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COUNTY BOARD OF EDUCATION**FILE: 10 – SCHOOL AND COMMUNITY RELATIONS****File: 10-1 Relations with the Public****Last Reviewed: 8-9-10****Next Review: 7-1-12**

When a School Board accepts the responsibility of providing the best possible educational opportunities for young people, it also commits itself to an operation that guarantees a system of open communication with its citizenry. To this end, the Superintendent and Board shall maintain an open line of communications between the citizens of the county and the school system. It is the firm belief of the members of the Preston County Board of Education that:

- ❖ The public schools belong to the people who create them by consent and support them by taxation;
- ❖ The school can only be as strong as the informed and knowledgeable support of the citizenry and the school staff; and
- ❖ This support must be based on the knowledge of, understanding about, and participation in the aims and efforts of the school system.

The Board believes it is essential to the development of excellence in the educational program that the goals, achievements, activities, and operations of the school system be conveyed to students, staff, parents, and citizens. To that end, we, the Board members, commit ourselves to:

- ❖ Keep the employees and citizens of the school system regularly and accurately informed through appropriate means of communication;
- ❖ To solicit the advice and counsel of employees, students, parents, and citizens on the basic issues through appropriate channels;
- ❖ To charge the administrative, instructional and operational personnel of the system, as well as ourselves, with the duty to carry out this policy as an integral part of regular activities and responsibilities;
- ❖ To cooperate with the news media, as the primary purveyors of public information, recognizing their rights and responsibility to publish information; and
- ❖ To develop, implement and maintain an organized and continuing program of improved communication between the Central Office and its employees and the public; and
- ❖ Board members and staff shall make themselves available to carry out any communicative assignment that will serve the best interest of the Preston County Schools.

(SBP 2510)

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Adopted: November 28, 1983
Amended/Revised: August 9, 2010

<p>PRESTON COUNTY BOARD OF EDUCATION FILE: 10 – SCHOOL AND COMMUNITY RELATIONS File: 10-2 Relations with the News Media</p>	<p>Last Reviewed: 8-9-10 Next Review: 7-1-12</p>
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Generally

The Board and its employees shall cooperate with the news media in providing the public with pertinent facts concerning the schools. The Superintendent shall establish a basic and reliable source to which the news media may turn for information regarding the county schools.

Attendance at Board Meetings

The Board encourages and welcomes the attendance of the news media at all board meetings.

Interviews

The Board permits the interviewing of students and teachers during the school day only when such interviews, in the judgment of the principal or Superintendent, do not disrupt the educational program or tend to cause undue confusion.

Broadcasting of Athletic Contests

The Board encourages the broadcasting of athletic contests. It shall be clearly understood that the Board does not endorse the product of any sponsor. No senior high school broadcast will be permitted without a prior signed contract agreement between the principal and radio station.

Individual School News

The Board encourages the dissemination of news regarding individual school events and the activities of the students. The Superintendent shall encourage the news media to cover these events. (WVC §18-5-13 and §18-5-14)

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<p>PRESTON COUNTY BOARD OF EDUCATION FILE: 10 – SCHOOL AND COMMUNITY RELATIONS File: 10-3 Displays and Advertising in the Schools</p>	<p>Last Reviewed: 8-9-10 Next Review: 7-1-12</p>
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Displays

The display of pictures, trophies, signs, and other similar items in the halls and classrooms of Preston County Schools shall be left to the discretion of the principal. No individual, employee or other persons, shall attach anything to the building, walls or general bulletin boards or otherwise display items without first securing the principal's permission.

Installations/Alterations in Schools

Installations or mechanical alterations of any kind shall not be placed in public schools of Preston County without first receiving permission from the Superintendent of Schools.

It is required that Parent-Teacher Associations, booster clubs, and other such organizations or individuals contact the Superintendent before launching programs to secure school equipment to determine if it is feasible to use the equipment in the school program.

Advertising in Schools

The utilization of schools, school personnel and students for the purpose of commercial advertisement shall be limited to those rare instances when an individual school enters into a contract with commercial enterprise for the sole purpose of utilizing the proceeds for supporting and promoting educational and extracurricular activities. Such contracts must have the approval of the Preston County Board of Education. Activities that may be construed as political in nature are strictly forbidden.

Schools, school personnel, and students may also participate in activities that promote, complement and support the educational mission of the Preston County Schools such as:

- ❖ Non-profit community-wide social service agencies.
- ❖ Lectures and educational productions.

(WVC §18-5-13 and §18-5-14)

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Distribution to the Community

With the exception noted herein, students shall not be used to distribute notices or communications that do not originate within the schools or that are not of an official school nature. Students may be used to transmit to parents communications that are from school-affiliated parent organizations and communications that have significant educational value.

Distribution in the Schools

The Board discourages announcements of nonschool related events and the distribution of nonschool-sponsored literature in the schools. However, the Superintendent or designee may permit announcements or notices and the distribution of literature having significant educational value or widespread community importance.

Distribution of Religious Literature by School Officials

Generally, public school officials themselves may not distribute religious literature to school children.

Distribution of Religious Literature by Students

The U.S. Department of Education has issued general guidelines regarding the distribution of religious material:

"Students have a right to distribute religious literature to their schoolmates on the same terms as they are permitted to distribute other literature that is unrelated to school curriculum or activities. Schools may impose the same reasonable time, place, and manner or other constitutional restrictions on distribution of religious literature as they do on nonschool literature generally, but they may not single out religious literature for special regulation."

Distribution of Religious Literature by Outside Groups

Under current law, school officials generally may not allow outside groups to actively distribute religious literature to children on campus. However, outside groups may have a limited right in some circumstances to distribute religious literature in a "passive" manner in secondary schools, as outlined further below.

- ❖ In 1993 the 7th Circuit, in *Berger by Berger v. Rensselaer Central School Corp.*, 982 F.2d 1160, found it unconstitutional for an elementary school to assemble fifth-graders every year to allow for the distribution of Bibles by the Gideons. That decision recognized a concern that a "fifth grader cannot be expected to make subtle distinctions between speakers or instructors invited by [the school] and those whose invitations are self-initiated, even assuming the children were told how the Gideons arrived in their classrooms."

- ❖ *Peck v. Upshur County Bd. of Ed.*, 155 F.3d 274, in 1998 held that outside groups may come into public secondary schools and distribute religious literature, so long as that distribution is neutral and “passive,” and disclaimers are present disassociating the school from the speech in question. “Passive” distribution in that case involved private groups coming into the school one day a year and leaving Bibles on a table. Though no one was allowed either to stand by the table and encourage students to take one, or to enter the classrooms to discuss the Bibles, the groups were permitted to display the Bibles inside the school, at the administration’s discretion.

Use of School Mail Service

The use of the mail distribution services of the school system shall be limited to school business with the following exception: The Superintendent may extend the use of the service to parent-teacher organizations and other school-related organizations.

(WVC §18-5-13 and §18-5-14)

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PRESTON COUNTY BOARD OF EDUCATION
FILE: 10 – SCHOOL AND COMMUNITY RELATIONS
File: 10-5 Publication of Official Reports

Last Reviewed: 8-9-10
Next Review: 7-1-12

Written reports of studies and investigations authorized by the Board shall not be released to the public or news media before the members of the Board have received the information.
(WVC §18-5-13 and §18-5-14)

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PRESTON COUNTY BOARD OF EDUCATION FILE: 10 – SCHOOL AND COMMUNITY RELATIONS File: 10-6 Gifts, Gratuities, and Fees to School Employees	Last Reviewed: 8-9-10 Next Review: 7-1-12
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In accordance with WVC §61-10-15, it shall be improper for employees of the Preston County Board of Education to accept gifts, gratuities, and fees from outside individuals or organizations relating to their employment by the Preston County Board of Education.

Nothing in this policy shall be construed to prevent an employee from performing professional services for which they receive a fee on their own time, outside the county.

Likewise, nothing in this policy shall be construed to prevent an employee from receiving recognition rewards in the form of plaques, achievement certificates or gift certificates from state, national or local organizations that make such awards solely for the purpose of recognizing the contributions that school personnel make to their school communities.
(WVC §61-10-15; Ethics Act)

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PRESTON COUNTY BOARD OF EDUCATION FILE: 10 – SCHOOL AND COMMUNITY RELATIONS File: 10-7 Staff Directories	Last Reviewed: 8-9-10 Next Review: 7-1-12
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The names and addresses of employees of the Board may be compiled annually for use within the school system. The Superintendent may permit the release of this directory to educational institutions where the intent is to provide employees with educational information or opportunities for professional growth. These directories shall not be released or sold for commercial or political use or where the persons included in the directories might become the objects of solicitors.

The names of employees with their assigned duty station may be released to interested individuals or groups and the news media.
(WVC §18-5-13 and §18-5-14)

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PRESTON COUNTY BOARD OF EDUCATION**FILE: 10 – SCHOOL AND COMMUNITY RELATIONS****File: 10-8 School Visitors****Last Reviewed: 8-9-10****Next Review: 7-1-12**

This policy provides guidelines for visitors to any Preston County school during the instructional day. All guests shall be received in a hospitable and courteous fashion. However, all visitors must acknowledge that their presence in the county schools is accepted as a privilege, and not a right. The county schools exist primarily to serve the needs of the students; therefore, personnel other than school staff are expected to follow the guidelines included in all policies and to recognize that their presence in the school building is solely at the discretion of the building administrator. Visitors are welcomed into the county schools with the expectation that their presence will contribute positively to the educational climate at the schools.

R 10-8-1 Regulations for School Visitors

The Superintendent shall formulate and cause to be posted in the Preston County Schools guidelines to regulate visitors in the schools. Pursuant to WVC §61-6-14 and §61-6-14a, unauthorized visitors and those who are uncooperative and in violation of school regulations may be removed from the school premises by school personnel or law enforcement officers.

- ❖ Anyone who is not a regular staff member, a member of the Board of Education, or central staff, or student of the school will be termed a "Visitor"
- ❖ All visitors must enter through the main entrance and sign-in at the main office. Visitor sign-in procedures include a credential exchange. The credential exchange requires all visitors to sign-in, produce photograph ID, and be authorized by an authorized school staff member before building access is permitted. The authorized staff member will retain the photo ID and give the visitor a badge that must be displayed in a visible location on the visitor's person at all times. The visitor is to sign out at the conclusion of the visit. The photo ID will be returned at that time.
- ❖ Visitors are expected to be appropriately dressed, unimpaired by drugs or alcohol and to display respect for activities in progress at the school.
- ❖ Visitors shall not compromise the integrity of student confidentiality policies. Visitors must recognize that information regarding any confidential school matters overheard is not expected to leave the school.
- ❖ Parents and legal guardians of students, school volunteers, LSIC, and business Partners-in-Education team members may be invited to participate in events or to partake in lunch with students at the school. Other visitors may be invited by special permission of the principal or designee. All visitors are expected to abide by the general rules of the school as defined by the building administrator.
- ❖ Classroom visits must be approved in advance by the principal or designee and classroom teacher.
- ❖ Teachers are not expected to take class time to discuss individual matters with visitors. Any interruptions, challenges to the teacher, or any form of disruption will jeopardize any future visitation rights.

- ❖ Visitors are not permitted to remove students from the classrooms or other school activities, without the direct permission of the legal guardian of the student and/or the building administrator accompanying the visitor during this time.
- ❖ Visitors participating in school events are expected to conduct themselves as guests of the school and will comply with all policies of the Preston County Board of Education and the State of West Virginia. Guests are to avoid disruption of any other activities ongoing at the school. Visitors may be denied future access or limited access to the school during school hours or school activities if their conduct is such that the building administrator feels it is disruptive to the school's educational program.
- ❖ Salespersons or other non-educational personnel are not allowed to disrupt class time activities. Visitors of this nature should expect to make their contacts either before school or after school, but not during school hours.
- ❖ Building principals shall have the authority to sign a complaint charging criminal trespass when deemed necessary.

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R 10-8-2 Visiting Board Members and Members of the Central Staff

Members of the Preston County Board of Education and Central Staff are encouraged to visit the schools and supportive departments throughout the year. It is expected for Board of Education Members and Central Staff to have knowledge of school facilities and to have informal contacts with school personnel; therefore, such visits shall be made in accordance with the following guidelines:

- ❖ The principal or staff member, if available, will accompany the board member or central office member on the visit if the member so desires.
- ❖ Such visits will be for the purpose of becoming acquainted with school programs, personnel, operation, and facilities.
- ❖ A board member will not give directions or make suggestions to personnel during the visit. If the school visit leaves a board member with a concern, this concern should be addressed through appropriate channels: i.e. discussed with the Superintendent and/or the assembled Board of Education members.
- ❖ A board member or central office member may also visit a school as a parent, and in such instances will follow the rules described above. The member shall make his or her status clear, as a parent, at the beginning of the visit.

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R 10-8-3 Controlling Access to Schools

In order to effectively control access to buildings, Preston County Schools has implemented the following Access Control Procedures for the protection of students, staff and visitors to the schools.

- ❖ Access/egress to the school will be granted only through pre-assigned/designated door(s).
- ❖ All other exterior doors will be kept closed and locked to prevent access, but not egress.
(WVC 18-9F-3 and 18-9F4)

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R 10-8-4 Crowd Control at Extracurricular Activities

Persons who exhibit disruptive behavior at extracurricular activities may be subject to removal by the principal or his/her designee or law enforcement officers. Following an investigation of the incident, the principal may suspend the individual's privilege to attend extracurricular activities at the school for a period of 60 days. The affected individual shall be notified in writing and the Superintendent will also receive a written notification including justification for the action. Persons who are suspended have the right to appeal the suspension to the Board of Education, which has the authority to decrease or increase the length of the suspension.

(WVC §61-6-14 and §61-6-14a)

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R 10-8-5 Injury to Visitors on School Property

Accidents and/or injuries involving school patrons or visitors on school property or any other location under the jurisdiction of the Board of Education should be reported to the person in charge of the activities at the site of the incident. First aid may be administered as appropriate; however, when in doubt about the medical treatment required, 911 should be called to obtain professional medical assistance.

The person in charge shall complete an accident report. The report shall be forwarded to the Safety Coordinator as soon as possible, but no later than the next workday. In order to expedite the processing of adult accident claims, the Business Manager shall assist the Safety Coordinator with the paperwork and accident investigation as appropriate.

(WVC §18-5-13 and §18-5-14)

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PRESTON COUNTY BOARD OF EDUCATION FILE: 10 – SCHOOL AND COMMUNITY RELATIONS File: 10-9 Relations with other Agencies	Last Reviewed: 8-9-10 Next Review: 7-1-12
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The Board shall cooperate with nonprofit and nonpartisan agencies in promoting the general public interest and the educational welfare of the students. These organizations include, but are not limited to, agencies concerned with social services, recreation, health, safety, fire, civil defense and law enforcement.

The Board also may cooperate with organizations that seek to advance programs designed to improve educational opportunities for students.
(WVC §18-5-13 and §18-5-14)

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PRESTON COUNTY BOARD OF EDUCATION FILE: 10 – SCHOOL AND COMMUNITY RELATIONS File: 10-10 Parent and School Support Organizations	Last Reviewed: 8-9-10 Next Review: 7-1-12
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The Board encourages the formation of parent-teacher associations and organizations parent-teacher-student associations in order to foster close relationships between the schools and parents. (WVC §18-5-13 and §18-5-14)

School Support Organization Guidelines

Every school support organization (i.e., P.T.O., Band Boosters, Athletic Boosters, and Academic Booster) must be officially organized with a set of published by-laws and must be governed by an elected board of directors consisting of at least a president, a vice president, a secretary and a treasurer. These groups must be approved by the Preston County Board of Education.

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PRESTON COUNTY BOARD OF EDUCATION FILE: 10 – SCHOOL AND COMMUNITY RELATIONS File: 10-11 Public Gifts	Last Reviewed: 8-9-10 Next Review: 7-1-12
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While the Board of Education sincerely appreciates the intent of the giver, this Board reserves the right to accept or reject all gifts offered to the Preston County Schools. Any gifts accepted by this Board shall not create an obligation of any kind on the Preston County School System. Pursuant to state statute, the Board, according to law and the intent of the instrument conferring title, shall receive, hold, and dispose of any gift, grant or bequest.

(WVC 18-5-5)

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Adopted: September 8, 1996

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PRESTON COUNTY BOARD OF EDUCATION
FILE: 10 – SCHOOL AND COMMUNITY RELATIONS
File: 10-12 Solicitation by Outside Business Agents

Last Reviewed: 8-9-10
Next Review: 7-1-12

The Superintendent is given authority to grant permission to agents desiring to meet with employees on school premises. The following stipulations shall be in effect:

- ❖ It is understood that all agents, before making such calls, shall be required to have a letter of introduction and authorization from the Superintendent's Office;
- ❖ Agents shall not be authorized, nor shall principals allow agents or other persons, to exhibit in classrooms or other parts of the school plant, any books or articles for sale or subscription. Agents may not distribute circulars, handbills, or advertisements of any sort;
- ❖ Principals are not to permit anyone to utilize the employee work day for commercial lectures or addresses of any kind;
- ❖ Agents may leave business cards for employees to pick up and may post a sign up sheet to schedule appointments. All appointments must be after the employee's regular school hours;

(WVC §18-5-13 and §18-5-14)

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PRESTON COUNTY BOARD OF EDUCATION

FILE: 10 – SCHOOL AND COMMUNITY RELATIONS

File: 10-13 School Volunteers

Last Reviewed: 8-9-10

Next Review: 7-1-12

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the public schools, instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in local schools and in central and area offices to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

R 10-13-1 Procedures for the Selection and Utilization of School Volunteers

Recruitment, utilization, coordination and training of volunteers are a responsibility of the school administration and will be carried out as directed or delegated by the Superintendent. Every effort should be made to utilize volunteer resources in a manner, which will ensure maximum contribution to the welfare and educational growth of pupils.

The responsible school personnel will identify appropriate tasks for volunteers, and will provide training activities for them so they may become skilled in performing those tasks.

Volunteers may be involved in many facets of the operation of the school system; however, volunteers may not assume responsibility for diagnosing, prescribing, evaluating instruction, grading papers, handling confidential information or the sole responsibility of supervising students. They may reinforce skills taught by the professional staff.

R 10-13-2 Insurance and Health Requirements for Volunteers

For the purpose of the County's insurance program, volunteers must be approved by the Preston County Board of Education and they must have tuberculin test prior to beginning their volunteer efforts. The names of all regular school volunteers must be submitted to the Superintendent by the school principal, and, upon his/her recommendation, approved by the Board of Education.
(WVC §18-5-13)

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R 10-13-3 Injury to Volunteers on School Property

Accidents and/or injuries involving school volunteers on school property or any other location under the jurisdiction of the Board of Education should be reported to the principal or the person in charge of the activities at the site of the incident. First aid may be administered as appropriate; however, when in doubt about the medical treatment required, 911 should be called to obtain professional medical assistance. If the principal is not present at the site of the accident, he/she shall be notified of the incident and the action taken by the person in charge.

As appropriate, relatives of the injured person shall be contacted if requested by the injured party. In the event that no relatives are available to assist school personnel, or if the injured party does not request the notification of relative, the person in charge shall take prudent actions to assure the comfort and safety of the injured party.

The principal or the person in charge shall complete an accident report. The report shall be forwarded to the Safety Coordinator as soon as possible, but no later than the next workday. In order to expedite the processing of adult accident claims, the Business Manager shall assist the Safety Coordinator with the paperwork and accident investigation as appropriate.

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PRESTON COUNTY BOARD OF EDUCATION
FILE: 10 – SCHOOL AND COMMUNITY RELATIONS
File: 10-14 Parental Involvement in Title I

Last Reviewed: 8-9-10
Next Review: 7-1-12

The Preston County Board of Education has long recognized the importance of parental support and a cooperative effort between the schools and the parents in the establishment and maintenance of quality educational programs in the county schools. Therefore, the Board heartily endorses the procedures set forth in the following pages that will guide its employees in their efforts to enhance parental involvement in regular, two-way and meaningful communication involving student academic learning and other school activities, especially those associated with the Title I program.

R 10-14-1 Statutory Requirements to be Implemented by the Preston County Board of Education

The Preston County Board of Education agrees to implement the following statutory requirements:

- ❖ The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- ❖ Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- ❖ The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- ❖ In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- ❖ If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- ❖ The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- ❖ The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- ❖ that parents play an integral role in assisting their child's learning;
- ❖ that parents are encouraged to be actively involved in their child's education at school;
- ❖ that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- ❖ the carrying out of other activities, such as those described in section 1118 of the ESEA.

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R 10-14-2 Implementing the Required District-Wide Parental Involvement Policy Components

- ❖ The Preston County Board of Education will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
 - Conduct an annual meeting
- ❖ The Preston County Board of Education will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - Conduct an annual meeting
 - Distribute a county-wide parent survey and tabulate results
- ❖ The Preston County Board of Education will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - Staff meetings as needed
 - Classroom orientations
 - Use of Parent Community Coordinator
- ❖ The Preston County Board of Education will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start by:
 - Joint staff development opportunities
 - Annual Meetings
- ❖ The Preston County Board of Education will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic

minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

The school satisfaction surveys will be developed with parents and administration. These surveys will be administered and results distributed by the principals to all parents.

Annual school-parent meetings

- ❖ The Preston County Board of Education will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 - The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:
 - the State's academic content standards,
 - the State's student academic achievement standards,
 - the State and local academic assessments including alternate assessments,
 - the requirements of Part A,
 - how to monitor their child's progress, and
 - how to work with educators:
 - Parent-Teacher Conferences will be conducted at least twice a year. Teachers will also be available for additional conferences as needed.
 - Report Cards will be sent home four times a year.
 - Schools will maintain monthly newsletters and their school webpage to inform parents and community of school activities.
 - State and county academic reports will be distributed. Parents will be informed about state testing procedures, academic standards and new state mandates through letters, workshops, newspaper articles, and the county webpage.
 - County and School Plans will be available at all schools for parental inspection and review.
- ❖ The school system will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 - Each elementary school will provide at least one yearly workshop for parents.
 - Schools will sponsor an Open House program.
 - A Parent Educator Resource Center will be maintained at the Central Office.

- ❖ The school system will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
 - Semi-annual workshops will be offered for teachers and staff.
- ❖ The school system will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
 - Schools will coordinate and support parent meetings with Head Start efforts.
- ❖ The school system will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
 - LEA project information will be available at each school and the county board office.
 - Each school will distribute the Parent Involvement Policy, School-Parent Compact/Policy in the Student Handbooks.

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R 10-14-3 Discretionary System-Wide Parental Involvement Policy Components

The system-wide Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school system, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- ❖ Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- ❖ Providing necessary literacy training for parents from Title I, Part A funds, if the school system has exhausted all other reasonably available sources of funding for that training;
- ❖ Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- ❖ Training parents to enhance the involvement of other parents;

- ❖ In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- ❖ Adopting and implementing model approaches to improving parental involvement;
- ❖ Establishing a system-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- ❖ Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- ❖ Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

[Elementary and Secondary Education Act (ESEA)]

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Adopted: August 9, 2010
Amended/Revised:

<p>PRESTON COUNTY BOARD OF EDUCATION</p> <p>FILE: 10 – SCHOOL AND COMMUNITY RELATIONS</p> <p>File: 10-15 Parental, Family and Community Involvement in Education</p>	<p>Last Reviewed: 8-9-10</p> <p>Next Review: 7-1-12</p>
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The Preston County Board of Education supports the concept that the successful education of its youth must be a shared responsibility of the parents, family and community at large. Strong partnerships between homes, schools, and communities are needed to ensure a quality education for all children. Parents, teachers, and community members, by fostering a sense of cooperative responsibility, can reinforce each other’s efforts. Parents, as their children’s first and most enduring teachers, can complement their children’s school learning and behavior by serving as collaborators in the educational process. Community involvement, including strong business partnerships, promotes a safe and supportive school climate that connects students to a broader learning community. The resulting home-school-community partnerships can have positive effects on parent, teacher and student attitudes, classroom instruction, and student achievement. The intent of this policy is to provide guidelines for strengthening parent, family, and community involvement in Preston County.

R 10-15-1 Definitions

- ❖ The term “parents”, as used in this policy, are those with legal or quasi-legal custodianship (e.g. biological, adoptive, foster parents).
- ❖ The term “family” includes family members (e.g. parents, aunts, brothers, grandparents) and significant others whose involvement may be important to the child.
- ❖ The term “community” refers to all of the individuals who reside in a common locality including: residents, businesses, social organizations and networks, faith-based organizations, and civic leaders.

R 10-15-2 The Strategic Planning Committee

Committee Structure:

The Strategic Planning Committee shall be comprised of the following members:

- ❖ Three elementary teachers (one from each school);
- ❖ One high school teacher;
- ❖ One middle school teacher;
- ❖ Three elementary principals;
- ❖ High school/middle school principal;
- ❖ One parent from each representing early childhood, elementary grades, middle school grades and high school grades;

- ❖ One representative from the community at large; and
- ❖ One representative from the business community.

Teacher representatives shall be selected by the Faculty Senate. Parent/family representative shall be selected by the Superintendent from a list of nominees submitted by the Local School Improvement Committees. The Superintendent shall also make community and business representative appointments.

Committee members shall serve two-year terms and said terms shall be staggered in a manner to be determined by committee bylaws.

The Committee's Role:

The responsibilities of the Strategic Planning Committee include, but are not limited to establishing and implementing long and short-term goals, setting priorities, identifying the core beliefs and mission of the committee and developing a means whereby the progress toward meeting goals and objectives may be measured.

R 10-17-3 Planning Guidelines

The plan shall include strategies for achieving the stated goals and objectives. The plan should also identify resources both inside and outside the school system which may be accessed as appropriate. Budgetary resources (if any) shall be explored and identified.

The committee should consider all existing groups such as the school Faculty Senate, Local School Improvement Council, Superintendent's Citizen Advisory Committee, Title I groups, PTA, school curriculum teams, booster groups, etc. to be valuable resources for input and support in the implementation of any plans put forth.

Avenues of communication between the school system and its constituents shall be clearly defined. The strategic plan shall include an ongoing, two-way communication system that includes feedback mechanisms for parents, families, communities and school staff. The Board recognizes that many of its constituents rely on the printed word and the visual media to obtain and dispense information; however, the Board shall seek out ways to encourage a greater use of technology in the homes and community at large. The Board believes this effort will be important to 21st Century learning practices in Preston County Schools.

Preston County's strategic plan shall include objectives relative to continuously improving parent/student support. In establishing such objectives, the Board recognizes its responsibility to form partnerships with all families including parents who work outside the home, divorced parents with or without custody, families of minority race and language, and guardians of children in non-traditional families. The objectives should support the implementation of the following guiding principles:

- ❖ Welcoming all parents, families, community members and businesses to participate in all students' education.
 - ❖ Utilizing many different modes of communication to ensure parents, families and communities participate in the education of students and are encouraged to communicate with the school.
 - ❖ Providing educational opportunities for educators about current research, model programs and best practices for engaging parents, families, and community members in improving student achievement.
 - ❖ Celebrating successes of students to encourage student achievement.
 - ❖ Having high expectations for parents, families and community members to become partners in education.
 - ❖ Involving businesses to enhance educational opportunities, career development, and experiential learning.
 - ❖ Utilizing the community to provide resources to strengthen school programs, families, and student learning.
- (WVC §18-2-5; SBP 2200 – Parent, Family and Community Involvement in Education)**

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PRESTON COUNTY BOARD OF EDUCATION

FILE: 3 – CURRICULUM AND INSTRUCTION

File: 3-35

File: 10-16 Local School Improvement Councils

Last Reviewed: 8-9-10

Next Review: 7-1-12

A local school improvement council shall be established at every school. This advisory group shall focus on improving the education program and operation of the school and it shall have the authority to request waivers of local or state rules, policies, and State Superintendent interpretations. It may also assist in the development of the Electronic Strategic School Improvement Plan and it may apply for grants and awards. The LSIC shall have cooperation from the school in implementing such programs and policies as it may adopt for the following purposes:

- ❖ Encourage parent involvement;
- ❖ Encourage business to provide time for employees to meet with teachers;
- ❖ Encourage involvement by the business community;
- ❖ Encourage volunteer and mentorship programs; and
- ❖ Foster utilization of school facilities for public community activities.

Organizational and Operational Guidelines

Membership:

The Local School Improvement Council membership shall consist of the following:

- ❖ The principal (who serves as an ex-officio member and is entitled to vote);
- ❖ Three teachers (elected by the faculty senate);
- ❖ One bus operator who transports students enrolled at the school and one other school service person, both of whom shall be elected by the school service personnel employed at the school;
- ❖ Three parents (elected by the school's parent-teacher organization). Under no circumstances may more than one parent member of the council be employed at the school in any capacity;
- ❖ Two at-large members (appointed by the principal); and
- ❖ In secondary schools, a student (elected by students or the student body president).
- ❖ At-large members may not be eligible for membership in any other council slots. One of these must reside in the school attendance area, and one must represent business or industry.
- ❖ Council members may only be replaced upon death, resignation, and failure to attend three consecutive meetings.
- ❖ In the case of a vacancy in an elected membership, the chair of the council shall appoint another qualified person to serve the unexpired term of the person being replaced. Replacements serve for the remainder of a term only.
- ❖ In the case of an appointed member of the council, the principal shall appoint a replacement as soon as practicable.

Elections:

- ❖ The principal shall arrange for elections prior to the 15th day of September each year to elect a council for the ensuing school year. Notice of elections must be given at least a week in advance. All these elections, to the extent practical, should be held within the same week. Special elections must be held throughout the year for replacements.
- ❖ Terms of office are for two years.

Meetings:

- ❖ As soon as practicable after the election of council members, but no later than October 1 of each school year, the principal shall convene an organizational meeting of the LSIC. Each member shall be notified in writing at least two days prior to the organizational meeting.
- ❖ The principal must distribute any information developed by the Department of Education on the operations and powers of the LSIC and its important role in improving student and school performance progress at the organizational meeting.
- ❖ Members must be given two employment days of advance written notice of all subsequent council meetings.
- ❖ Councils must meet at least once every nine weeks or equivalent grading period at the call of the chair or three-fourths of the members.
 - The school improvement council shall schedule any meeting that involves the issue of student discipline outside the regularly scheduled working hours of any school employee member of the council.
 - The school improvement council annually shall conduct a meeting to engage parents, students, school employees and other interested parties in a positive and interactive dialogue regarding effective discipline policies. The meeting shall afford ample time for dialogue to take place and the council must comply with any applicable provision of state, federal or county board policy, rule or law, as appropriate, regarding student privacy rights
- ❖ At the first meeting the principal must provide each member of the council with a copy of the current applicable code section and any existing State Board rules and regulations pertaining to the operation of the council.
- ❖ The LSIC shall meet with the Board at least annually. At this annual meeting, the local school improvement council chair, or another member designated by the chair, shall be prepared to address any matters as may be requested by the Board as specified in the meeting agenda provided to the council and may further provide any other information, comments or suggestions the local school improvement council wishes to bring to the Board's attention. Anything presented under this subsection shall be submitted to the Board in writing.

Organization, Power and Duties of the Council:

- ❖ The council shall elect from its membership a chair and two members to assist the chair in setting the agenda for each meeting. The chair shall serve a term of one year and no person may serve as chair for more than two consecutive terms.
- ❖ The council may receive and expend competitive grants and school of excellence awards.

- ❖ In order to promote innovations and improvements in the environment for teaching and learning at the school, a school improvement council shall receive cooperation from the school in implementing policies and programs it may adopt to:
 - Encourage the involvement of parent(s), guardian(s) or custodian(s) in their child's educational process and in the school;
 - Encourage businesses to provide time for their employees who are parent(s), guardian(s) or custodian(s) to meet with teachers concerning their child's education;
 - Encourage advice and suggestions from the business community;
 - Encourage school volunteer programs and mentorship programs; and
 - Foster utilization of the school facilities and grounds for public community activities.
- ❖ Each local school improvement council annually shall develop and deliver a report to the countywide council on productive and safe schools. The report shall include:
 - Guidelines for the instruction and rehabilitation of students who have been excluded from the classroom, suspended from the school or expelled from the school, the description and recommendation of in-school suspension programs, a description of possible alternative settings, schedules for instruction and alternative education programs and an implementation schedule for such guidelines. The guidelines shall include the following:
 - A system to provide for effective communication and coordination between school and local emergency services agencies;
 - A preventive discipline program which may include the responsible students program devised by the West Virginia board of education as adopted by the Board, pursuant to the provisions of WVC §18A-5-1(e); and
 - A student involvement program, which may include the peer mediation program or programs devised by the West Virginia board of education as adopted by the Board, pursuant to the provisions of WVC §18A-5-1(e); and
 - The report shall also include the local school improvement council's findings regarding its examination of the following, which also shall be reported to the county superintendent:
 - Disciplinary measures at the school; and
 - The fairness and consistency of disciplinary actions at the school. If the council believes that student discipline at the school is not enforced fairly or consistently, it shall transmit that determination in writing, along with supporting information, to the Superintendent. Within 10 days of receiving the report, the Superintendent, or designee, shall respond in writing to the council. The Board shall retain and file all such correspondence and maintain it for public review.
- ❖ Any report or communication made as required by this subdivision shall comply with any applicable provision of state, federal or county board policy, rule or law, as appropriate, regarding student privacy rights.

- ❖ The council may include in its report to the county-wide council on productive and safe schools provisions of *SBP 4373, Student Code of Conduct*, or any expansion of such policy which increases the safety of students in schools in this state and is consistent with the policies and other state laws.
- ❖ Councils may adopt their own guidelines and they may adopt all or any part of the guidelines proposed by other local school improvement councils which are not inconsistent with state laws, the policies of the West Virginia Board of Education or the policies of the county board.
- ❖ The school curriculum team, and not the council, has jurisdiction in all matters, which may fall within both its scope and that of the improvement council.
(WVC §18-5A-2; 18-5A-3 and SBP 2510)

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Adopted: August 9, 2010
Amended/Revised:

PRESTON COUNTY BOARD OF EDUCATION FILE: 10 – SCHOOL AND COMMUNITY RELATIONS File: 10-17 Endnotes	Last Reviewed: 8-9-10 Next Review: 7-1-12
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ENDNOTES

File: 10 – SCHOOL AND COMMUNITY RELATIONS

West Virginia Codes:

<u>Codes</u>	<u>Topic of the Code</u>
§ 18-2-5 -----	Powers and duties generally.
§ 18-2E-4 -----	Better schools accountability; school, school district and statewide school report cards.
§ 18-5-5 -----	Corporate character and general powers of the board.
§ 18-5-13 -----	Authority of boards generally.
§ 18-5-19 -----	Night schools and other school extension activities; use of school property for public meetings, etc.
§ 18-5-42 -----	Countywide council on productive and safe schools.
§ 18-9f-1 thru 6 -----	School access safety act.
§ 18B-3-3a -----	Community and technical college education; establishment; state level governance; formation of districts; college level administration and governance; programs; district consortia; implementation process; and implementation team.
§ 29-12-5 -----	Powers and duties of the board of education.
§ 29-12-5a -----	Liability insurance for county boards of education, their employees and members, the county superintendent of schools.
§ 61-6-14 -----	Disturbance of schools, societies, and other assemblies; penalty.
§ 61-6-14a -----	Loitering on school property; penalty; exceptions.

State Board Policies:

SBP 2510 -----	Assuring Quality of Education
SBP 7211 -----	Appeals Procedure for Citizens
SBP 7300 -----	Better Schools Accountability: School, School District and Statewide School Report Cards

Relevant Court Cases:

Ohio Valley Contractors v. B.O.E., 293 S.E.2d 437 (1982)—Local boards of education do not have state constitutional immunity nor common-law governmental immunity from suit.

Evans v. Hutchinson, 214 S.E. 2d 453 (1975)—The private use of school facilities for personal gain which is neither expressly nor impliedly permitted by law, constitutes strong evidence of malfeasance, a ground for the removal of a public officer from office.

Hunt v. B.O.E., 321 F. Supp. 1263 (1971)—Prohibiting the use of schoolhouses for religious worship does not deny plaintiffs their federal constitutional rights of freedom of speech, assembly or the exercise of their religious beliefs. West Virginia Code 18-5-19 does not grant local school boards specific authority to permit the use of school facilities for religious meetings.

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