



Superintendent of Schools  
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Westfield, MA 01085  
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**Mr. Stefan Czaporowski**  
**Superintendent of Schools**

September, 2017

Dear Parent/Guardian and Student:

The Westfield Public Schools Student-Parent Handbook contains rules, regulations, and other important information. We ask that each family (parent/guardian and student) review the handbook and return the attached documents.

All handbooks are available on-line at the Westfield Public Schools website ([www.schoolsofwestfield.org](http://www.schoolsofwestfield.org)). The handbooks can be found under the subheading "District". First click on the "Handbook" section and select your student's school. If you do not have on-line access, please contact the school office and request a hard copy.

The signature sheet below acknowledges receipt of the handbook or on-line access to it. The secondary levels (grades 9-12) have additional signature sheets which involve NCLB Recruiter Access to Student Information and the Charter Schools Access to Student Information (grades 8, 9, 10).

If English is not your dominant language and you need assistance in understanding this information, please contact the building principal to arrange translation services.

Sincerely,

Stefan Czaporowski  
Superintendent

SC/cm

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**\*\*Return this form to your child's principal**

**Signature Form for Access to School Handbooks of Westfield Public Schools**

By signing below, I am acknowledging access to the Student Handbook on the Internet or that I have received a printed copy.

Student Printed Name: \_\_\_\_\_ School/Homeroom: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Charter Schools Access to Student Information**

**\*Grade 8, 9, 10 Parents and Students only\***

Chapter 12, Section 7, of the Acts of 2010, of the Charter School statute requires that school districts provide the names and addresses of students, if requested, by a Charter School to a third party mailing house for mailings.

This requirement is consistent with federal and state law regarding student records.

If you wish for us **not to release** your student’s name and address, please fill out the form below and return it to your student’s school.

I, \_\_\_\_\_, parent of \_\_\_\_\_  
(parent name) (student name)

Hereby request the Westfield Public Schools **not to release** my child’s name and address, if requested, by any Charter School.

\_\_\_\_\_  
Student Name School/Homeroom #

\_\_\_\_\_  
Parent/Guardian Signature

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**NCLB Recruiter Access to Student Information**

**\*Grades 9-12 Parent and Students only\***

Section 9528 of the “No Child Left Behind Act of 2011” Federal Law, was enacted by Congress and effective July 1, 2012, provides recruiters from the Armed Forces with access to the name, address, and telephone listing of secondary students. A provision of the law states that “secondary parents may request that the student’s name, address and telephone listing not be released without prior written parental consent, and the local educational agency shall notify parents of the option to make such a request and shall comply with any request.”

If you wish for us **not to release** this information, **please fill out the form below** and return it to your student’s school.

I, \_\_\_\_\_, parent  
of \_\_\_\_\_  
(parent name) (student name)

hereby request the Westfield Public Schools **not to release** my child’s name, address, and telephone listing to recruiters of the Armed Forces.

\_\_\_\_\_  
Student Name School and Homeroom #

\_\_\_\_\_  
Parent/Guardian Signature

**\*\*Return this form to your child’s principal**

## Release of Student Images

I hereby authorize and consent that the Westfield Public Schools and their representatives and assigns shall have the right to copyright, publish or use any and all photographic portraits, pictures, movie films, computer/internet images, videotapes, and/or sound recordings they have taken or made of my child while attending the Westfield Public Schools in any program in conjunction with the Westfield Public Schools for any lawful purpose. I understand that my child's name may be released in conjunction with the above.

I understand that the images of my child will be used for the purpose of educating parents, professionals, students and community members regarding the implementation and maintenance of quality education for all students and not for any financial gain.

I hereby waive all claims for any compensation for such use or for damages.

I hereby waive any right I may have to inspect and/or approve the finished product that may be used.

I hereby certify I am duly authorized to enter into this agreement on behalf of my child. I state further that I have read the above authorization and release prior to its execution and that I am fully familiar with the contents thereof.

If I choose to revoke consent, I will advise the school of my revocation in writing.

Student's Name: \_\_\_\_\_ Room: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....

I **do not** consent to publication with respect to my child.

Student's Name: \_\_\_\_\_ Room: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Return this form to your child's principal**

## ***Parent E-mail Registration***

We invite parents to submit their e-mail address to stay informed of important events and issues pertaining to their child(ren). Staff will periodically send out e-mail reminders and updates to parents. Examples of topics include report card and mid-term progress report issue dates, testing and exam schedules, and announcements of special programs. E-mail addresses will be used for informational purposes only and will not be forwarded to third parties.

**PLEASE PRINT CLEARLY:**

**School:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**\*\*Return this form to your child's principal**