

SCHOOL/COMMUNITY RELATIONS GOALS

The School Committee believes that the District is an integral part of the community and that community support is necessary for the District's operation and achievement of excellence. The School Committee and District staff members recognize that community support is based on a mutual exchange, a dynamic process in which the District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the District is committed to sustaining:

Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in District programs, and create community advocacy for its public schools.

Volunteer programs that provide mutually enriching experiences for our students, staff, and community volunteers.

Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.

Community service efforts which enable the District's staff and students to express their commitment to the community.

SOURCE: Westwood/MASC

SCHOOL/PARENT RELATIONS GOALS

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

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

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

Note: The MASC Reference Manual replaces the highlighted “correction” with “student conduct”

SOURCE: Westwood

NON-CUSTODIAL PARENTS' RIGHTS

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

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

- a. A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
 1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
 2. The parent has been denied visitation, or
 3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- b. The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to **603 CMR 23.07(5)(a)**.
- c. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- d. Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non- custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in **603 CMR 23.07 (5)(a)**.
- e. The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

- f. Upon receipt of a court order which prohibits the distribution of information pursuant to **G.L. c. 71, §34H**, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

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

Note: The MASC Reference Manual removes the highlighted legal references within the text of the policy and replaces G.L. c. 71, §34H with “law” and 603 CMR 23.07 (5)(a) with “regulation”.

SOURCE: Westwood

RELATIONS WITH PARENT ORGANIZATIONS

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

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

To accomplish the above and to enhance communications between parents and school officials, the Committee encourages the maintenance of formal parent organizations at each school building. For this purpose the Committee will officially recognize a parent organization at each building. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents of children enrolled, will designate the organization to be recognized if more than one organization makes the request.

SOURCE: Westwood

RELATIONS WITH PARENT/BOOSTER ORGANIZATIONS

To enhance communications between parents/guardians and school officials, the Committee encourages the maintenance of formal parent organizations, including booster organizations, at each school building. For this purpose, the Committee will officially recognize parent organizations. These procedures will be observed:

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

LEGAL REFS: Title IX, Education Amendments of 1972

CROSS REFS: ACA – Nondiscrimination on the Basis of Sex

SOURCE: MASC - Updated 2022

COMMUNITY INVOLVEMENT IN DECISION-MAKING

The School Committee endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns, and/or questions about the schools to the school administration, to any appointed advisory bodies, and to the Committee.

Residents who are specially qualified because of interest, training, experience, or personal characteristics, will be encouraged to assume an active role in school affairs. From time to time, these people may be invited by the Committee to act as advisors, either individually or in groups.

The Committee and the staff will give substantial weight to the advice they receive from individuals and community groups interested in the schools, particularly from those individuals and groups they have invited to advise them regarding specific problems, but will use their best judgment in arriving at decisions.

CROSS REFS.: [BDF](#), Advisory Committees to the School Committee

SOURCE: Westwood

File: KCD

PUBLIC GIFTS TO THE SCHOOLS

In accordance with state law, all grants and gifts to the District shall be reviewed and accepted by the School Committee before expenditure or use. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

Gifts will automatically become the property of the school district. Any gift of cash, regardless of donor intent, will be accepted by vote of the School Committee kept separate from the general fund, and expended at the discretion of the Committee, as provided by law.

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

SOURCE: MASC – Updated 2022

LEGAL REFS.: M.G.L. 44:53A, 71:37A

CROSS REFS.: DD, Grants, Proposals, and Special Projects
GBEBD, Online Fundraising and Solicitation--Crowdfunding

SCHOOL GIFTS

The Westwood School Committee has a responsibility to provide comparable educational opportunity for all students. Gifts that are accepted by the School Committee will ordinarily be accepted without condition or restriction, and subsequent use of the gifts will be at the sole discretion of the School Committee or as delegated to the district's administrative staff. Gifts should enhance and strengthen the ability of the schools to carry out their missions and implement the curriculum and program objectives previously approved by the School Committee. The School Committee is not inclined to accept gifts that tend to result in recurring annual costs to the schools, such as salary for a staff position or a piece of equipment with potentially high annual maintenance requirements, since these are matters that impact directly on the annual school budget.

To assist the administration and public with respect to gift related matters, the School Committee hereby establishes the following policy guidelines:

1. All gifts accepted by the School Committee become the property of the Westwood School district, and are subject to the same controls and regulations that govern the use and disposal of other school owned property.
2. All gifts of services, equipment and materials must meet the same standards of selection as those applied to the purchase of other school services, equipment and materials.
3. The School Committee reserves the right to review proposed gifts (including money, services, securities, products, and other things of economic value) for appropriateness as to content and scale, and will decline gifts that it determines, in its sole discretion, would not suitably serve the best interests of the district.
 - a. All gifts to the Westwood School System (including gifts to individual schools or classrooms) that have a fair market value in excess of \$5000 must be submitted in writing to the School Committee for acceptance.
 - b. It shall be the responsibility of the Business Office to maintain accurate receipt and expenditure records of all cash donations, and to report them in the Department of Education's end-of-the-year report at the close of each academic year.
 - c. Propositions giving funds, equipment, or materials to the school with a "matching" agreement or restriction are discouraged.
 - d. Gifts from school support organizations shall be excepted from paragraphs (a) and (b) and may be made directly to the school, but must be reported by the school Principal to the Superintendent for completion and annual reporting to the School Committee.
 - e. School principals and librarians may accept library books, without regard to the \$5000 limitation of paragraphs (a) or (b), that they deem educationally appropriate. Principals and/or librarians should acknowledge receipt of these gifts from the donors.

The Committee recognizes that any policy statement on this topic will not be comprehensive in its resolution of all questions and solutions. The Committee expects, from time to time, to render specific decisions, including policy exceptions, when it deems circumstances so warrant.

SOURCE: Westwood

PUBLIC'S RIGHT TO KNOW

The School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely and expeditiously.

The official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent).

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

LEGAL REFS.: M.G.L. [4:7](#); [66:10](#); [30A:18-25](#)

CROSS REFS.: [BEDG](#), Minutes
[GBJ](#), Personnel Records
[JRA](#), Student Records

SOURCE: Westwood

PUBLIC'S RIGHT TO KNOW

The School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other legally confidential matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely and expeditiously.

All commonly available public record documents of the School District shall be posted on the district's website. The length of time such records shall remain posted on the district website shall be in accordance with the Municipal Record Retention Manual. In addition, the official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent/guardian).

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

SOURCE: MASC - Updated 2022

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

CROSS REFS.: BEDG, Minutes
GBJ, Personnel Records
JRA, Student Records

NOTE: The cross references are to related categories in this manual.

NEWS MEDIA RELATIONS/NEWS RELEASES

Every effort will be made to assist the press and other communications media to obtain complete and adequate coverage of the programs, problems, planning, and activities of the school system.

All representatives of the media will be given equal access to information about the schools. General releases of interest to the entire community will be made available to all the media simultaneously. There will be no exclusive releases except as media representatives request information on particular programs, plans or problems.

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

1. The School Committee chairman will be the official spokesman for the Committee, except as this duty is delegated to the Superintendent.
2. News releases that are of a system-wide or a sensitive nature or pertain to established Committee policy are the responsibility of the Superintendent.
3. News releases that are of concern to only one school, or to an organization of one school, are the responsibility of the Principal of that particular school. All statements made to the press by other staff members of the particular school must be cleared with the Principal.

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.

Note: The MASC Reference Manual replaces “programs, problems” in the first sentence with “successes, challenges, programs”

SOURCE: Westwood

PUBLIC COMPLAINTS

Constructive criticism of the schools will be welcomed by the Westwood School Committee when it is motivated by a sincere desire to improve the quality of the educational program or equip the schools to do their tasks more effectively.

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

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

1. Teacher or Employee
2. Principal
3. Superintendent
4. School Committee

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

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

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

LEGAL REFS.: MG.L. [76:5](#)

SOURCE: Westwood

PUBLIC COMPLAINTS

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

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

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

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

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit their complaint in writing. Anonymous complaints will be disregarded.

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

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

SOURCE: MASC - Updated 2022

LEGAL REFS.: M.G.L. 76:5
603 CMR 26.00

USE OF SCHOOL FACILITIES

1. Eligible Individuals, Organizations and Fees

School facilities will be available to school organizations, teachers, parents, PTO's, pupils, alumni. Town Boards and Committees at no charge. Churches and other local groups representing a non-profit program for civic betterment or youth groups as long as their membership is made up of 90% Westwood residents will not be charged. Otherwise a rental fee will apply. Custodial charges apply to all users.

2. Facilities Available

- All school spaces are available for rent subject to the approval of the Office of the Superintendent of Schools.
- Tennis courts are not reserved or rented. Use is allowed when not needed for school purposes on a first come-first served basis.
- The Westwood Public Schools schedule athletic fields for use. First to the Recreation Department and then to youth sports programs. No fees are charged.
- School sponsored activities have absolute priority in using the athletic facilities. If a conflict does occur, in spite of the best intentions of everyone, the school-sponsored activity shall be given priority.
- The Athletic Director has the authority to deny the use of a facility for any athletic events because of its condition or the prevailing weather. He should advise on the use of the facilities for non-school activities consistent with maintaining reasonable wear and tear.
- Private automobiles on the fields and especially within the perimeter of the football field are not allowed.
- The Athletic Director is responsible for the keys made available to the School Department athletic facilities. A log of keys made available shall be kept.

3. Use for Private Profit

School facilities will not be rented to individuals or organizations whose purpose is to provide private gains or advantages.

4. Application and Approval

In order to rent school facilities a written request must be submitted to the Office of the Superintendent of Schools at least seventy-two (72) hours prior to the date on which the facilities would be used, indicating dates and times and clearly stating who is to be responsible for renting the facilities. Use of building request forms will be approved or rejected by the Office of the Superintendent of Schools at least forty-eight (48) hours before the date requested.

5. Fees

The fee schedule approved by the School Committee will be included in the facility rental application. Rehearsal and decoration fees will be half the rates indicated.

6. Supervision of Activity

School facilities will only be rented to adults. Where youth activities are involved a responsible adult supervisor must be in attendance before anyone is admitted to the building, and must be in attendance until the last person leaves the building.

Any group using the Westwood school facilities, buildings and grounds, must not abuse the facilities. Any damage will be charged to the group using the facility.

The Westwood school department may require that police or fire officials be assigned to the activity as condition of rental.

7. Payment of School Department Personnel

Custodial and cafeteria workers' charges are exclusive of rental rates. The custodial and cafeteria workers' fees, as determined by the custodial or cafeteria workers' contract, are payable to the Town of Westwood upon receipt of a bill from the Office of the Superintendent of Schools. A cafeteria worker will be assigned if any cafeteria facilities are to be used.

8. Use of School Spaces by Recreation Department

School facilities, when not being used for school purposes, will be available with permission of the Office of the Superintendent for uses by the Recreation Department.

- **Cost:** There will be no rental fee charged to the Recreation Department for use of school facilities.
- Custodial charges will be the responsibility of the Recreation Department when no regular school program requires that the building be open.
- **Damages:** It is understood that any damages occurring to school properties, as a result of use by the Recreation Department will be the responsibility of the Recreation Department.

- **Supervision:** The Recreation Commission will provide suitably trained supervisors, acceptable to the Westwood Public Schools, for all activities conducted on school premises.
- **Planning/Scheduling:** Planning and scheduling school spaces by the Recreation Department will be done in a manner approved by the Office of the Superintendent and would be continuous. The Office of the Superintendent of Schools and the Recreation Office will settle any and all problems arising from this use.

9. Tobacco and Alcohol

Tobacco products and alcoholic beverages are not permitted on any school grounds or in a school facility.

SOURCE: Westwood

COMMUNITY USE OF SCHOOL FACILITIES

It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.

Permission for the use of facilities must be obtained through the office of the Superintendent of Schools, where applications are available for this purpose.

Eligibility

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Parks and playgrounds activities
6. Local nonprofit and noncommercial organization activities
7. Metropolitan civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the town
8. The activities of other organizations when approved by the School Committee

School and Town Preference

The priority given requests for use of school facilities will be as follows:

1. School activities
2. Town meetings and elections over other community activities
3. Parks and playgrounds

SOURCE: MASC – Reviewed 2022

LEGAL REFS.: M.G.L. 71:71; 71:71B; 272:40A

NOTE: A brief policy on Community Use of School Facilities suffices when it is implemented by fairly extensive regulations approved by the School Committee. Many policies, however, also contain the basic principles that govern the use of facilities by

outside groups.

COMMUNITY USE OF SCHOOL FACILITIES

The use of school buildings, grounds, equipment, and facilities will be authorized by the Superintendent in conformity with the following regulations, which have been approved by the School Committee.

1. Requests for the use of school facilities will be made at the office of the Superintendent at least 14 days prior to the date of use.
2. School facilities may not be used for individual, private, or commercial purposes.
3. Requests for school facilities must be cleared with the building Principal or the Superintendent or both, should the nature of the request so justify.
4. School-related groups will be permitted reasonable use of school facilities without charge.
5. All activities must be under competent adult supervision approved by the Superintendent and the Principal of the building involved. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment.
6. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent.
7. Groups receiving permission are responsible at all times for the observance of fire and safety requirements.
8. Smoking within the building is not permitted. Permission for the possession and sale of alcoholic beverages may be granted to a nonprofit organization, which is properly licensed, only by the School Committee.
9. Proper liability insurance will be required of all groups given permission to use school facilities.
10. The Committee will approve and periodically review a fee schedule for the use of school facilities.
11. In situations where there is no cost factor to the school system, or in situations where a mutual exchange of facilities is possible between the school system and the organization, rates may be modified or eliminated by the Superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
12. The School Committee reserves the right to cancel any permission granted.

SOURCE: Westwood/MASC

PUBLIC CONDUCT ON SCHOOL PROPERTY

All persons on school grounds will be expected to abide by applicable laws, local ordinances, Westwood Public Schools' policies, and building regulations.

No person on school property will assault, strike, threaten, menace, haze, or use improper, indecent, or obscene language toward a teacher, instructor, other employees of the schools or students.

No person will disrupt, disturb, or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds.

Whoever violates the above policy and building regulations will be asked to leave the property by whomever is in charge. Should that person refuse, the police will be called. If the offender should be a student, the person in charge should report the student to the appropriate Principal. The school will cooperate in any prosecution pursuant to the criminal law of the Commonwealth of Massachusetts and local ordinances.

SOURCE: Westwood

PUBLIC SOLICITATIONS IN THE SCHOOLS

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

1. The school system should provide students, **parents**, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising 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 fund-raising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without School Committee permission.
2. No general or class distribution of commercial or fund-raising literature may take place without School Committee permission.

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

LEGAL REFS.: M.G.L. [44:53A](#)

CROSS REFS.: [GBEBC](#), Staff Gifts and Solicitations
JJE, Student Fund-Raising Activities
JP, Student Gifts and Solicitations
[KHB](#), Advertising in the Schools

Note: The MASC Reference Manual replaces "parents" with "parents/guardians" and does not contain the highlighted cross reference

SOURCE: Westwood

ADVERTISING IN THE SCHOOLS

No notices, advertisements, or written matters of any nature on behalf of persons or organizations not officially connected with the schools will be distributed or displayed in any school building or on school property without permission of the Superintendent. All notices will be approved by the building principal and, in case of doubt, by the Superintendent. Appeal of the Superintendent's decision may be made to the Westwood School Committee.

SOURCE: Westwood

ADVERTISING IN THE SCHOOLS

The School Committee may grant permission for advertising of commercial products or services in school buildings or on school property under guidelines or regulations it may approve. Otherwise, no advertising of commercial products or services will be permitted in school buildings or on school property. Publications of the school district will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration.

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

SOURCE: MASC - Reviewed 2022

CROSS REF.: KHA, Public Solicitations in the Schools

VISITORS TO THE SCHOOLS

The Westwood School Committee encourages parents and other citizens of the system to visit classrooms to observe the work of the schools and to learn what the schools are doing.

To assure that no unauthorized persons enter the buildings, all visitors to schools will report to the school office when entering, to receive authorization before visiting elsewhere in the building. All staff are encouraged to ask visitors if they have registered in the Principal's office.

Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or loitering on grounds.

SOURCE: Westwood

VISITORS TO THE SCHOOLS

The School Committee welcomes parents/guardians and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school district's mission and goals.

Visits by parents/guardians to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

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

CROSS REF.: IHBA, Observations of Special Education Programs

SOURCE: MASC - Reviewed 2022

RELATIONS WITH BOOSTER ORGANIZATIONS

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

Generally, actions initiated by boosters provide the atmosphere and climate to foster and encourage community- school relationships.

Booster-proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and fine arts programs of the schools. Care must be taken to avoid compromising or diluting the responsibilities and authorities of the School Committee.

SOURCE: Westwood

PUBLIC ACTIVITIES AND PERFORMANCES BY STUDENTS

Senior Citizens will be issued a special Senior Citizen's Pass to all school performances or athletic contests for the public held in Westwood.

SOURCE: Westwood

RELATIONS WITH POLICE AUTHORITIES

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the District schools, and for safeguarding all school property.

Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community, and ensuring the rights of all concerned.

The School Committee also recognizes the potential enrichment that law enforcement agencies can make in the educational program.

Efforts should be made to develop and maintain a healthy attitude toward law enforcement agencies and personnel to promote better understanding and communication.

SOURCE: Westwood/MASC

RELATIONS WITH PLANNING AUTHORITIES

The School Committee will participate in local and state planning functions that could directly affect District schools and their immediate environment.

The Superintendent or designee will keep the School Committee informed of planning matters bearing directly on the operation of District schools or school-sponsored programs, and will undertake action on behalf of the School Committee to influence matters in the best interests of the students, the schools and the District.

SOURCE: Westwood/MASC

RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

The School Committee and its administrative officers welcome all who seek to serve the residents of the community and will participate with them in the planning and execution of such projects as will be mutually beneficial for students.

It is School Committee policy that administration informs elected and appointed officials of the local and county government of the desire to work cooperatively for improved services.

SOURCE: Westwood/MASC