

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE:

KA

Policy for: SCHOOL-COMMUNITY RELATIONS	Revision 0
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i>

Page 1 of 1

The School Committee recognizes that the Needham Public Schools belong to the citizens of the Town of Needham, and that citizens can most effectively support the schools when they have been provided with a good understanding of the schools, their programs, and their goals. The Committee affirms its intention to:

- Use all available and practical means to keep the citizens of Needham thoroughly informed regarding the policies, programs, plans, and problems of the school system.
- Solicit community ideas and opinions concerning school issues and problems by encouraging citizen participation through attendance at School Committee meetings, service on advisory committees, and in other appropriate ways.
- Encourage, and give full and thoughtful consideration to, the advice and counsel of the citizens of Needham.

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KBCA

Policy for: NEWS RELEASES	Revision 1
Date Approved by School Committee: January 18, 2011	Signature of Chair: Connie S. Barr
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The office of the Superintendent of Schools will be responsible for coordinating all press releases related to the operations of the Needham Public Schools.

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FILE:

KBCC/
BDDI/
BDDJ

Policy for: MEDIA PRESENCE/SERVICES AT SCHOOL COMMITTEE MEETINGS	Revision 0
Date Approved by School Committee: 3/7/89	Signature of Chairman: <i>Mary Ellen Heid</i> Page 1 of 1

It is the policy of the Needham School Committee to encourage the presence of news media representatives at all public sessions of the Committee. To this end, arrangements will be made at each meeting to provide for space for these representatives to work and to provide for copies of documentation of agenda items to be discussed at that meeting.

In order to minimize the disruption of meetings, members of the electronic media who require the use of lighting and recording equipment are requested to arrange appropriate locations within the School Committee meeting room for the use of this equipment with the Committee Chairman. The Committee requests that the use of lighting equipment to aid video or film recording of Committee proceedings be minimized to the greatest extent possible.

Citation: Massachusetts General Laws, Chapter 43, Section 35.

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KC/ ABA

Policy for: COMMUNITY INVOLVEMENT IN DECISIONMAKING	Revision 0
Date Approved by School Committee: 3/15/88	Signature of Chairman: 
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While the School Committee acknowledges that it is the only authorized body which may adopt, revise, or rescind policy for the Needham Public Schools, it is earnest in its desire to seek and consider the ideas, opinions, and counsel of all involved or interested citizens of the Needham community.

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FILE

KG

Policy for: USE OF SCHOOL FACILITIES		Revision 2
Date Approved by School Committee: <i>June 19, 2001</i>	Signature of Chair: <i>Karen Pucci</i>	Page 1 of 2

The School Committee believes that the Needham Public School facilities are an integral part of the educational, recreational, and social interests of the Town of Needham. Accordingly, it is the policy of the Committee to encourage and authorize use of school facilities for such purposes, so long as such use:

- Is deemed to be in keeping with the best interests of the facilities and the community.
- Does not interfere with curriculum, extracurricular, or other school-related use of the facilities.
- Adheres to all other existing School Committee policies.
- Is covered by liability insurance for personal injury and property damage for a minimum amount of \$100,000-\$300,000, respectively, with the Town of Needham named as an additional insured. A certificate of insurance must be presented before a permit is granted. At its discretion, the School Committee can vote to waive the insurance coverage requirement if it is a one-time use of the facility or if it can be shown that the insurance requirement would pose a hardship burden on the program requesting use of the facility.

The Municipal Building Maintenance Board shall review all applications for use and collect associated fees. Any application which is non-routine in nature will be referred to the Superintendent of Schools. The Committee, or the Superintendent acting as its agent, may deny the use of school facilities to any group or organization which fails to comply with the rules and regulations set down for such use. The School Committee reserves

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KG

Policy for: USE OF SCHOOL FACILITIES		Revision 2
Date Approved by School Committee: <i>June 19, 2001</i>	Signature of Chair: <i>Karen Price</i>	Page 2 of 2

the right to consider individual applications and to make special recommendations to meet existing needs.

Any group granted authorization for use must abide by the rules and regulations governing such use, agree to pay appropriate/necessary fees, coordinate schedule of activities with other users, ensure appropriate supervision of activities, and take proper care of facilities.

For use of school facilities for commercial purposes, refer to School Committee Policy KGA.

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FILE

KGA

Policy for: COMMERCIAL USE OF SCHOOL FACILITIES	Revision 1
Date Approved by School Committee: <i>June 19, 2001</i>	Signature of Chair: <i>Karen Pucci</i> Page 1 of 1

It is the policy of the School Committee to refuse to authorize the use of buildings, property, or facilities under the jurisdiction of the Needham Public Schools, and maintained by the Municipal Building Maintenance Board, for any commercial purpose whose proceeds are not directed entirely to the benefit of the Town of Needham, other municipalities and government agencies, or a charitable* organization carrying out a legitimate educational or philanthropic purpose. Exceptions to this policy may only be made by vote of the School Committee.

Any person or organization granted use of school buildings, property, or facilities must adhere to all other existing School Committee policies.

* Charitable shall be limited to and include only religious, charitable, scientific, literary, or educational purposes as outlined in Section 501 (c)(3) of the Internal Revenue Code.

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FILE: KGB

Policy for: PUBLIC CONDUCT ON SCHOOL PROPERTY	Revision 1
Date Approved by School Committee: 3/26/85	Signature of Chairman: Joan W. Swartz
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It is the policy of the School Committee that buildings and property under jurisdiction of the Needham Public Schools shall provide, at all times, a safe and orderly environment for students, staff, parents, visitors, and other authorized users.

No person, while on school property, shall willfully:

- * Injure, or threaten to injure, another person.
- * Damage the property of another or of the schools.
- * Disrupt the orderly conduct of classes or of any other authorized school program or activity.
- * Interfere with the authorized activities of members of the school community (students, staff, committees, parent organizations, or other authorized groups/organizations).
- * Enter upon school property for any unauthorized purpose.
- * Possess drugs, alcohol, or other illegal substances/articles.
- * Act in such a manner as to jeopardize the safety and/or security of persons or property.

The Superintendent and/or designees shall be responsible for implementing this policy through the establishment, publicizing, and enforcement of appropriate rules and regulations.

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FILE: KGB

Policy for: PUBLIC CONDUCT ON SCHOOL PROPERTY	Revision 1
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In any case where violation of this policy and its implementing rules/regulations do not cease after reasonable warning and in other cases of willful violation, the Superintendent and/or designees shall take appropriate and necessary action, including the requesting of necessary legal assistance by the Needham Police Department.

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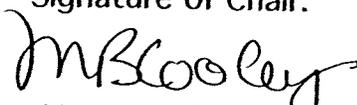
FILE:

KK

Policy for: VISITORS TO THE SCHOOL	Revision 1
Date Approved by School Committee: 11/73	Signature of Chairman: Betty C. Snell Page 1 of 1

Immediately upon entering the school, all visitors to a school, for any reason, must report their presence and mission to the principal of the school.

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		FILE	KLMA
Policy for: On Campus Recruitment		Revision 0	
Date Approved by School Committee: October 3, 2006	Signature of Chair:  Marianne Cooley	Page 1 of 2	

The following regulations are established to ensure that on-campus recruitment of students for college, career, and post-secondary organizations is conducted in an orderly manner that is not disruptive to the high school program.

1. Organizations wishing to recruit at Needham High School must make arrangements with the high school principal or designee who will determine the schedule for the recruitment meeting.
2. The number of recruitment meetings and format for the meetings will be determined by the principal based on student interest and appropriate space availability. The principal, or his designee, will maintain a log of scheduled visits to ensure equity and access.
3. On-campus follow-up meetings with individual students will be permitted only upon the request of the student(s) and with the approval of the principal or designee.
4. Scheduled visits by recruiters will be made known to the student body by school personnel
5. The school administration reserves the right to deny a recruitment meeting or access request where the holding of such a meeting will materially and substantially interfere with the proper and orderly operation and discipline of the school; is likely to cause violence or disorder; or will constitute an invasion or violation of the rights of other students. Any college, career, or organization offering post-secondary career, training, or college opportunities denied access

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KLMA

Policy for: <p style="text-align: center;">On Campus Recruitment</p>		Revision <p style="text-align: center;">0</p>
Date Approved by School Committee: October 3, 2006	Signature of Chair:  Marianne Cooley	Page 2 of 2

under this regulation shall have the right to request a review of the administrative decision by the Superintendent of Schools, and subsequently by the School Committee, by filing an appropriate written request with the Superintendent of schools.

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FILE:

KM

Policy for: RELATIONS WITH COMMUNITY ORGANIZATIONS	Revision 1
Date Approved by School Committee: 4/12/66	Signature of Chairman: Charles W. Wyckoff
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It is the policy of the Needham School Committee to cooperate with community organizations on projects that are educationally worthwhile to students, and that relate to the basic curriculum. However, no project shall be allowed that impinges or intrudes upon the regularly established school program.

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FILE: **KNAM**

Policy for: RELATIONS WITH CONSERVATION COMMISSION - NIKE SITE	Revision 1
Date Approved by School Committee: 3/13/90	Signature of Chairman: <i>Margaret Murphy</i>

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In recognition of no immediate planned commitment of the Nike Site to a definitive public school project or program, the School Committee hereby authorizes the Conservation Commission of the Town of Needham to exercise supervision over the Nike Site area for conservation and recreation purposes only, with the understanding that such supervision will not require any substantial changes to the Nike Site area.

It is further understood that in extending this right of supervision, the School Committee does not relinquish in any way its jurisdictional authority over the Nike Site. For any other purpose, any requests for use other than conservation or recreation must be made to the School Committee through the Superintendent's office.