

## **SCHOOL/COMMUNITY RELATIONS GOALS**

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: Weymouth

## **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: MASC~~

## **SCHOOL/PARENT RELATIONS GOALS**

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

While **parents/guardians** are individually responsible for their children, the 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/guardian** regarding student progress and achievement, methods to enhance student development, and matters of correction.

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

*Note: The MASC Reference Manual retitles this policy*

### ***SCHOOL-PARENT/GUARDIAN RELATIONS GOALS:***

*It also replaces “parents” with “parents/guardians” and “parental involvement” with “involvement of parents/guardians”*

**SOURCE: Weymouth**

## **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 REF.: 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)

~~Reviewed 4/23/18~~

~~SOURCE: Weymouth~~

**NON-CUSTODIAL PARENTS' RIGHTS**

As required by Massachusetts General Law, 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 law, 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 regulation.
- (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 regulation.
- (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 law, 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 REF.: \_\_\_\_\_ 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  
October 2016

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), the 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

Reviewed 4/23/18

SOURCE: Weymouth



~~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: Weymouth~~

## RELATIONS WITH PARENT~~T~~/BOOSTER ORGANIZATIONS

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

To accomplish the above and 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 as amended

CROSS REFS: ACA – Nondiscrimination on the Basis of Sex

~~SOURCE: MASC October 2016~~

## 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-district** 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 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 REF.: BDF, Advisory Committees to the School Committee

*Note: The MASC Reference Manual replaces “school system” with “school district”*

**SOURCE:** ~~Weymouth~~

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 REF.: ——— M.G.L. 71:37A~~

~~SOURCE: Weymouth~~

## **PUBLIC GIFTS TO THE SCHOOLS**

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| ~~SOURCE: MASC October 2016~~

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

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~~

~~SOURCE: Weymouth~~

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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).

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**~~SOURCE: MASC October 2016~~**

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. All media questions directed to school personnel concerning school programs and school operations will be referred automatically to the Superintendent of Schools for ~~his/her~~their attention. This policy does not prevent the Superintendent from referring inquiries to other members of the staff.

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.

**SOURCE:** ~~Weymouth~~



## **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 challenges, programs, planning, and activities of the school district.~~

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~~In order that school district 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 Chair will be the official spokesman for the Committee, except as this duty is delegated to the Superintendent.~~
- ~~2.——News releases that are of a district 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 district.~~

SOURCE: MASC October 2016

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.~~

~~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.~~

~~LEGAL REF.:——603 CMR 26:09 and 26.10~~

~~SOURCE: Weymouth~~

## **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 his 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 October 2016**

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

**CROSS REFS.: BEC, Executive Sessions**

## **PUBLIC COMPLAINTS**

### Complaint Procedure

- (1) ~~— A parent, guardian, or other person or group who believes that M.G.L. c. 76, & 5 or 603 CMR 26.00 has been or is being violated, may request a written statement of the reasons therefor from the responsible School Committee through the Superintendent and may submit a copy of such request to the Bureau of Equal Educational Opportunity of the Department of Education. If such request is made, a copy of such request shall be sent by the School Committee to the Bureau of Equal Educational Opportunity.~~
- (2) ~~— The School Committee shall respond promptly, but no later than 30 days, in writing to the complaining party. The School Committee shall also send a copy of its response to the Bureau of Equal Educational Opportunity.~~
- (3) ~~— The Bureau of Equal Educational Opportunity shall act as the representative of the Board of Education for the purpose of receiving complaints to pursuant to 603 CMR 26.00.~~
- (4) ~~— The Bureau of Equal Educational Opportunity shall, pursuant to a complaint received under 603 CMR 26.09 (1) or on its won initiative, conduct reviews to insure compliance with M.G.L. c. 76 &5 and 603 CMR 26.00 The School Committee and the specific school(s) involved shall cooperate to the fullest extent with such review.~~
- (5) ~~— In the event of non-compliance with M.G.L. c. 76 &5 or 603 CMR 26.00 the Board of Education may take such action as it sees fit, including, but not limited to, withholding of funds or referral of the matter to the Office of the Attorney General for appropriate legal action.~~

### Private Right of Enforcement

~~Nothing in 603 CMR 26.00 shall abridge or in any way limit the right of a parent, guardian, or person affected to seek enforcement of St. 1971, c.622 in any court or administrative agency of competent jurisdiction.~~

~~LEGAL REFS.: — 603 CMR 26:09 and 26:10~~

~~SOURCE: Weymouth~~

~~PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL~~

~~Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit his/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.~~

~~Procedures will 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.~~

~~If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Committee for a formal hearing and decision. Statutory restrictions on executive sessions will be observed.~~

~~LEGAL REF.: 603 CMR 26.09 and 26.10~~

~~CROSS REF.: BEC, Executive Sessions  
KEB-R, Public Complaints against School Personnel~~

SOURCE: Weymouth

## **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 complaint remains unsatisfied, the employee will refer him/her 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/her 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 and offer to send him/her the appropriate form regarding a school employee's behavior, character or qualifications.

3. If a complaint comes first to 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 himself, the complainant, the person criticized, and if advisable, the department chairman or other personnel that either the supervision or the person criticized feels could contribute resolution of the problem.
6. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he/she may see fit.
7. Should dissatisfaction remain after the above steps have been taken, the matter will be placed on the agenda for the next regularly scheduled Committee meeting. The decision of the Committee will be communicated in writing to all interested persons.

LEGAL REF.: 603 CMR 26.09 and 26.10

CROSS REF.: KEB, Public Complaints against School Personnel

**SOURCE:** ~~Weymouth~~

**Weymouth Public Schools**

## **~~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.~~

~~LEGAL REF.: — 603 CMR 26.09 and 26.10~~

~~CROSS REFS.: — II, Instructional Materials  
— III, Selection and Adoption of Textbooks  
— IJL, Selection and Adoption of Library Materials~~

~~SOURCE: — Weymouth~~

**PUBLIC COMPLAINTS ABOUT THE CURRICULUM OR INSTRUCTIONAL MATERIALS**

**Complaint Form**

~~2. "The Committee will not permit any individual or group to exercise the censorship over instructional materials and library collections; but recognizes that at times, a re-evaluation of certain material may be desirable. Should an individual or group ask to have any book or other materials 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."~~

*Please print clearly:*

Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Curriculum Tools, i.e. websites, subscriptions, publications, media etc.:

Title \_\_\_\_\_

Author \_\_\_\_\_

Course and School \_\_\_\_\_

Reason for Complaint \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

~~Send all complaints to the office of the Superintendent of Schools, 111 Middle Street, Weymouth, MA 02189~~

**SOURCE: Weymouth**



File: ~~KF~~

~~USE OF SCHOOL FACILITIES~~

~~It is the policy of the Weymouth Public Schools to, when feasible; make school facilities available for educational, governmental, civic or cultural activities. The Director of Maintenance will over see appropriate procedures and fee structures under the direction of the Superintendent.~~

~~SOURCE: Weymouth~~

## 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

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.**

## **REGULATIONS GOVERNING USE OF SCHOOL PROPERTY**

- ~~1. Individuals or organizations will be required to complete the WPS Property Use Application available online. The application may also be obtained at the Administration Building, 111 Middle Street, East Weymouth, MA 02189. Such requests for school property use must be made through the Facilities Management Department and be cleared with the Superintendent or his/her designee.~~
- ~~2. A deposit may be required prior to the use of the facility.~~
- ~~3. School property will not be available for outside use when there is a conflict with any school activity.~~
- ~~4. All building and fire codes will be adhered to.~~
- ~~5. All outside, non-school/municipal organizations renting school property must secure liability insurance covering not only the renter's liability, but also the liability of the Town of Weymouth for any possible accidents on the property. The required minimums are \$1,000,000 for an accident for one person and \$2,000,000 for an accident for more than one person. Insurance must cover dress rehearsals. A certificate (binder) of such liability insurance must be submitted with the application.~~
- ~~6. At least one law enforcement officer may be required to be present at all public gatherings on school property. Arrangements for this protection should be made in advance by the renter directly with the Police Department. Written documentation of compliance will be required before the application is approved.~~
- ~~7. No one will be admitted to a school building before the arrival of an adult supervisor from the organization or before the entrance time noted on the Application for Use of School Property form, nor will anyone be allowed to remain in the building without such supervision. A Weymouth Public School employee will strictly enforce this regulation. The adult supervisor must be present at all times.~~
- ~~8. Rental of school property does not imply access to the school's equipment. Arrangements for use of the school's equipment must be made in advance. Costs associated with the use of the school's equipment will be included in the invoice. Use of this equipment may require training and will require the direct supervision of school personnel.~~
- ~~9. Any damage caused to the assigned school property or school equipment whether accidental or not, occurring during the period of the rental will be the direct responsibility of the renter. The property will be inspected after use and a bill for damages mailed out to the responsible party.~~
- ~~10. The Facilities Management Department must be notified 24 hours in advance of cancellation, by the renter. Failure to do so will result in the minimum two-hour rental fee.~~

~~11. Facilities will not be available for rental during the two weeks preceding Labor Day, including Labor Day weekend and for the ten school days immediately preceding the closing date of school, as determined by the School Committee, unless approved by the Facilities Management Department. In addition, Abigail Adams Middle School, Maria Weston Chapman Middle School and Weymouth High School will only be available for Weymouth Public School events during the months of May and June unless approved by the Facilities Management Department. Thanksgiving through mid March, the School Department will have exclusive use of the Weymouth High School gymnasium Monday to Friday for practices and games; renters will be able to use the Weymouth High School gymnasium on Saturdays and Sundays with occasional disruption due to a sporting event or school event.~~

~~12. When use of the kitchen is required, a cafeteria employee must be present, at an additional cost.~~

~~13. On a "No School" day due to inclement weather, there will be no activities in the school buildings.~~

~~14. Refreshments may be served and consumed in designated areas approved in advance by the Facilities Management Department. Refreshments are never allowed in the gymnasium or auditorium. If the serving of refreshments results in extra custodial cleaning time, the renter will be billed accordingly. Failure to abide by these restrictions could result in the loss of the privilege to rent the property.~~

~~15. If you are renting Mullin Field/Track and using the concession stand, a fee for maintenance services will be charged for use of the stand, as per WPS Property Use Fee Schedule. Use of the concession is for the building only and does not include the use of any of the equipment within the building.~~

~~16. Weymouth Public Schools prohibits the use of tobacco or tobacco-like or nicotine products, including electronic cigarettes on school grounds.~~

~~17. A letter shall be submitted to the principal of the building, or their designee, to request the opportunity to host the concessions at any event. If more than one entity applies for the concession, consideration will be given to the teams or groups participating at that event.~~

~~18. Rental of the auditorium, cafeteria, or gymnasium does not include use of other rooms in the school.~~

~~Ref: MGL No Smoking on School Property~~

~~Approved by School Committee: 6/21/18~~

~~SOURCE: Weymouth~~

## **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 district, or in situations where a mutual exchange of facilities is possible between the school district 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: MASC

~~NOTE: Although many regulations in this category include the fee schedule for use of various facilities, it is recommended that such schedules be included in the policy manual as an exhibit document coded KG-E because of their changing nature.~~

~~This is an area in which the School Committee needs to officially approve regulations. There may be additional procedural regulations that are purely administrative.~~

## 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~~ district should provide students, ~~parents~~ guardians, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The ~~school system~~ district 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 the Superintendent's permission.
2. No general or class *distribution* of commercial or fund-raising literature may take place without the Superintendent's permission.

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

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

CROSS REFS.: GBECB, Staff Gifts and Solicitations  
JJE, Student Fund-Raising Activities  
KHB, Advertising in the Schools

~~Note: The MASC Reference Manual replaces "school system" with "school district" and "parents" with "parents/guardians". It also adds the following cross reference to those listed:~~

~~JP, Student Gifts and Solicitations~~

~~SOURCE: Weymouth~~

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 permission 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~~

~~SOURCE: Weymouth~~



## **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 October 2016~~

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

~~VISITORS TO THE SCHOOLS~~

~~The 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 required 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.~~
- ~~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.~~

~~SOURCE: Weymouth~~

## **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 October 2016**

## **~~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: Weymouth~~

## **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.

A Memorandum of Understanding has been established between the Weymouth Public Schools, the Weymouth Police Department, and the Norfolk County District Attorney's Office regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within the Weymouth Public School facilities or at any school related activity. The MOU is intended to foster and ensure an environment in which students, teachers, parents, administrators, employees and members of the school community may participate in the educational process without fear of violence or other illegal activity. Toward that end, there shall be a "zero tolerance" policy regarding serious acts of violence, weapons, and drug distribution within the Weymouth Public Schools. A complete copy of this agreement is available in each Principal's office.

| **SOURCE:** ~~Weymouth~~

**~~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.~~

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

**SOURCE: 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: MASC/Weymouth~~

## **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.

| **SOURCE: ~~MASC/Weymouth~~**