shall be installed under the supervision of district personnel. Once such gifts become the property of the school district, repair and/or replacement of such equipment or other property, if appropriate, will become the responsibility of the district.

References:

MGL 71: 37A: Acceptance of Grant

Recognition of Service

The School Committee may recognize, through the presentation of resolutions and plaques, members of the staff, the community or the school committee who have rendered outstanding service to the Belmont Public Schools.

Gifts to School Personnel

No school employee may accept any commission, gift or gratuity of substantial value, as defined by the Massachusetts Ethics Commission, from individuals or companies, including equipment or materials required in the operation of the schools.

Students and their parents are discouraged from the routine presentation of gifts to district employees. The School Committee welcomes the writing of letters to staff members expressing gratitude or appreciation.

References:

MGL 268A: Public officials and employees conflict of interest law

930 CMR 5.00 et seq: Regulations of the Massachusetts Ethics Commission

Massachusetts Ethics Commission Advisory 04-02, May 12, 2004

Citizen Suggestions and Complaints

The School Committee welcomes constructive criticism intended to improve the effectiveness of the schools. Complaints and suggestions regarding committee actions and policy matters should be directed to the School Committee. Complaints and suggestions should be directed according to the BPS Contact Guidelines, attached. The School Committee reserves the right to defer and redirect complaints that have not been fully reviewed to the appropriate administrative level.

Anonymous communications shall be disregarded.

References:

Procedures 1017P – Contact Guidelines

Policy 1018 and procedure 1018P – Complaints Concerning School Personnel

Policy 1019 and procedure 1019P – Complaints Concerning Instructional Materials

Complaints Concerning School Personnel

Complaints concerning school personnel not resolved at the building level shall be in writing, signed, and directed to the Superintendent. Oral complaints may be recorded by a designated official for submission to the Superintendent. All such complaints will be reviewed fully and fairly. Anonymous complaints shall be disregarded.

The Superintendent will develop procedures that assure prompt and fair attention to complaints concerning school personnel.

Whenever a complaint is made directly to the School Committee as a whole or to an individual Committee member, it will be referred to the Superintendent for review and resolution unless the Superintendent is the subject of the complaint, in which case the School Committee, or its designee will be responsible for review and resolution.

References:

MGL 71: 44 Prohibition on restriction of teachers' political rights

MGL 30A: 18-35: Open Meeting Law

Procedure 1018P: Complaints concerning personnel

BPS Collective bargaining agreements

Complaints Concerning Instructional Materials

Complaints concerning instructional materials not resolved through utilization of the BPS Contact Guidelines shall be in writing, signed, and directed to the Superintendent. Oral complaints may be recorded by a designated official for submission to the Superintendent. All such complaints will be reviewed fully and fairly. Anonymous complaints shall be disregarded.

The Superintendent will develop procedures that assure prompt and fair attention to complaints concerning instructional materials.

In accordance with this policy, no questioned materials shall be removed from the school pending a final decision.

References:

Procedure 1019P Complaints concerning instructional materials

BELMONT PUBLIC SCHOOLS CONTACT GUIDELINES

TO ACCOMPANY SECTIONS 1017, 1018 & 1019

NATURE OF CONCERN	INITIAL CONTACT	NEXT CONTACT	NEXT CONTACT
Student Placement Academic Progress; Discipline	Teacher	Curriculum Director	Principal
Teaching Methods	Teacher	Curriculum Director	Principal
Curriculum	Teacher	Principal	Curriculum Director
Counseling; Student Adjustment	Counselor	Principal	Director of Student Services
Student Schedule: MS HS	Counselor Counselor	Assist. Headmaster Assist. Principal	Headmaster Principal
Special Needs Concerns	Teacher/ Counselor	Special Ed Staff	Principal/ Director of Student Services
Special Needs Transportation	Office of Director Services	Director of Student Services	Director of Student Services
School Traffic Guards; Transportation	Office of Director of Finance and Administration	Director of Finance and Administration	
Early Childhood; Preschool Screening and Programs	Early Childhood	Director of Student Services Coordinator	

NATURE OF CONCERN	INITIAL CONTACT	NEXT CONTACT	NEXT CONTACT
Title I Program	Title I Preschool Teacher	Director of Title I Program	Principal of Title I School
School Lunch Program	Director of Food Services	Director of Finance and Administration	
Sports	Coach	Director of Athletics and Student Activities	Principal
Community Learning; Summer School	Director of Program	Assistant Superintendent for Curriculum and Instruction	
Facilities Issues	Principal	Director of Finance and Administration	
District Policy	Superintendent	School Committee	

Community Use of School Facilities

The School Committee encourages the use of school facilities by responsible local community organizations. The Superintendent shall establish procedures for community use, rental regulations, and regulations regarding the use of athletic facilities.

Reference:

MGL 71: 71 Use of School Property; Purposes

Policy 7004: Use and rental of School Department Property

Research within Schools

Any request to conduct any research, surveys or questionnaires, or obtain information from students or staff during school time must be submitted in writing to the Superintendent. The Superintendent will disallow any request that, in his judgment, does not serve the best interests of students.

References:

MGL 71: 59 Superintendent of Schools; duties

Business on School Property

No private business shall be transacted on school property unless authorized by the Superintendent and so reported to the principal directly involved. Belmont Public Schools do not allow the subscription or collection of money on school premises, or allow any article to be exhibited thereon for the purpose of sale or solicitation of business.

Advertising

The name of the Belmont Public Schools may not be used as advertising by any individual or company.

Materials distributed via the schools to students by non school connected organizations must not contain advertising which is beneficial to any particular group or business.

Cooperation with Public Agencies

The Belmont Public Schools wish to cooperate as fully as possible with other public community agencies that deal with students. The Superintendent shall seek to develop positive working relationships with such agencies, including but not limited to participating in resource sharing, information exchange or investigative committees.

References:

MGL 71: 59D School Community Partnerships

Emergency Response

The Belmont Public Schools will have plans in place to respond quickly and appropriately to crisis situations within the schools. Examples of a crisis could include, but are not limited to, criminal acts, disease epidemics, physical injury or death, presence of intruders on school premises, or natural disaster.

The Superintendent shall ensure that proper procedures are in place for all schools. This includes appropriate training, establishment of emergency response teams, consultation and cooperation with community agencies, and publication of emergency procedures.

The Belmont Public Schools shall have, and annually update, a crisis response manual. Following any crisis incident, the administration shall review the effectiveness of the response and if necessary make changes and notify the School Committee.

References:

Section 363 of chapter 159, of the Acts of 2000 – Multihazard evacuation plans

Section of chapter of the Acts of 2012 – Medical emergency response plans

Belmont Public School Emergency Response Manual, available at the office of the Superintendent and the Principal of each school.

Cooperation with Police Department

The Belmont Public Schools shall cooperate with law enforcement agencies in matters involving the welfare of students or the safety of community members in school facilities.

The Superintendent will develop a Memorandum of Understanding with the Belmont Police Department which will be periodically reviewed and updated as necessary. The Memorandum shall be available to the public at the office of the Superintendent and on the Belmont Public School website.

References: Belmont Public School Emergency Response Manual, available at the office of the Superintendent and the Principal of each school.

Coordination with the Recreation Commission

The School Committee, in conjunction with the Belmont Recreation Commission shall oversee the operation of athletic facilities owned by the School Department or the Town of Belmont.

The Director of Athletics and Student Activities at Belmont High School shall schedule the use of Harris Field. The Director of Athletics and Student Activities and the Belmont Recreation Department shall jointly schedule the use of all other athletic facilities. Priority shall be given to Belmont Public School programs.

References:

Policy 7005 Use of Lighted Athletic Field

Coordination with the Health Department

The Belmont Public Schools shall cooperate with the Belmont Board of Health and the Belmont Health Department to promote and support student health.

The Superintendent shall insure that all state mandated health screenings are administered in the Belmont Public Schools. The Principals shall promptly report to the school nurse and the Superintendent the presence of any communicable or contagious diseases in the schools. The Superintendent shall notify the Board of Health of any such diseases. School nurses will insure compliance with all state laws and regulations with regard to such communicable and contagious diseases. Nurses shall refer parents who cannot afford medical or dental care to appropriate public health resources.

References:

MGL 71: 55: Contagious Diseases

55A: Procedure for handling sick children

Policy 5005: Student Health and Wellness

Partnerships with Community Organizations

The School Committee and the Superintendent shall seek to develop positive relationships with community organizations that promote and support public education. The School Committee may authorize district affiliation with specific organizations when appropriate.

References:

MGL 71: 37A: Grants; acceptance and disbursement

MGL 71: 59D: School-Community partnerships

Belmont - 1030

MASC - BK

Membership in Associations

The Belmont Public Schools shall maintain memberships in recognized associations that provide:

- in-service education benefits to staff and School Committee members,
- relevant information through newspapers, advisory services, periodicals, etc.,
- such other beneficial purposes as the Superintendent and the School Committee shall determine.

The Superintendent is authorized to purchase memberships in such associations and to pay the costs of staff or School Committee participation in activities of such associations.

Coordination with Other Schools

The School Committee will cooperate with other schools, including private and religious, and universities in matters of mutual benefit where not expressly prohibited by law.

The Superintendent may explore areas of mutual benefit with the administrative officers of such schools and to recommend desirable courses of action when appropriate.