

SCHOOL COMMUNITY RELATIONS

CHAPTER IV - Approved and amended by the Lewis County Board of Education in session:
November 14, 2005

4.1 SCHOOL COMMUNITY RELATIONS (GENERAL POLICY)

4.1.1 School Community Relation The goal of the school-community relations program of the Lewis County school system shall be to encourage people to learn more about the schools so that they will participate more in the educational settings.

4.2 SCHOOL SERVICES FOR THE COMMUNITY

4.2.1 School Services **STAFF APPEARANCES** - It shall be the policy of the Lewis County Schools to encourage individual staff members to serve in panel discussions, make speeches and have personal contacts to inform the public of the schools' situations.

4.2.2 School Services All topics for discussion should be reviewed and approved by the superintendent in an effort to coordinate and conform to general policies.

4.2.3 School Services **STAFF MEMBERSHIP IN COMMUNITY ORGANIZATIONS** - There should be a high degree of integration of school and community activities; hence, the central office staff and school principals, as leaders of the schools, need to be active and leading members of the school and community organizations in order to build community support.

4.2.4 School Services The school and community should work as a unified whole in the educative process.

4.2.5 School Services **USE OF STUDENTS** - Students may participate in the presentation of the schools only upon the approval of the principal and parent permission.

4.2.6 School Services It is encouraged that students participate in public relations, but discretion should be exercised to avoid unnecessary criticism.

4.3 PUBLIC RELATIONS

4.3.1 Public Relations **BOARD OF EDUCATION MEETINGS** – All residents of Lewis County and interested parties shall be welcomed at any or all-regular, special or statutory meetings of the board of education at the time and place described in Chapter I, of this manual.

4.3.2 Public Relations **VISITS TO SCHOOLS** – Residents are encouraged to visit Lewis County Schools.
4.3.3 Public Relations Details and arrangements for all visits should be worked out in advance by the visiting individual and the school principal.

4.3.4 Public Relations **GIFTS AND DONATIONS TO SCHOOLS** – Any and all gifts or donations, if of value to the school system, shall be received and accepted, provided such acceptance does not create an obligation of the Lewis County Schools.

4.3.5 Public Relations **GENERAL PARTICIPATION BY THE PUBLIC** – Residents of Lewis County shall be encouraged to take an active part in school affairs. Such persons shall be invited to assist individually or in groups in matters of concern of the school.

4.3.6 Public Relations The following organizations are available to the appropriate participants with the approval of the principal and the local board of education:

4.3.7 Public Relations Local School Improvement Councils (Title 126 Legislative Rule Series 42, Policy 2510)

4.3.8 Public Relations Partners in Education (Title 126 Legislative Rule Series 42, Policy 2510)

4.3.9 Public Relations County Steering Committee (Title 126 Legislative Rule Series 42, Policy 2510)

4.3.10 Public Relations Parent Volunteers – Parents are encouraged to serve as volunteers in their child (ren)'s school(s) when possible. Background checks, finger printing and board approval are necessary for participation.

4.3.11 Public Relations Foster Grandparent Program – Grandparents are encouraged to volunteer in their grandchildren's schools. The program is in conjunction with Region VII Aging

SCHOOL COMMUNITY RELATIONS

Services, Inc. Background checks, fingerprinting, and board approval are necessary for participation.

4.3.12 Public Relations

PARENT-TEACHER ASSOCIATIONS – All administrators, teachers and other school personnel shall be expected to cooperate with and participate in parent-teacher organizations.

4.4 PARENT INVOLVEMENT IN EDUCATION

Reference: SBP 2200

4.4.1 Parent Involvement in Ed

The Lewis County Board of Education believes that parental involvement at all levels of public education is an essential element in the success of the school system and of each individual student. The development of a cooperative responsibility between the home and the school will serves to nurture and encourage the respective efforts of the educators and the parents. Parents will serve as active members of each school's local school improvement council and the county and schools' five year strategic planning committee.

4.4.2 Parent Involvement in Ed

Goals of fostering Parent Involvement are:

4.4.3 Parent Involvement in Ed

Increase awareness and understanding of school/county goals.

4.4.4 Parent Involvement in Ed

Increase involvement in education decision making.

4.4.5 Parent Involvement in Ed

Increase support of schools.

4.4.6 Parent Involvement in Ed

Increase ownership in the importance of educating children.

4.4.7 Parent Involvement in Ed

Improve student achievement.

4.4.8 Parent Involvement in Ed

Improve school/home/community relations.

4.4.9 Parent Involvement in Ed

Improve sense of cooperative responsibility for the success of the educational program.

4.4.10 Parent Involvement in Ed

Improve student attendance.

4.4.11 Parent Involvement in Ed

Improve student motivation.

4.4.12 Parent Involvement in Ed

Improve student self-esteem.

4.4.13 Parent Involvement in Ed

Improve student behavior.

4.4.14 Parent Involvement in Ed

Increase awareness of parenting skills.

4.4.15 Parent Involvement in Ed

It is necessary to provide training to teachers, parents, and administrators in ways to provide a two-way communication system that includes feedback mechanisms for parents and school staff. Also, parents and educators need to be trained to develop skills in becoming partners in how to become active decision makers in the education process, and how to develop activities for parents to assist their children at home.

4.4.16 Parent Involvement in Ed

All schools will develop a plan of action to increase parental involvement. This plan will be part of the school's five year strategic plan.

4.5 COMMUNICATIONS

4.5.1 Communications

BOARD OF EDUCATION MEETINGS – See Chapter I of this Manual.

4.5.2 Communications

COMPLAINTS – The board shall provide an efficient mechanism for citizens to register concerns or complaints as described in Chapter I.

4.5.3 Communications

ACCOUNTABILITY – The board shall be accountable to the public through the West Virginia Report Card. (Any state, local or federal accountability regulations or procedures)

4.5.4 Communications

PRINTED MATERIALS – All printed materials pertaining to Lewis county Schools must be submitted for approval by the superintendent before its distribution, in an effort to coordinate and conform to general policies.

SCHOOL COMMUNITY RELATIONS

- 4.5.5 Communications **PRESS, RADIO, TELEVISION RELATIONS** – It shall be the constant endeavor of the Lewis County Board of Education, its staff and employees to maintain a wholesome relationship with the press, radio and television media.
- 4.5.6 Communications Those above named media shall be welcomed to meetings of the board and to all other school activities and functions.
- 4.5.7 Communications Channel 20, the school system’s educational access channel, shall be utilized for promoting school business and/or functions when feasible.
- 4.5.8 Communications **USE OF BOARD MEMBERS, STAFF** – Board members and staff shall make themselves available to carry out any communicative assignment that will serve the best interests of the Lewis County Schools.

4.6 COMMUNITY ACTIVITIES INVOLVING STUDENTS

- 4.6.1 Community Activities/Stud **CONTESTS** – Any and all contests sponsored by any organization other than the Lewis County Schools must be approved by the board of education upon the recommendation of the superintendent before pupils may participate as representatives of the schools.
- 4.6.2 Community Activities/Stud Basic guides for discussions on such matters shall be the rules, regulations, resolutions and policies of the State Department of Education, West Virginia Secondary Schools Activities Commission, and District Board of Education.
- 4.6.3 Community Activities/Stud **PUBLIC PERFORMANCES** – Pupils of Lewis County Schools shall perform in public as representatives of the schools only when such appearances are school sanctioned with approval of the school principal and superintendent and are not in conflict with policies, rules, regulation s and resolutions of the State Department of Education, West Virginia Secondary Schools Activities Commission and District Board of Education.
- 4.6.4 Community Activities/Stud **REQUESTS TO DISTRIBUTE MATERIALS** – Students are not permitted to distribute political, controversial, or commercial materials. (See section 4.2)

4.7 ADVERTISING IN SCHOOLS

- 4.7.1 Advertising in Schools Neither the facilities, staff, nor the children of the school shall be employed in any manner for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual or organization.

4.8 COMMUNITY SERVICES –

- 4.8.1 Community Services It shall be the policy of the board of education of Lewis County to provide as much community services as are legal in nature, feasible and desirable in function.

4.9 USE OF SCHOOL FACILITIES

– Refer to Chapter IX of this manual.

4.10 PUBLIC INFORMATION POLICY

- 4.10.1 Public Information Any person has the right to inspect and/or request a copy of any record in existence of the Lewis County Board of Education except as exempted by state or federal stature. The following guidelines will be used in guaranteeing public access to appropriate information:
- 4.10.2 Public Information The superintendent will be considered the custodian of the records for policy purposes.
- 4.10.3 Public Information Records must be requested in writing_from the custodian and must state with reasonable specificity the record sought.
- 4.10.4 Public Information The custodian of the record shall provide reasonable opportunities for inspection of the records within normal business hours and will have the right to provide appropriate security

SCHOOL COMMUNITY RELATIONS

for records and to prevent the interruption of employees in the discharge of their regularly assigned tasks.

4.10.5 Public Information The custodian will respond within a five day period not including Saturdays, Sundays or legal holidays by either granting the request, informing the requester when the information will be available, or giving written reasons for denial of the request. The custodian will establish and collect fees from the person requesting information to reimburse the county for the actual cost of providing access or copies.

4.10.6 Public Information The charges for copies will be forty cents (\$.40) per copy. Requests involving extensive research or preparation of materials will incur in addition to the per copy fee the salary of the person who researches and copies the documents requested.

REFERENCE WVDE POLICY 1230

REVIEW

The board shall review the operation of this policy on the first anniversary of its enactment and at least every three years thereafter.