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**FILE: KA - SCHOOL-COMMUNITY RELATIONS GOALS**

The school committee believes that the public schools belong to the people who created them by consent and support them by taxation, and the support of the people must be based on their understanding of and their participation in the aims and efforts of the schools. Therefore, the committee declares its intent:

1. To keep local citizens regularly and thoroughly informed through all available channels of communication on the policies, programs, problems, and planning of the school system, and to carry out this policy through its own efforts, those of the superintendent, and such information officers as may be appointed.
2. To solicit the studied counsel of the people through advisory committees selected from the community and appointed to consider problems that vitally affect the future of our children.

**FILE: KA-R - SCHOOL-COMMUNITY RELATIONS GOAL**

The school committee believes that community participation and support is an important component of the school system's successful operation and achievement of excellence. The school committee encourages members of the community to actively participate in educational policy making. At the same time, the Committee wishes to make it clear that it understands its responsibility to the citizens of the community as the official governing body responsible for a final decision on all matters of policy and educational programs.

Basis for Good Relations

- a. The School Committee will transact all official business in open meetings which the press, the public, and school employees are welcome to attend, and at which communications, both oral and written, will be received and considered.
- b. The Committee will function as speedily and as efficiently as circumstances will permit, and always with due regard for the public interest.
- c. Committee members will familiarize themselves with the work of the school system in all major areas and shall bring to the professional direction of the schools the viewpoint, the knowledge, and the wisdom of the community.
- d. The Committee will make provisions for recording the proceedings of all meetings. Minutes of all Committee meetings shall be considered matters of public record.
- e. The Committee will keep in mind that maintaining the confidence and respect of the community is of paramount importance to the success of the educational program of the district.

**FILE: KBA - 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 child care 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, parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

**FILE: KBBA - 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 Department of Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Department of 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)

SOURCE: MASC

**FILE: KBBA-C - PROCEDURAL CHECKLIST FOR DISTRIBUTION OF STUDENT RECORDS TO ELIGIBLE NON-CUSTODIAL PARENTS**

GENERAL LAWS CHAPTER 71. SECTION 34H

Name of Student: \_\_\_\_\_

Name of Custodial Parent: \_\_\_\_\_

Name of Requesting Parent: \_\_\_\_\_

Name of School Staff Member Verifying Information: \_\_\_\_\_

\_\_\_ The non-custodial parent submitted a written request for the records to the school principal within the past twelve months. Date of request: \_\_\_\_\_

\_\_\_ The initial request included a certified copy of a court order.

\_\_\_ The initial request included an affidavit from the requesting parent. See Non-Custodial Parent Sample Affidavit (School Committee Policy File: KBBA-R).

\_\_\_ Upon receipt of the request, the school notified 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. See Non-Custodial Parent Sample Notice (School Committee Policy File: KBBA-E).

\_\_\_ When applicable, the school placed in the student's record documents indicating that a non-custodial parent's access to the student's records is limited or restricted.

\_\_\_ The school deleted the electronic and postal address and telephone number of the student and custodial parent from student records provided to the non-custodial parent. In addition, the records released to the non-custodial parent indicated that they shall not be used to enroll the student in another school.

\_\_\_ Each school year since the initial request, the requesting parent has submitted a request indicating that the parent continues to be:

- a) Entitled to unsupervised visitation with the child; and
- b) Eligible to receive student record information pursuant to Section 34H.

Date(s) of request(s): \_\_\_\_\_



\_\_\_ The school has determined that it will \_\_\_ or will not \_\_\_ seek reimbursement for postage based on the extensiveness and frequency of the records requested.

\_\_\_ The school has determined there is \_\_\_ or is not \_\_\_ any specific limitation by court order to this parent's right of access to the entire student record.

Note limitations, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LEGAL REFS.: M.G.L. 71:34H  
603 CMR 23.07(5) Access Procedures for Non-Custodial Parents

**FILE: KBBA-E - SAMPLE NOTICE TO THE CUSTODIAL PARENT WHEN NON-CUSTODIAL PARENT HAS REQUESTED STUDENT RECORDS PER GENERAL LAWS CHAPTER 71, SECTION 34H**

NOTE: The statute requires schools to send notice to the custodial parent by certified mail and by first class mail, in both the primary language of the custodial parent and in English.

(Date)

(Name and address of custodial parent) **By certified and first class mail**

Dear (Name of custodial parent):

Pursuant to Massachusetts General Laws Chapter 71, Section 34H, a law regarding student records access for non-custodial parents, (insert name of non-custodial parent) has requested the student records of (insert name of child). This request was made on (insert date of non-custodial parent's request).

In compliance with Section 34H (c) and (d), I am providing you with written notice of this request.

The law requires the school to provide the non-custodial parent with the student record information after 21 days, unless before that date you provide me with a copy of either of the following documents:

- 1) A court order: that prohibits the non-custodial parent from having contact with your child; or
- 2) A court order that prohibits the non-custodial parent from getting access to the student records; or
- 3) A temporary or permanent order issued to provide protection to you or to any child in your custody from abuse by the requesting parent, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to your child's student records.

Please contact my office if you have any questions. Thank you very much.

Sincerely,

(School Principal or Designee)

**FILE: KBBA-R - SAMPLE AFFIDAVIT FOR NON-CUSTODIAL PARENT  
REQUESTING STUDENT RECORDS PER GENERAL LAWS CHAPTER 71,  
SECTION 34H**

I, (Name of non-custodial parent), on oath depose and state as follows:

1. I am the parent of (name of student).
2. Attached is a certified copy of the court judgment or order relative to the custody of my child, which meets the standards of General Laws Chapter 71 section 34H.

OR

3. Attached is a certified copy of an order by a probate and family court judge specifically ordering that my child's student records be made available to me, according to the standards of General Laws Chapter 71, Section 34H.
4. I certify that the judgment or order remains in effect and that there is currently no temporary or permanent protective order restricting my access to (Name of student) custodial parent or to any child in the custodial parent's custody.

Signed under the pains and penalties of perjury this \_\_\_\_\_ day of \_\_\_\_\_ .  
(Month), (Year)

Parent's signature \_\_\_\_\_

**FILE: KBE - 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 educative 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.

**FILE: KBEA - PARENT ADVISORY COUNCILS**

The School Committee is aware of the possibilities for developing a harmonious, constructive working relationship and utilizing the best resources of leadership provided by Parent Advisory Councils. It will continue to encourage and welcome the fullest participation in these organizations by all parents and the teachers and administrators of each school.

Parent Advisory Councils may be of service to the school system by:

- 1) Fostering community undertakings
- 2) Encouraging social activities
- 3) Working for needed legislation
- 4) Discovering and reporting facts which lead to community or school improvements
- 5) Studying school issues such as curriculum changes
- 6) Supporting school projects
- 7) Cooperating with other community agencies

**FILE: KCB - 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 or concerns 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

**FILE: KCD - PUBLIC GIFTS TO THE SCHOOLS**

The superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the committee when the gift is of educational value. 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 that would involve changes in school plants or sites will be subject to school committee approval.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account 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.

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

**FILE: KCDA - COMPUTER DONATIONS PHILOSOPHY STATEMENT**

The Walpole Public School committee appreciates all offers of technology hardware donations intended to enhance the learning opportunities for students. All donations will be referred to the Technology Director for inventory and screening to insure that they meet the guidelines established by the Walpole Five Year Long-Range Plan for Technology in Education and the donation criteria defined by the Massachusetts Department of Elementary and Secondary Education.

Donations may be rejected if they are inappropriate or incompatible with existing or planned curriculum, programs, facilities, equipment or school committee policy.



**FILE: KD - PUBLIC INFORMATION AND COMMUNICATIONS**

Community Information

The Superintendent and staff shall decide upon and follow a continuing program of information designed to acquaint the citizens of the community and the public generally with the achievement and the needs of the schools.

The Superintendent shall be responsible for:

- 1) News releases and the publication of educational reports.
- 2) The photographing of school activities for publication.
- 3) The preparation of special school programs for community entertainment and understanding both in the schools and elsewhere.

The Superintendent shall be authorized to arrange for the participation of the schools in educational exhibits locally, throughout the state, and nationally, within the limit of funds provided by the Committee.

Principals, teachers, and other school personnel will bear in mind that community opinion depends upon the daily life of the school. They should seek the following objectives as they have opportunity in their respective fields of service:

- 1) Acquaint patrons with the work of the schools.
- 2) Give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints. Make parents feel welcome in the school office and in the classroom.
- 3) Cooperate with Parent-Teacher groups and with other organizations of patrons seeking information or offering assistance to the schools.
- 4) Maintain all pupil relations with firmness, intelligence, and sympathy so as to command their respect and love and so to enlist the cooperation of the home.
- 5) Observe inter-staff relations conducive to high morale and meriting the respect of pupils, and the administrative and supervisory staff

**FILE: KDB - 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; 39:23B

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

**FILE: KDD - 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 spokesperson 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, written prior approval of the Superintendent, of that particular school.

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.

**FILE: KE - PUBLIC COMPLAINTS**

Although members of the community may choose to bring their complaints to the committee, the committee will refer them through the proper administrative channels for solution. 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 (such as permanent expulsion) 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.

Matters referred to the superintendent should be in writing and 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.

“The Education Reform Act of 1993 dictates that not all issues can be brought before the school committee. In some instances, the authority rests with the superintendent, while in others, the school committee is the final arbiter. Please consult with Central Office to determine the appropriate approach. In general, while matters of discipline and instruction are the purview of the superintendent, matters of policy and philosophy are the purview of the school committee.”

LEGAL REFS.: 603 CMR 26:09 and 26.10

**FILE: KEB - PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

Complaints about school personnel will be investigated fully and fairly by the appropriate member of the administration. However, before any such complaint is investigated, the complainant must submit his or her complaint in writing. Anonymous complaints will be disregarded.

Whenever a complaint is made directly to the school committee as a whole or to a committee member as an individual, it will be referred to the school administration for study and possible solution,

The superintendent will develop, for approval by the committee, procedures that assure prompt and fair attention to complaints against school personnel. The procedures will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he/she sees them.

“The Education Reform Act of 1993 dictates that not all issues can be brought before the school committee. In some instances, the authority rests with the superintendent, while in others, the school committee is the final arbiter. Please consult with Central Office to determine the appropriate approach. In general, while matters of discipline and instruction are the purview of the superintendent, matters of policy and philosophy are the purview of the school committee.”

LEGAL REFS.:       603 CMR 26:09

CROSS REFS.:       BEC Executive Sessions

**FILE: KEB-R - PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL**

The following procedures are established to ensure that a citizen's complaint is given respectful attention and that the integrity of the educational program is upheld. "Complaint" in this regulation will be restricted in meaning to that criticism of particular school employees by a citizen of the school district which includes or implies a demand for action by school authorities. Other comments and suggestions will be referred informally to affected personnel.

1. If a complaint comes first to the person against whom it is directed, he/she will listen courteously and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complainant remains unsatisfied, the employee will refer him to the building principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member will immediately inform his supervisor of the complaint.
2. If a complaint comes first to the principal or other supervisor of the person criticized, he/she should listen courteously or acknowledge a letter promptly and politely, but should make no commitments, admissions of guilt, or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the person criticized and should inform that person immediately of the complaint.

If the complainant has already met with the person criticized and remains unsatisfied, the supervisor should invite the complainant to file his/her complaint in writing.

3. If a complaint is first received by any other school employee, that employee will refer the complainant to the person criticized or his/her immediate supervisor and immediately inform both.
4. No further action on the complaint should be taken unless the complainant submits the complaint in writing.
5. When a written complaint form is received, the principal or other supervisor will schedule a conference with him or herself, the complainant, the person criticized, and if advisable, the department chairperson or other personnel that either the supervisor or the person criticized feels could contribute to the resolution of the problem.
6. If the complainant is not satisfied with the results of the conference above, he/she should be referred to the superintendent, who may handle the complaint personally or refer it to other personnel, as he/she may see fit.

“The Education Reform Act of 1993 dictates that not all issues can be brought before the school committee. In some instances, the authority rests with the superintendent, while in others, the

school committee is the final arbiter. Please consult with Central Office to determine the appropriate approach. In general, while matters of discipline and instruction are the purview of the superintendent, matters of policy and philosophy are the purview of the school committee.”

LEGAL REFS.: 603 CMR 26.09

**FILE: KEC - PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR  
INSTRUCTIONAL MATERIALS**

The school committee, though it is ultimately responsible for all curriculum and instructional materials (including library books), recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials supportive of the school system's educational philosophy and goals.

Criticism of a book or other materials used in the schools may be expected from time to time. In such instances:

1. If a parent requests that his/her own child not read a given book, the teacher and/or school administrator should resolve the situation, perhaps by arranging for use of alternative material meeting essentially the same instructional purpose. This does not apply however, to basic program texts and materials that the committee has adopted.
2. The committee will not permit any individual or group to exercise censorship over instructional materials and library collections, but recognizes that at times a reevaluation of certain material may be desirable. Should an individual or group ask to have any book or other material withdrawn from school use:
  - a. The person who objects to the book or other material will be asked to sign a complaint on a standard form on which he/she will document his/her criticism.
  - b. Following receipt of the formal complaint, the superintendent will provide for a reevaluation of the material in question. He/she will arrange for the appointment of a review committee from among the faculty to consider the complaint.
  - c. The superintendent will review the complaint and the committee's reevaluation and will render a decision in the matter. Should the decision be unsatisfactory to the complainant, he/she may appeal it to the committee.

In summary, the committee assumes final responsibility for all books and instructional materials it makes available to students; it holds its professional staff accountable for their proper selection. It recognizes rights of individual parents with respect to controversial materials used by their own children; it will provide for the reevaluation of materials in library collections upon formal request. On the other hand, students' right to learn and the freedom of teachers to teach will be respected.

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



**FILE: KF - COMMUNITY USE OF SCHOOL FACILITIES**

*Effective June 7, 2004*

It is the Walpole 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:

1. The use of school facilities by parents' organizations, Girl Scouts, Boy Scouts, civic associations and other similar organizations, devoted to the instruction of children or the well-being of the community, shall be encouraged. Where such activities are directly related to the school system, no charge shall be made for such usage. Where such organizations are essentially civic in nature, only a minimum charge shall be made and it may be waived by the Superintendent.
2. Private schools, clubs or business organizations may also be permitted the use of school facilities for meetings or exhibits at minimum cost.
3. School facilities may not be used for partisan political meetings.
4. Organizations permitted to use school facilities shall observe the regulations prohibiting smoking or the sale or use of alcoholic beverages on school premises.

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

**FILE: KF-E - WALPOLE PUBLIC SCHOOLS AGREEMENT FOR USE OF SCHOOL FACILITIES**

Requests for the use of school facilities must be submitted through the Building Usage Request Form attached. Walpole Public Schools' functions take priority in the event of a scheduling conflict. Please note: schools will not be available during holidays or school vacations in December, February and April. If schools are closed for any reason, no activity is allowed in the buildings.

There is a rental fee of \$25.00 per day per facility. A separate fee of \$28.00 per hour will be charged for custodial fees. There will be an additional charge of \$28.00 per hour for the ½ hr. before and ½ hr. after the requested times for preparation and cleanup.

When the Building Usage Request Form is received, a confirmation will be sent. This form will indicate the rent due. The applicant will be billed on a monthly schedule and must always pay in advance. Failure to make prompt payment will result in cancellation of any scheduled future use. Regretfully, no credit can be given to any party.

Exemption to the rental fee of \$25.00 per facility will be granted to civic, nonprofit organizations (such as Scouts, Walpole Youth Basketball, and Walpole Youth Soccer). Such civic, nonprofit organizations will not be charged for custodial services prior to 6:30 p.m. on days that school is in session only.

CANCELLATION of a reservation must be made at least 24 hours in advance or the applicant will be charged for use.

The applicant must furnish and pay the required attendance of a police officer at rentals such as dances, entertainment, or a large group event. Walpole Public Schools have adopted a smoke-free policy and **NO SMOKING IS ALLOWED** in any school building or on any school grounds. Food is **NOT** to be served except in the school cafeterias.

If the cafeteria kitchen is to be used, a special Cafeteria Reservation form must be completed and given to the cafeteria supervisor.

If any of the schools' equipment is desired, permission must be obtained in advance from the building principal. If using the High School auditorium, the renter must obtain and adhere to the attached Walpole High School Auditorium and Control Room Procedural Guideline. The use of the control room requires an additional fee as described in the Guideline.

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PLEASE BE SURE TO READ THE ABOVE CAREFULLY BEFORE RETURNING THE WALPOLE PUBLIC SCHOOLS BUILDING USAGE REQUEST FORM.

Revised 06/07/04

WALPOLE PUBLIC SCHOOLS  
WALPOLE, MASSACHUSETTS 02081  
(508) 660-7202

BUILDING USAGE REQUEST FORM

Site (School Requested): \_\_\_\_\_

Facility: Gym \_\_\_\_\_ Auditorium \_\_\_\_\_ Cafeteria \_\_\_\_\_ Classroom \_\_\_\_\_

Event(s)/Group: \_\_\_\_\_

Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Beginning time: \_\_\_\_\_ Ending time: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Kitchen Facilities: Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, please call Mrs. Hall 508-660-7284)

Please return form to: Walpole Public Schools  
c/o Michael Friscia  
135 School Street  
Walpole, MA 02081

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RESERVATIONS WILL BE ISSUED ON RECEIPT OF THIS BUILDING USAGE REQUEST FORM.  
APPLICATIONS WILL NOT BE ACCEPTED OVER THE PHONE.

APPLICATIONS WILL BE ACCEPTED ON A FIRST COME, FIRST SERVED BASIS!!

WALPOLE HIGH SCHOOL  
AUDITORIUM & CONTROL ROOM

PROCEDURAL GUIDELINES

LIGHTING

1. No instruments may be moved from their current location.
2. Instruments may be re-aimed but must be restored to their previous aim by the renter at the conclusion of the rental period.
3. Instruments may be gelled or re-gelled but must be restored to their previous condition. Any gels and gel frames moved or removed must be replaced at the end of the rental period. Any gels added by the renter must be removed by the renter at the end of the rental period.
4. No renter may access or make any programming changes to the dimmer rack at any time.
5. Work lighting must be used for rehearsals and set construction. Stage lighting may only be used for technical and dress rehearsals, as well as performances.
6. The stage lighting console may be used only by those properly trained in its use.
7. Each renter must employ a WHS trained Technician (student or staff) for any date(s) that stage lights and control system are in use. THERE IS A FLAT RATE OF \$25/EVENING EVENT; \$50/DAY FOR THE SERVICES OF A WHS TECHNICIAN.
8. If the renter has a lighting technician trained to use our control board, they may operate it with the WHS Tech present to assist and supervise. If the renter does not have a technician of their own, the system must be operated by the WHS Technician provided. At no time may an untrained person operate the control board.
9. In the event that the renter is, or has, a person participating in their production who is (or was) a trained WHS Tech, the renter must still employ a different, (or current) WHS Tech in order to avoid any conflict of interest.
10. No modification to the control console, control system, software, or settings may be made at anytime.
11. Renters may create and save shows (cue programming), but all programming should be saved to disks. WHS standard cues (if any) must be restored at the end of each day.
12. Access to the control room is strictly limited to tech crew with a legitimate reason to be there only.
13. Renters who wish to provide their own control equipment must provide copies of the equipment specifications 30 days prior to the rental period to allow WHS to review its compatibility.

SOUND EQUIPMENT

1. Renters must restore mixer settings as they found them.
2. Renters may not access or modify wiring or internal rack connections. .
3. Renters may not modify equalizer settings.

## STAGE EQUIPMENT

1. School backdrop(s) may not be painted or repainted.
2. If the school backdrop(s) must be removed for hanging renter-provided drops, it/they must be folded according to standard practice, (instructions will be provided) and carefully stored. The school backdrop(s) must be properly re-hung by the renter at the end of the rental period.
3. Renters may not move, remove, or modify any hanging rigging.

## GENERAL

1. Renters are responsible for any damage to lighting and sound systems caused by misuse or renter-provided equipment connected to the sound or lighting systems.
2. Auditorium rental does not include the use of equipment and/or materials that are the property of the Walpole High School Music Department, Drama Club, or other school organizations.
3. Auditorium renters may not use other high school rooms or equipment without prior approval of the WHS building principal.
4. Arrangements and payment for auditorium rentals must be made through the office of the Assistant Superintendent of Schools. Please contact:

Mr. Michael Friscia  
135 School Street  
Walpole, MA 02081  
(508) 660-7200

WALPOLE HIGH SCHOOL  
VIDEO & SOUND TECHNICAL SUPPORT PERSON

DATE OF USE: \_\_\_\_\_

TIME (1/2 hour prior to event start): \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF TECHNICAL NEEDS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

CHARGE: \$25/event (4 hours maximum shift); \$25 for each subsequent shift

**FILE: KHA - 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 permission of the Superintendent, who is acting as an agent of the School Committee.
2. No general or class distribution of commercial or fund-raising literature may take place without permission of the Superintendent, acting as an appointee of the School Committee.

For the purposes of this policy, local parent and community support 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.:        GBEB Staff Gifts and Solicitations  
                          JJE Student Fund-Raising Activities  
                          JP Student Gifts and Solicitations  
                          KHB Advertising in the Schools

**FILE: KHB - ADVERTISING IN THE SCHOOLS**

No advertising of commercial products or services will be permitted in school buildings or on school grounds or properties without the approval of the School Committee. Publications of the school system 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 system to promote any product will not be permitted by the committee.

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



## **FILE: KI - VISITORS TO THE SCHOOLS**

The Walpole School Committee encourages parents 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 system's mission and goals.

Visits by parents 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. Parental requests for classroom visitations 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.

**FILE: KIA - 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.

**FILE: KLG - RELATIONS WITH LAW ENFORCEMENT AUTHORITIES**

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the Walpole Public 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.

**FILE: KLGA - RELATIONS WITH LEGAL AUTHORITIES**

If any staff member is asked to provide a letter of character reference in a legal proceeding in which two or more current or former Walpole students are involved, the letter should not be written on official school letterhead. Any such letter should be addressed to a particular person, title or office and not be addressed To Whom It May Concern.

**FILE: KLJ - 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.

**FILE: KLK - 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 inform elected and appointed officials of the local and county government of the desire to work cooperatively for improved services.