



THE GLOUCESTER PUBLIC SCHOOLS

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PROGRAM SUB-COMMITTEE MEETING

Wednesday, March 6, 2013
6:00 pm
Superintendent's Conference Room – District Office
6 School House Road, Gloucester, MA 01930

A G E N D A

I. CALL TO ORDER

II. REPORTS/DELIBERATIONS/DISCUSSION

- *A. School Committee SMART Goal — Discussion and Development based on Overarching Goals (*45 Minutes*)
- *B. Visiting the 2013/14 School Calendar – Elementary Early Release Days (*30 Minutes*)
- *C. Updated Sawyer Medal Policy (*Referred by the Ad Hoc Policy Manual Sub-Committee on 2/4/13*) (*10 Minutes*)
- *D. Homework Policy Review (*Referred by the Ad Hoc Policy Manual Sub-Committee on 2/4/13*) (*30 Minutes*)
- *E. Fundraising by School Groups (*Referred by the School Committee on 2/7/13*) (*10 Minutes*)
- F. Discussion items that were not reasonably anticipated by the Chairperson, in accordance with M.G.L., Chapter 30A, Section 18-25

III. ACTION

IV. ADJOURNMENT

II.A.

School Committee Overarching Goals

1. The Gloucester Public School District will seek to cultivate a greater understanding and appreciation among city leaders and the community, at-large, for the importance of education and the requisite funding needed for 21st-Century programs and learning environments.
2. The Gloucester Public School District will engage parents, guardians and the community to be involved and supportive of our children's education.
3. The Gloucester Public School District strives to maximize each and every child's potential by teaching the whole child (academic, social/emotional, aesthetic, and civic), and by preparing students for college and career readiness.

SC SMART Goal Worksheet

Overarching Goal:

Team SMART Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness

Literacy Goal: Students will demonstrate measurable growth in their ability to read and comprehend complex literary and informational texts independently and proficiently using the standards from the 2011 Massachusetts Curriculum Frameworks.

Goal	Strategies and Action Steps	Responsibility	TIMELINE	Evidence of Effectiveness
<p>1 Students will increase fluency across all grade levels.</p> <p>2 (a) Students will demonstrate their ability to determine key ideas or themes of a text.</p> <p>2 (b) Students will identify and summarize the key supporting details and ideas.</p> <p>2 (c) Students will make logical inferences and support conclusions drawn from the text.</p>	<p>Administrators and teachers will become fully knowledgeable of the 2011 Massachusetts Curriculum Framework.</p> <ul style="list-style-type: none"> • Staff will pursue a program of targeted professional development both during summer and school-year recommended by BSRI • Administrators will lead staff in a guided process of analyzing the new reading standards <p>Given extended enrichment time on a biweekly basis, teachers will plan for and fully implement the Reading Street program with an emphasis on developing students':</p> <ul style="list-style-type: none"> • Higher order comprehension skills. • Ability to determine central ideas and themes • Ability to analyze characters, events and ideas <p>Staff will meet three times a year (Fall, Winter, Spring) in grade level teams to:</p> <ul style="list-style-type: none"> • Review student benchmark data • Determine individual student need based on careful consideration of data • Plan for interventions for students at all levels. <p>RTI model will be implemented fully across all grade-levels. ★ Implementation of a 120 minute</p>	<p>Administrators Teachers Reading Coach Interventionists</p>	<p>2012-2014</p>	<p>From fall to spring DIBELS benchmark assessments, there will be a 5% decrease of students in the "intensive" category.</p> <p>From fall to spring DIBELS benchmark assessments, there will be a 10% increase of students in the "core" category.</p> <p>Student Growth Percentile in MCAS ELA will average 50% or above in Grades 4 and 5.</p> <p>An increase of 3 points each year in the GSV as measured by GRADE for Grades 1-5 from Spring to Spring.</p>

THE GLOUCESTER PUBLIC SCHOOLS

Our mission is for all students to be successful, engaged, lifelong learners

File: KCDA

SAWYER MEDAL

Sawyer Medals will be award to the 10 students in the graduating class of the Central Grammar School who stand highest in the class.

The following rules will govern the awarding of medals:

1. To be eligible for a Sawyer Medal, a student must have attended the Gloucester Public Schools for one 5/75 years immediately preceding his graduation.
2. To be eligible for a Sawyer Medal, a student must have an average of 90% in department and in scholarship for the two years. If more than 10 receive the necessary marks, the achievement test may be used as the deciding factor.
1. The average scholarship for any given year is found by obtaining the average of six marks. The first five marks are the averages for the year in arithmetic, geography, history, language, and spelling respectively. The sixth mark is found by obtaining the average percent of the seven so-called minor subjects; namely, penmanship, music, drawing, manual training or sewing, physical training or hygiene, and reading.

High School

Sawyer Medals may be awarded to the boy and girl in each class who stands highest in the class. They must have an average of 90% and there must be no ties.

By custom, no student may receive more than one Sawyer Medal, so in the High School awards have been made to the boy or girls who stands highest in his class and has not previously received a medal.

Excerpts from the Samuel Sawyer Will — “I give and bequeath to the said City Government the sum of three thousand dollars, in trust, to be invested as aforesaid and the income only to be applied through the hands of the School Committee in providing medals, to be awarded to meritorious scholars in the High and Grammar Schools, courtesy and exemplary conduct to be considered.”

From 1997 on, we ensure the following policy:

Ralph B. O'Maley School Sawyer Medals may be awarded to five eighth graders who stand highest in each class and who have not previously been awarded a medal. Students awarded a Sawyer Medal must have an average of at least 90% and a record of satisfactory school citizenship. These names will be read at an appropriate school assembly at the O'Maley **Innovation Middle School**.

Students in the eighth grade will be presented their medals at a School Committee meeting with invitations to parents/guardians and the press to give public recognition to this academic honor.

Gloucester High School

Sawyer Medals may be awarded to five ninth graders who stand highest in their class, and to a boy and girl in each upper class who has the highest academic average and who have not been previously awarded a Sawyer Medal. The award for all students will be based on a cumulative average. Students in Grade 9, 10, and 11 will be presented their medals at a School Committee meeting with invitations to parents/guardians and the press to give recognition to this academic honor.

At the graduation ceremony, all winners of the Sawyer Medal, who are members of the graduating class, will be publicly recognized. Transfer students who have completed one full year at Gloucester High School are eligible for Sawyer Medals.

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HOMEWORK

1. **Introduction**

The School Committee shares the view that homework is an important extension of the instructional program. It contributes to the mastery of content knowledge and skills, and provides an opportunity for students to take responsibility for their own learning, and develop time management, study, and organizational skills.

While homework is important, the School Committee shares the view that children should have the opportunity to participate in family life, and that homework should not become so burdensome that such opportunity is prevented.

2. **Purpose of Homework**

Homework has the following principal purposes:

- a) to provide opportunity for students to review and practice or apply what they have learned
- b) to prepare for a future lesson or lessons
- c) to extend the work of the classroom in greater depth
- d) to develop independent study or organizational skills

Homework is not intended for students to self-teach new material or concepts.

3. **Quality Expectations and Indicators**

Quality homework programs:

- a) are founded on clear school-wide expectations regarding the importance of homework which are communicated to students and their parents, and reinforced consistently by all teachers
- b) are relevant to work in the classroom and content standards
- c) are appropriate to the needs of the individual learner
- d) do not expect parents to be teachers
- e) foster the development of good study habits and research skills
- f) assign tasks that are meaningful, useful and engaging, and can be completed within a predictable amount of time
- g) avoid "busy work"
- h) provide timely feedback to students
- i) provide appropriate accommodations and modifications for students

4. Responsibilities of Principals and Teachers

1.1 Principals are expected to:

- a) communicate homework policy to teachers, students, and parents through student and staff handbooks
- b) monitor the implementation of the policy and take corrective action where necessary
- c) ensure that students are not overburdened, and accommodations and modifications are provided appropriately
- d) support teachers in developing homework assignment strategies that are effective for the student and manageable for the teacher; and
- e) ensure that school practice is reviewed on a regular basis

1.2 Teachers are expected to:

- a) communicate expectations regarding homework to students and parents
- b) be consistent through the year
- c) ensure that assignments are communicated to students orally and in writing
- d) check that students understand their assignment, its purpose, and how it relates to prior or planned learning
- e) consider providing time for homework to be started in class when it involves work on a new or complex concept
- f) give assignments that are varied, meaningful, and relate to class activity and the curriculum
- g) provide appropriate accommodations and modifications
- h) provide timely review and feedback to students
- i) contact parents of students when there is any pattern of late or incomplete homework
- j) when necessary provide guidance to parents on how to supervise homework and help a student without doing the homework
- k) ensure that students who are absent know how they may makeup missed assignments
- l) check how much time students are taking to complete assignments
- m) respect parent advice that a student has tried and done as much as s/he can
- n) make accommodations for faith-community observances and celebrations
- o) coordinate with other teachers so that
 - students are not overwhelmed by too many assignments or multiple test preparation on any one evening

- in aggregate, time spent on homework will normally take about:

Kindergarten:	Up to 10 minutes and occasional projects
Grades 1-3:	10-15, 15-20, 20-30 minutes per night
Grades 4-5:	30-40, 40-50 minutes per night
Grade 6:	55-65 minutes per night
Grade 7-8:	80-90 minutes per night
Grades 9-12:	100-180 minutes per night

The above time periods should be regarded as averages. It is expected that actual assignments may vary from day to day.

- p) use a variety of types of homework assignments to try to ensure that the assessment of homework does not become overwhelming.

5. **Responsibilities of Students and Parents/Guardians**

1.1 Parents and guardians are expected to:

- a) emphasize the importance of the child applying himself or herself diligently to homework assignments
- b) try to provide a suitable, quiet, well-lit place for study
- c) help students by establishing family routines that support homework
- d) help students to balance short-term and long-term assignments
- e) help students by asking questions about homework assignments or making suggestions, without doing the homework for the child

1.2 Students are expected at grade level to:

- a) make a careful note of homework assignments and the due date
- b) ask questions if the assignment is not understood
- c) seek immediate help from the teacher if the work is not understood
- d) ensure the necessary books and materials are taken home
- e) plan their homework study time, including work on long-term assignments
- f) be satisfied with nothing less than their best effort
- g) be responsible for their own work – work independently and not copy the work of other students
- h) make up homework which has been missed during an absence or in circumstances in which family obligations make homework difficult to complete

6. Homework and Grades

The School Committee's policy for the curriculum confirms that formative and summative assessments are an integral part of the teaching and learning process, and that students should have opportunities to demonstrate independently what they know and are able to do. The School Committee understands that in completing a homework assignment a student may receive assistance which may result in the completed assignment reflecting the capabilities of a third party or parties rather than the student. The School Committee therefore expects teachers, students, and families to ensure that homework assignments reflect the work of the student, and that homework grades do not create an inaccurate picture as to what a student knows, understands, and is able to do.

Note: To be reviewed in twelve months.

Adopted by the School Committee: June 15, 2006

From: "Michael Gilbert" <mgilbert@masc.org>
Subject: **RE: Found three policies on fundraising/booster's clubs in MA**
Date: March 1, 2013 4:11:18 PM EST
To: "Val Gilman" <vhgilman@comcast.net>, <rsafer@gloucester.k12.ma.us>
Cc: <gbach@gloucester.k12.ma.us>, "Jonathan Pope" <jpope@gloucester.k12.ma.us>, "Stephanie Delisi" <sdelisi@gloucester.k12.ma.us>

Here is my take. The Lincoln Sudbury policy covers too many topics (some related/some not really) and you should note that "Superintendent/Principal" is one position not an either or. I also think the Dennis Yarmouth policy would need to be split between policy and procedure. I like the Holliston policy and I can tell you that I did not have a hand in writing it (although I wrote the original Holliston policy in the mid 1990's when I was serving as School Committee Chair and we merged all of the booster groups into one). I think all of these policies, when you look at the philosophy behind them, are similar in that they accept the philosophy that fundraising is necessary and we need to protect the district's interests as outside groups do these things on our behalf. The standard MASC policy is clearly outdated from a philosophical standpoint and I have added it to a list of policies I need to rewrite in the near future (if the legislature would take a deep breath and not pass new laws that require new policies!!) .

Mike

Michael J Gilbert
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"Your representative owes you, not his industry only, but his judgment; and he betrays instead of serving you if he sacrifices it to your opinion."

"All government, indeed every human benefit and enjoyment, every virtue, and every prudent act, is founded on compromise and barter."

Edmund Burke

<i>Policy</i>	<i>Title</i> STUDENT AND STAFF FUNDRAISING	<i>Code</i> JJE
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HOLLISTON

I. PURPOSE

The purpose of this policy is to address fundraising efforts and the care and safety of the Holliston students and staff involved in those efforts. The Holliston School Committee recognizes and appreciates the value and importance of the many fundraising activities undertaken by various groups for the benefit of the programs of the Holliston Public Schools.

II. GENERAL STATEMENT OF POLICY

A. The Holliston School Committee recognizes the need for fundraising and aims to support groups in their fundraising efforts.

B. The School Committee also recognizes a need for coordination to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, community, and the general public. Coordination is also important to encourage equity across different fundraising efforts and their recipients.

C. The School Committee has the responsibility to monitor, supervise and control all fundraising activities associated with official school programs, activities, and the use of the school names and logos in fundraising activities per Massachusetts General Laws Chapter 71, Section 47.

D. All fundraising activities must be conducted per established fundraising procedures.

E. Fundraising activities that involve students should promote positive educational values such as student responsibility, student leadership, and student service to others. Fundraising activities should also ensure that student and staff safety is maintained.

F. Elementary or middle school students may engage in door-to-door sales only to friends and family.

G. Fundraising activities should not interfere with the educational priorities of the Holliston School District.

H. Participation in fundraising activities is voluntary. No student, staff, parent/guardian, or community member shall be forced, coerced, or otherwise unduly pressured, to participate in fundraising activities. Likewise, no reprimand, condemnation, nor criticism shall be made of any student who does not participate or succeed in fundraising. No elementary student will be excluded from an event or program because of non-participation by the student or their parents/guardians.

I. Parent/guardian must be notified prior to student participation in fundraising activities outside of the school setting. School transportation guidelines must be followed where appropriate.

J. The School District expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

K. Fundraising activities during the school day will be limited and must not conflict with federal and state laws and regulations relating to food service programs.

L. All fund-raising activities must comply with federal and state law.

M. In no case shall students engage in the direct monetary selling of raffle tickets, lottery tickets, games of chance or other forms of gambling as defined by Massachusetts General Laws Chapter 271, Section 7A.

N. All funds raised and placed under the care of the Holliston School Department will be administered per Massachusetts General Laws Chapter 71, Section 47 and established financial management practices.

O. Student organization fundraising conducted either on or off the premises of the Holliston Public Schools will be subject to established administrative procedures.

P. Charitable giving campaigns and outside organization fundraising conducted on Holliston Public Schools premises will be subject to established administrative procedures.

Q. All other funds raised for the benefit of Holliston Public Schools will be received through the Gift Policy KCD.

III. DEFINITIONS

A. Fundraising is the selling of a product; providing a service or activity for money or other consideration; or requesting of donations. School fundraising directly funds school programs and benefits students.

B. Student organizations are groups that are sponsored by the School District and recognized by the School Committee. Student organizations are directed or supervised by School District staff. Examples include but are not limited to: athletics, speech, drama, music performances, intramural athletics, banquets, individual class clubs, language club, music clubs, National Honor Society, student concessions, student council, and yearbook.

C. Outside organizations are groups that exist to support the activities of the Holliston Public Schools and the activities and students within but that operate outside the direct control and supervision of the Holliston School Department.

D. A charitable cause is a group that operate for the exclusive benefit of the public and as defined by State and Federal tax laws (i.e. American Heart Association).

IV. GUIDELINES FOR MANAGEMENT OF FUNDRAISING ACTIVITIES

The administration will maintain a set of fundraising procedures and consider fundraising proposals and approve or disapprove fundraising activities per established procedures.

First Reading:	May 5, 2011
Second Reading:	May 19,2011; June 2, 2011, June 16, 2011
Third Reading:	July 19, 2011; Oct 13,2011
Policy Adopted:	November 17, 2011
Policy Amended:	
Legal References:	M.G.L. Chapter 71, Section 47: M.G.L. Chapter 271,Section 7A: M.G.L. Chapter 71, Section 47
Policy Cross Reference:	Public Gifts to the School - Policy KCD
Procedure Reference:	

LINCOLN-SADBURY REGIONAL SCHOOL DISTRICT

POLICY ON DONATIONS AND FUNDRAISING

A. Introduction

The Lincoln-Sudbury Regional School Committee (the “School Committee”) recognizes and appreciates the benefits to the school of donations of time, talent, and money in support of the educational goals of the Lincoln-Sudbury Regional School District (the “District”). In particular, school support organizations, such as the Lincoln-Sudbury Parent Organization (LSPO), the Sudbury Education Resource Fund (SERF), the Foundation for Educators at Lincoln-Sudbury (FELS), and the Lincoln-Sudbury All Sports Boosters (Boosters) have provided valuable support to the Lincoln-Sudbury Regional High School. At the same time, the Committee believes that public education is a common good that should be adequately supported by federal, state, and local governments. School-age children in Lincoln and Sudbury are entitled to a free and appropriate education under applicable law. In general, private donations should not be used to pay for core curriculum or other programs that fall within the obligations of the District.

The School Committee may accept donations to assist the District in furtherance of its educational goals and in accordance with applicable laws. Donations subject to this policy include all monetary gifts, donations, grants, or bequests, and all donations of equipment, materials, or other donations in kind. This policy does not apply to privately funded projects, which must be separately accepted by the School Committee.

B. Ownership of Donations

Any donations to the District, whether in cash or in kind, that are accepted in accordance with this Policy, shall thereby automatically become the property of the District.

All proposals to the School Committee for donations will require relevant departmental and administrative approval prior to being presented. Donations may not be spent or used in the school unless and until they have been accepted on behalf of the District by a vote of the School Committee, subject to the exceptions stated below. All donations accepted by the School Committee will be expended at the discretion of the School Committee. Donations that are accepted by the School Committee will ordinarily be accepted without condition or restriction, unless the School Committee approves a proposed condition or restriction as being in the interest of the District. All donations accepted by the School Committee will become the property of the District to be used as the Lincoln-Sudbury School Committee deems appropriate and are subject to the same controls and laws that govern the use and disposal of other school-owned property. Monetary donations will be placed in a separate account as needed and in compliance with applicable laws. Donations of capital in excess of the greater of \$25,000 or the applicable statutory threshold at the time of the proposal, will require an analysis as to whether compliance with applicable public bidding and/or purchasing laws is required. The District will comply with all such laws where applicable, including the conduct of any required processes to request proposals in advance of final approval.

Approved Booster and support organizations, such as the Boosters, SERF, FELS, the LSPO, and recognized 501(c)3 registered charitable “Friends of” organizations may make donations of capital equipment to the District. However, all organizations agree that capital equipment valued over \$5,000 will only be purchased with the prior notification and approval of the Superintendent/Principal, with the recommendation and approval of, as appropriate, the Athletics Director, Director of Buildings and Grounds or Director of Finance and Operations, and/or other relevant faculty and staff, with notification to the Committee of any such action. The preferred method for the acquisition of such capital equipment is for organizations to donate the funds to the district for purchase of such items. The District will then follow the appropriate purchasing laws, regulations and procedures in procuring the equipment. If approved and if equipment is acquired by the organization and donated directly, such equipment shall become the property of the District. The District will not accept any donations merely to avoid applicable public bidding, purchasing and/or construction requirements laws.

C. Exceptions to Requirement of School Committee Approval

Donations may not be spent or used in the District unless they have been accepted by a vote of the School Committee, except in the following circumstances when District personnel are authorized to accept donations on behalf of the School Committee:

1. The Superintendent/Principal is authorized to accept grants on behalf of the Committee from the federal, state, county, or local governmental agencies, private foundations, corporations, or private organizations when the District or a staff member has applied for the grant with the approval of the Superintendent/Principal, with the following conditions:
 - Grants from organizations, including the LSPO, SERF, FELS and Boosters, in the amount of \$7,500 or less per proposal;
 - Multiple smaller donations from a single organization that do not exceed \$1,500 in total in a single fiscal year; or
 - Donations of \$1,500 or less from school support organizations with their own 501(c)(3) non-profit tax status, or entities with a non-profit application initiated who have the approval of the Superintendent/Principal.
2. Duly authorized school administrators are authorized to accept on behalf of the school gifts from individuals or organizations in the form of supplies, materials, and equipment for the school (or money for the purchase of such supplies, materials and equipment), not to exceed a value of \$500 per donor in a single school year. However, such school administrators may not accept a donation of any amount that would be spent to alter the physical plant or other school property without the approval of the School Committee. Each administrator shall provide the Superintendent/Principal with a full reporting of all such donations.
3. In-kind contributions may be accepted by the District only upon the advance approval of the School Committee. In determining whether to grant such approval, the School Committee will consider such factors as it deems relevant, including any safety considerations and any costs of installing or maintaining the property and its usefulness to the educational program. The School Committee may condition its acceptance of a contribution in kind on the agreement of the donor to bear the costs of installing or maintaining the property to be offered in kind, or may condition its acceptance upon any other condition that the School Committee determines to impose.
4. Donations of time and personal services by parents and other Lincoln, Sudbury, or Boston residents shall not be subject to this policy. This exemption shall apply to individual volunteerism only and shall not extend to donations of services by employees and agents of businesses or commercial entities, which shall be treated the same as donations of money or other contributions of economic value under this policy.

Donations of cash may be accepted for the purpose(s) specified by the donor, upon approval by the School Committee. Donations in-kind that are subject to conditions or restrictions imposed by the donor will not be accepted by the School Committee or the Superintendent/Principal or any other District official, as the case may be. However, the School Committee will consider donor requests for the use and assignment of donated property before accepting contributions in kind.

The Superintendent/Principal will report to the School Committee annually with a comprehensive report of all donations and grants that exceed \$500 in value, other than donations of time and personal services, accepted by District personnel on behalf of the School Committee.

D. Fundraising and Solicitation

It is the preferred policy of the District that all operating costs associated with activities, academic programs and athletic programs be funded within the regular operating budget. It is understood, however, that circumstances may arise where it is not possible for all expenses to be supported and covered by the budget. If the

Superintendent/Principal and the School Committee wish to approve alternative sources of funding, the following guidelines are applicable:

- All proceeds from fundraising efforts for District activities become the property of the District and are subject to appropriate accounting policy and procedures of the District.
- All fundraising activities should have a specific purpose; all proceeds should be used solely for educationally sound programs at LSRHS.
- Any fundraising activity should be first-and-foremost an opportunity for team-building and achievement of a common goal. Discrimination based upon level of success or contribution to any LSRHS organization from fundraising is strictly prohibited.
- Fundraising is by nature a public activity. The School Committee recognizes that fundraising should have an articulated goal and/or basis. While it is understood that solicitation may be part-and-parcel of some fundraising efforts, door-to-door solicitation is strongly discouraged.
- Should a student or student's family have concerns with regard to any fundraising efforts, it remains the responsibility of the advising LSRHS staff/faculty member to meet with the concerned party(ies) and suggest acceptable alternative opportunities to support the fundraising effort.
- Fundraising activities may be held to defray the costs of field trips and must be supervised by the class or activity sponsor. Fundraising efforts for overnight field trips must be approved by the School Committee in line with this policy, the student travel guidelines and the District's Field Trip policy.
- Coaches' stipends, advisors' stipends, transportation to and from games and practices, officials' fees, dues, and uniforms are to be funded by the District's operating budget and not through private fundraising. Individual team fundraisers may generate revenues to be used by that specific team to supplement the above-listed expenses of the athletic program or activity, except for coaches' and advisors' stipends, subject to such limits as the Superintendent/Principal may establish. Examples of uses for funds include transportation upgrades and non-essential equipment.
- Funds raised from Booster activities may be used for such supplementary activities as: awards and trophies, operation of the concession stand, and other equipment.
- Gate receipts collected by attendance at any athletic program are used to offset the Athletic Department costs in general.

With regard to solicitation, the School Committee will place limits on outside commercial activities and fundraising activities, and reasonable limits on District fundraising activities at Lincoln-Sudbury Regional High School District for the following reasons:

1. The District should provide students, parents, and staff some measure of protection from exploitation by commercial, charitable, and District fund-raising organizations;
2. Some commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Superintendent/Principal and Housemasters may permit occasional commercial or fundraising activities related to the objectives of the school. However, any group or organization that seeks to raise funds in excess of the thresholds set out in Section C1 of this policy, to support the District, especially to support a particular program or initiative, must communicate with the District and receive the Superintendent/Principal's permission to ensure its efforts are compatible with the District's educational goals. Generally, communication and coordination with the District would be desirable for any fundraising efforts. Donations from fundraising efforts are subject to the donation approval policy. The School Committee may choose to not to accept donations from fundraising efforts in the absence of approval prior to the fundraising effort.

Generally,

1. No direct solicitation of students or staff may take place without the Superintendent/Principal's permission.
2. No general or class distribution of commercial or fundraising literature may take place without the Superintendent/Principal's permission.

3. For purposes of this policy, the LSPO and other specified groups will be considered “school groups” and will be governed by the Committee’s policy on staff solicitations.

E. Conditions for Acceptance of Donations or Fundraising Proceeds

The School Committee reserves the right to reject any donation or proceeds from fundraising if it finds that the donation would not serve the interests of the District. The School Committee will normally accept only those gifts that benefit the District as a whole or all the same classes in a subject or grade level within the school (e.g., those that strengthen the scope and sequence of the curriculum or the many co-curricular and support programs), subject to the limited exceptions listed below. The School Committee will consider the overall interests of the District in reviewing each circumstance, but generally will not accept donations or proceeds from fundraising under the following circumstances:

1. The targeted purpose is incompatible with existing or planned curriculum, programs, or educational goals of the District.
2. The donation or fundraised proceeds would result in an unreasonable inequity among classes or groups of students within the District that are protected by applicable anti-discrimination laws (e.g., gender, race, religion, sexual orientation or disability).
3. The donation or purpose for fundraising would constitute an operating expense and result in a recurring cost to the District such as the salary or benefits for a staff position, or ongoing maintenance or support of equipment or materials, or would create a cost to the District to terminate or eliminate the staff, equipment or materials (e.g., unemployment). Funding for ongoing maintenance must accompany any donation of capital or capital purchased through fundraising, equal to 10% of the overall value of the donation or such higher amount as the Committee may require.
4. The donation or purpose for fundraising may require special supplies, maintenance, or installation, or entail other significant costs not covered by the donation or funds raised.
5. The donation or purpose for fundraising would involve unreasonable advertising or promotion of a commercial interest.
6. The donation or purpose for fundraising would support a program that has been discontinued or any program, equipment or materials, or a capital item that was proposed but not funded through the District’s budget.

F. Advertising in the School

Advertising of commercial products or services will only be permitted in school buildings or on school grounds or properties with the permission of the Superintendent/Principal. Publications of the District will not contain any advertising, including on-line advertising. However, this policy will not prohibit advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content thereof is approved by the Superintendent/Principal.

Proposals involving recognition signage in support of programs or facilities on campus by commercial or private interests must be brought to the School Committee for consideration and discussion on a case-by-case basis.

Solicitation of sales or use of the name of the District to promote any product will not be permitted by the School Committee.

G. Expenditure of Gifts over more than one Year

In the case of any grant or gift of cash given for educational purposes or for other purposes that remains unspent at the end of the year in which the gift was made, the District may expend such funds for the purposes of each

grant or gift with the approval of the School Committee in the following budget year. Any grant or gift of cash will be accounted for in accordance with applicable laws.

The Committee recognizes that any policy statement on this topic will not be comprehensive in its resolution of all questions and situations. The Committee expects, from time to time, to render specific decisions, including policy exceptions, when it deems circumstances so warrant. Moreover, the Committee may amend this Policy from time to time at its sole discretion.

Reference: Mass. Gen. Laws ch.71, §37A; Mass. Gen. Laws ch.44, §53A, as amended

Adopted 10/08/02

Amended and Adopted 11/09/05

Amended and Adopted 09/09/08

Amended and Adopted 10/09/12

Dennis-Yarmouth Regional School District School Committee Policy



FUND RAISING

Philosophy/Rationale. Fund raising activities in the Dennis-Yarmouth Regional School District will be limited to events and groups, which support D-Y student activities. Outside fund raising organizations and activities will be prohibited, unless such activities are part of a service project initiated by a recognized school organization. This policy is dictated by concerns with budgetary constraints and the view that school time and energy be singly devoted to curricular pursuits. While the school committee recognizes the possible beneficial attributes associated with the voluntary giving of one's time on behalf of other individuals or organizations, we are obliged to direct them to other, more appropriate, community institutions which are better able to undertake these activities.

IT IS RECOGNIZED BY THE SCHOOL COMMITTEE THAT A SOUND PUBLIC RELATIONS POLICY CONTINUALLY REFLECTS MINIMAL SOLICITATION OF COMMUNITY MERCHANTS OR RESIDENTS. Only those activities which have traditionally utilized such solicitation should be approved. The committee expressly excludes all other professional fund raising activities through advertising materials such as calendars, book covers, etc.

It is expected that fund raising organizations, in order to retain officially their school affiliation, in keeping with the cooperative spirit evidenced in their charters and recognizing the necessity and propriety of the school committee to maintain the control and the direction of all activities which fall under its auspices, will comply with the submission of all data requested within these policy regulations.

This policy does not cover the receiving of gifts by the school committee from other groups. It pertains to fund-raising activities and the handling of funds received as a result of the activities.

Purpose. To provide the school authorities, and all organized fund raising groups, guidelines and procedures to be followed prior to, during, and following such activities. Compliance with these guidelines and procedures shall ensure that all fund raising done in support of school groups will be planned and implemented with the full knowledge and support of the school authorities and in the best interests of the entire school district.

Administrative Procedures to Implement the Policy

Definitions.

a. In-school groups and on-school property fund raising categories:

- (1) Category I: Individual event, with planned gross income up to and including \$5,000.00.

- (2) Category II: Individual event, with planned gross income of more than \$5,000.00, up to, and including \$10,000.00.
 - (3) Category III: Individual event, with planned gross income of more than \$10,000.00.
- b. Appropriate school authority:
- (1) Building Principal: Will decide on requests for all individual fund raising events in Category I (up to \$5,000.00).
 - (2) Superintendent of Schools: Will decide on requests for all individual fund raising events in Category II (more than \$5,000.00 up to \$10,000.00).
 - (3) School Committee: Will decide on requests for all individual fund raising events in Category III (more than \$10,000.00).

Process.

- a. In-School Groups: (Groups, clubs, associations or similar organizations, which are made up primarily of students with formal school authorized supervision and/or advisors.)
- (1) All groups intending to do fund raising during a given year must present to the appropriate school authority a proposal of their planned activities for the year.
 - (2) The purpose, method of raising money, and the intended use of the money must be explicitly stated.
 - (3) Fund raising organizations wishing to donate funds to support school district activities will be required by the school committee to donate the funds to the district (pursuant to Mass. G.L. ch.44, 53A) in advance of the particular activities.
 - (4) In order to comply with Mass. G.L. ch. 71, S47, the school committee maintains a system of Fund Accounting and will establish separate accounts within its accounting structure to properly separate receipts and expenditures for various donated extra curricular activities.
 - (5) This proposal must be submitted in writing prior to October 31st, or prior to the commencement of fund raising activities should they be scheduled before this date (five days notice for Category I or II type events and five days prior to a regularly scheduled school committee meeting for Category III events.).
 - (6) Requests for fund raising activities that arise subsequent to October 31st will be granted only if deemed to be of an exceptional nature by the appropriate school

authority. In cases of these exceptional or emergency requests, five days notice for Category I and II type events must be given and for Category III type events five days notice prior to a regularly scheduled school committee meeting must be given in order that these requests be considered for approval.

- (7) All fund raising/planning/budgeting of appropriate activities and balancing of monies will be subject to review by the school committee and/or designee upon written request.
 - (8) Massachusetts law requires public charities to register with, and make annual reports to, the Division of Public Charities of the Attorney General's Office. All groups are reminded of this requirement established by Mass. G.L. ch. 12 S8-8m and Mass. G.L. ch. 68 S18-33. Copies of the law are available in the school business office.
 - (9) The school committee may request copies of required reports to the Division of Public Charities of the Attorney General's Office and any other forms which may be required by local, state and federal authorities.
- b. Booster Clubs (non-incorporated/incorporated): (Organizations, normally consisting of adults, providing specific assistance to a particular group or groups of students, who operate under guidelines established by the appropriate school authorities. Examples: non-incorporated/incorporated sports, booster clubs, parent advisory councils, etc.)
- (1) All fund raising/planning/budgeting/auditing of appropriate activities and balancing of monies will be subject to review by the school committee or its designee upon written request by the school committee.
 - (2) The school district cannot contract to spend more than the amounts appropriated for particular activities in its annual budget unless it is in receipt of funds from a fund raising organization sufficient to cover the particular expenditure. Therefore, organizations wishing to support school district activities requiring expenditure of funds should ensure that sufficient funds are donated to the district (pursuant to Mass. G.L. ch. 44, S53A) no later than the time when the district must enter into a contract for the particular activity.
 - (3) Prior to raising specific monies for any special gift or project, booster clubs will submit plans to the school committee for approval. The school committee reserves the right to accept or reject any proposed gift or fund raising activities.

- c. Outside Organizations: (Independent, non-school-affiliated organizations.)
 - (1) Outside organizations will be prohibited from fund raising through/by school groups, building, personnel or students, unless such activities are part of a service project initiated by a recognized school organization.

Priorities. Priority in obtaining use of school facilities for fund raising events will be as listed below, although it is recognized that between September 1 and June 30 school facilities will be primarily reserved for use by in-school organizations. Therefore, such facilities, insofar as they allow for appropriate fund raising, will not be booked to other than in-school organizations more than 30 days in advance:

- a. First Priority: In-school groups, as defined.
- b. Second Priority: Booster Clubs, both non-incorporated and incorporated, on a first-come basis.
- c. Third Priority: Outside rentals.

This section (Priorities) applies to all groups, without exception. However, an in-school group may reserve facilities for use by a Booster Club for activities in which the in-school group participates and which is sponsored by the Booster Club. (An example would be the high school band reserving space for a competition sponsored by the Dennis-Yarmouth Band Parents Club at which the band will perform.)

Responsibilities of Fund Raising Groups on School Property. All groups should identify the type of fund raising event planned, planned use of proceeds, ensure liability coverage, state purpose of the activity, and obtain written approval of the building principal prior to engaging in active fund raising on school property. Also, it is incumbent that all groups insure proper compliance to all applicable state and local regulations, procedure, ordinances, by-laws, and licensing requirements.

Appeals. Should a group be denied permission to hold a particular event and feel that the denial was arbitrary and/or capricious, they may appeal the decision in writing to the next administrative level. For example:

- a. A request denied by the building principal would be appealed to the superintendent of schools.
- b. A request denied by the superintendent would be appealed to the school committee.
- c. All school committee decisions are final and binding.

All appeals must be submitted in writing no more than seven (7) school days from the date of the request's denial.

Reports. Booster Clubs and outside organizations which have raised money for school activities will be asked to file an end of year report with the district indicating their financial status and how their activities have assisted the schools

Date of Adoption: 8/18/92

Revised and Adopted: 8/15/96

Category: Finance