

Section K
COMMUNITY RELATIONS

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.

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.

SCHOOL/PARENT RELATIONS GOALS

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

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

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

NON-CUSTODIAN 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 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:
 1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
 2. The parent has been denied visitation or has been ordered to supervised visitation, or
 3. The parent’s access to the student or to the custodial parent 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.
- 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 the electronic and postal address and telephone number of the student and 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.

SOURCE: MASC

Updated: May 2006

LEGAL REF: M.G.L. 71:34D; 71:34F; 71:34H

603 CMR 23.07 (5) Access Procedures for Non-Custodial Parents

Revision Adopted: August 30, 2006

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)

**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

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.

COMMUNITY INVOLVEMENT IN DECISION-MAKING

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

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

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

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

CROSS REF: BDF, Advisory Committees to the School Committee

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 or of a value greater than \$2,000 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

ACCEPTANCE OF GIFTS, GRANTS AND BEQUESTS

Any gift presented to the school district must be accompanied by a letter from the donor for official action and recognition by the School Committee.

To be acceptable, a gift should satisfy the following criteria:

1. Have a purpose consistent with those of the school.
2. Offered by a donor acceptable to the School Committee. If the donating organization is charitable, religious, educational, fraternal, civic, or other non-profit type, the School Committee may, at its discretion, ask the organization to identify their sources of income and/or contributors for the past year.
3. Will not add staff load.
4. Will not begin a program which the School Committee would be unwilling to take over when gift or grant funds are exhausted.
5. Would not bring undesirable, unreasonable, or hidden costs to the school system.
6. Place no restrictions on the school programs.
7. Will not be inappropriate or harmful to the best education of the pupils.
8. Will not imply endorsement of any business or product.
9. Not be in conflict with any provision of the school code or public law.

The School Committee reserves the right to waive any or all of the above criteria if it is deemed in the best interest of the school system.

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

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 of that particular school. All statements made to the press by other staff members of the particular school must be cleared with the Principal.

While it is impossible to know how news releases will be treated by the press, every possible effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the school system.

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 REFS: MG.L. 76:5

PUBLIC COMPLAINTS

Complaint Procedure

- (1) A parent, guardian, or other person or group who believes that M.G.L. c. 76, s. 5 or 603 CMR 26.00 has been or is being violated, may request a written statement of the reasons therefore 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 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 own initiative, conduct reviews to insure compliance with M.G.L. c. 76 s. 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 s. 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:

M.G.L. 76:5

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 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.

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 REFS: M.G.L. 76:5

CROSS REF: BEC, Executive Sessions

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 complaint in writing and offer to send him 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 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 supervisor 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 may be placed on the agenda for a regularly scheduled Committee meeting at the discretion of the Chair. The decision of the Committee will be communicated in writing to all interested persons.

LEGAL REF:

M.G.L. 76:5

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 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 REFS: M.G.L. 76:5

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

REQUEST FOR RECONSIDERATION

SUBJECT: _____

INSTRUCTIONAL MATERIAL OBJECTED TO: _____

DESCRIBE YOUR COMPLAINT IN SPECIFIC DETAIL: _____

DESCRIBE THE SPECIFIC ACTION THAT YOU SEEK: _____

WOULD YOU MEET WITH A REVIEW COMMITTEE WHICH WILL CONSIDER THIS COMPLAINT? _____

Signature: _____

Address: _____

COMMUNITY USE OF SCHOOL FACILITIES

Under Chapter 71, Section 71, the School Committee is empowered and required, subject to such regulations as it may establish and without interference to its regular school program, to allow the use of school premises

“by individuals and associations for such education, recreational, social, civic, philanthropic, and like purposes as it deems for the interest of the community.”

The law further states that the affiliation of any such association with a religious organization shall not disqualify the association of such use, and that public schools may be used as places of assemblage for citizens to hear candidates for public office.

Therefore, the use of public school facilities for school related purposes will take precedence over all outside use and are exempt from all charges with the exceptions as noted below. Public school facilities consist of all buildings currently serving as schools or school administration buildings and the grounds adjoining those buildings.

Exceptions

- If the school function takes place outside the normal building hours of the custodial coverage.
- If the school function requires set-up and/or clean-up.
- If the school function requires custodial and/or Department of Public Works (DPW) services throughout the event.
- If the school function requires the staffing of the Food Service Department.

Such services will be billed at the current contractual rate.

School Committee approval shall be required for any exceptions to the fees hereunder. The School Committee retains the right to deny the use of school facilities to any group if it deems the use is detrimental to the interest of the community or interferes with the operation of the schools.

PRIORITY OF USE AND AVAILABILITY

The following **CATEGORIES**, in **PRIORITY ORDER**, have been established for rental permits:

1. Wilmington Public Schools Staff Activities and Meetings, High School Sports, Parent-Teacher Activities and Meetings, Alumni Activities, and school related organizations/foundations.
2. Recognized Parent Groups: Parents who formally organize as a Parent Advisory Committee (P.A.C.). These groups may be nonprofit organizations formed by parents. Typically, there is one recognized parent organization per school. This definition includes the Wilmington Educational Foundation and other similar formally organized groups who are broad based in their support of students attending the Wilmington Public Schools.

Parent Groups that form for a specific and narrow purpose to support a specific extracurricular activity in which a student participates (e.g. performing arts, sports) where the majority of the funds are used to support only that specific extracurricular activity would also be included in this definition provided there is a pre-existing student organization recognized by the Principal. Wilmington High School Sports: Wilmington High School Sports are defined as programs under the High School Athletic Director's supervision.

3. Town Departments including Town Elections and Meetings: Town Departments are defined as a department, committee, or commission that is subject to appropriation by Town Meeting or exists as a requirement of state statute or ad hoc committees established for a specific Town purpose. An extension of this includes organizations which are independent from the government structure but are integral to the function or operation of the town. Elections (local, state, federal) and annual town meetings held in school buildings will take precedence over other activities and events for scheduling purposes. Special or unforeseen elections may supersede and require a change to previously scheduled permitted events.
4. Wilmington Recreation Department Programs: Wilmington Recreation Department Programs are activities that run and are sponsored by the Wilmington Recreation Department for the benefit of the residents of Wilmington.
5. Community Groups, Community Activities, Registered Public Charities, and Town of Wilmington Youth Groups (Non-Profit [Including Youth Sports] Groups): Any youth group, community or recreational activities sponsored by a non-profit Wilmington organization that provides a benefit for the community. Non-profit groups operating a one-time fund raising event for the benefit of the Wilmington Public Schools or citizens of Wilmington with a Certification of Solicitation from the divisions of Public Charities will be charged as a Registered Public Charity for that single event. A Registered Public Charity is an organization exempt under IRS Code 501 (C) (3) or 501 (C) (4) and has registered with the Division of Public Charities under the Attorney General's Office.
6. Commercial and Individual, Rental Fee and Labor Charge or Negotiated Lease (In-Town Profit and Out-of-Town Non-Profit Groups): Any society, organization or individual desiring to rent a school facility for fund-raising purposes of a non-charitable nature, or who uses the facility for their own public recreational or entertainment purposes, or who is organized as a non-profit not based in Wilmington, will be charged according to the current schedule or a separate lease agreement will be made.
6. All Others – Commercial Entities not Wilmington-based.

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

Amended: September 23, 2015

PUBLIC SOLICITATIONS IN THE SCHOOLS

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

1. The school system should provide students, parents, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

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

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

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

CROSS REFS: GBEB, Gifts to and Solicitations by Staff
JJE, Student Fund-Raising Activities
JP, Student Gifts and Solicitations
KHB, Advertising in the Schools

DISTRIBUTION OF NOTICES

Distribution of notices by non-school organizations or on non-school matters shall be permitted only under the following conditions:

- Such notices may be distributed at the discretion of the building Principal upon written approval of the Superintendent.
- Such notices shall relate to activities for school children.
- Such notices shall be those of non-profit community organizations only such as the churches, the library, the Scouts and similar organizations.
- School notices should not be intermingled with posters/flyers/literature from outside groups.
- Students should not be compelled to take home any literature from an outside group.
- An outside group's literature should not be distributed to students during instructional time.
- All outside literature should include a disclaimer that states that the Wilmington Public Schools does not endorse or support any outside group or organization.
- School newsletters and notices to parents may not publicize outside groups or recruit new members for such groups.
- Notices with any commercial advertising are not allowed to be distributed.

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 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: KJA

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: KJIA

SENIOR CITIZENS - FREE ADMISSIONS

Guest Passes for Senior Citizens

Senior citizens of the district-persons 65 years of age or older may be issued a senior citizen guest pass, which shall permit them to attend all activities in the schools, including athletic events free of charge.

This policy represents a small token of appreciation from the School Committee for what the district's senior citizens have done for the schools over the years.

File: KLG

RELATIONS WITH PUBLIC SAFETY AUTHORITIES

Cooperation with public safety 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 public safety agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and public safety 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 public safety agencies can make in the educational program.

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

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.