

DISTRIBUTION OF NOTICES

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Procedures

1. Distribution of any material will consider the integrity of instructional time, attempt to limit the total number of notices circulated, and reduce the time spent by classroom teachers and support staff gathering and distributing notices.
2. Material determined to be disruptive to the education program or likely create disorderly conduct, violence, or violation of Massachusetts General Laws, will not be permitted.
3. Material containing religious or partisan political content, and otherwise complies with policy, can be used for education purposes only and not for the purpose of advocacy. Materials with merchandising, bigoted, or obscene content will not be distributed.
4. At the school site, the Principal will determine whether material fits the above categories relative to type of notice, as well as being consistent with policies established by the School Committee.
5. Notices for distribution will be considered in four categories:

CATEGORY I: School-based Groups. Examples include:

- Westford Lunch Program
- Parent/Teacher Organization (PTO)-newsletter
- Fundraising
- WestNet
- School Advisory Council
- Newsletters (school, classroom, library)
- Mass. Department of Education (DOE)
- Westford Academy Holiday Bazaar
- Westford Academy Athletic Boosters
- Standardized tests scores
- System-wide calendar
- Information updates from Superintendent
- Drug Abuse Resistance Education (DARE)
- Student Awareness of Fire Education (SAFE).
- Student Health Information

CATEGORY II: School-related organizations and town departments. Examples include:

- Westford Against Substance Abuse (WASA)
- J.V. Fletcher Library
- Peaceable Community
- Recreation Department
- Roudenbush
- Town Departments (Board of Health, Water Department, etc.)

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CATEGORY III: Organizations for youth participation. Examples include:

- Westford Youth Soccer Association (WYSA)
- Pop Warner Football & Cheerleading
- Westford Youth Basketball Association (WYBA)
- Westford Youth Baseball & Softball (WYBS)
- Boy Scouts
- Girl Scouts
- Teen Center

CATEGORY IV: Other organizations. Examples include:

- Churches
- Synagogues
- Religious education programs
- Westford Swim and Tennis Club
- Day care centers
- Westford Center for the Arts
- Strawberry Festival
- Apple Blossom Festival
- Westford Newcomer's Club
- League of Women Voters
- Lions Club
- Kiwanis
- Rotary
- Private businesses or organizations
- Indian Hill Arts Center
- Summer schools outside of Westford
- Tutoring services

6. Multiple school distribution requests in Categories I, II, and III must forward a copy of the notice, as well as the completed Notice Distribution Request Form to the Superintendent. Requests for single school distribution for notices in Categories II and III must forward a copy of the notice and completed Notice Distribution Request Form to the building Principal. Category IV notices will not be distributed.
7. The Notice Distribution Request Forms are available at <http://www.westford.com> (click on schools, click on Superintendent's Office), as well as hard copies at each school site and Superintendent's Office.
8. A decision will be made within one week of written request to determine if permission for distribution is granted. Organizations denied permission to distribute a notice can use the Internet, local newspaper, or cable television to communicate their relevant information.

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9. Organizations with approval to distribute a notice in Categories I-III must produce, forward, and supply respective copies to the school(s). Sets of 27 copies per classroom must be produced and cross-stacked for classroom distribution. An additional pack of ten copies should be provided to each school office where the notice will be distributed.
10. School resources (paper, personnel, copy machines, etc.) cannot be utilized to support organizations seeking distribution of notices.
11. Book covers with appropriate content will be accessible to students at school sites without a formal distribution to students.
12. Each school will designate one day per week for distribution of notices. Materials from the building Principal may be distributed at any time.
13. The Superintendent or building principal can approve emergency distribution of a notice.
14. Individuals such as the Lunch Aides, Instructional Assistant, or parent volunteer will be assigned the responsibility to gather and distribute notices to students within classrooms.
15. A file will be kept at each school and at the Superintendent's Office of all notices approved for distribution and notices not approved for circulation. The file will be shared with Leadership Team members for periodic administrative review, as the need develops to update specific distribution procedures.

Regulations Adopted:
Regulations Reviewed:
Regulations Revised:

WESTFORD PUBLIC SCHOOLS
Westford, Massachusetts 01886

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NOTICE DISTRIBUTION REQUEST FORM

Before completing the Notice Distribution Request Form please read and review the Distribution of Notices Policy and Regulations. Each school has a single distribution day each week. For each school in which you seek distribution of a notice, you will need to research the distribution day as well as the number of students and classrooms to whom you want to distribute notices. The school's office can be contacted for this information. A copy of the notice for which you are seeking approval must be left with your completed request form. You will be notified within one week regarding the status of your request.

1. Name of Organization:
2. Organization Address:

3. Organization Contact Person:
4. Contact Person Phone Number: Work #: _____ Home #: _____
5. Contact Person e-mail Address(es): _____
6. Date of Initial Request to Superintendent/Principal: _____
7. Category of Notice (Circle applicable choice):
 Category I Category II Category III Category IV
8. Purpose of Notice (check one choice):
 ___ School fundraiser ___ Education Forum ___ Meeting notice
 ___ Student registration form ___ Information Update
9. Date of Notice Distribution: _____
10. Distribution to School(s) (Circle those which apply):
 Nabnasset Robinson Greystone Abbot Crisafulli Norman E. Day,
 Millennium Blanchard Middle School Westford Academy
11. Distribution to grade level(s): Kind. – 1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10 – 11 – 12
12. Special directions (Circle applicable choice):
 Both Boys and Girls Boys Only Girls Only
13. Approximate total # of notices to distribute: _____

FOR SUPERINTENDENT NOTICE USE ONLY

1. Notice Distribution Approved: Signature: _____ Date: _____
2. Notice Distribution Denied: Signature: _____ Date: _____
3. Reason for Distribution Denial: _____

4. Copy filed in notebook at Superintendent's Office for future reference