

K - GENERAL PUBLIC RELATIONS

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GOALS AND OBJECTIVES

The Board of Education, in an effort to ensure and enhance the possibilities for excellence in the education of our children in a free society, presents and endorses this statement of policy on school and community relations because of its conviction that (a) the public schools belong in every sense to the people of Alabama; and (b) the support of the people must be based upon their knowledge of, their understanding about, and their participation in the aims and efforts of the public schools.

The Board therefore affirms and declares its goals and objectives in public relations as follows:

- to keep the citizens of the community regularly and thoroughly informed through all the channels of communication on all policies, programs, and planning of the School District and to carry out this policy through its own efforts and the offices of the Superintendent of Education and other appropriate personnel.
- to welcome the advice and counsel of the people of the School District at the appropriate times.
- and, as needs arise, to solicit the sound thinking and studied counsel of the people through a method deemed most appropriate by the Board.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: March 22, 2005

**COMMUNITY INVOLVEMENT IN DECISION MAKING
CITIZENS ADVISORY COMMITTEES**

The public schools belong to the public. Therefore, citizens shall be involved in appropriate ways to advise and assist the School Board. One such way is through the use of advisory committees to the Board. Such committees shall be appointed and organized under the following guidelines. Each committee shall:

- a. Be appointed only when there is a definite need.
- b. Will have its function clearly identified in writing.
- c. Be appointed by the Board.
- d. Have its members nominated by board members (Recommendations may be requested from appropriate sources).
- e. Be informed of the school resources available to the committee.
- f. Be informed of the deadline for the completion of its work and/or of term for each appointment.
- g. Be clearly informed that its function is advisory to the Board.
- h. Be informed of the date the committee will be resolved and/or replaced with another appointed committee.
- i. Serve on an ad hoc basis unless authorized otherwise.
- j. Be representative of the community in keeping with "a" above.
- k. Have any school staff members appointed by the Board.
- l. Be appointed in public session of the Board.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: March 22, 2005

TITLE I PARENT INVOLVEMENT POLICY
(Goals, Procedures and Evaluation)

POLICY

Russell County School District's Title I Program will ensure that parents of the children being served have an adequate opportunity to participate in design, implementation and evaluation of the School-wide Title I program.

Goals

1. Program goals and objectives will be determined in cooperation with all members of the Title I program: administrators, teachers, parents, and students.
2. Parents will be encouraged to participate in educational decision-making.
3. Parents will be encouraged to take part in special services and programs for the purpose of increasing the level of student achievement.
4. A Federal Programs Advisory Council will be organized with representatives from parents, students, teachers, Department of Mental Health Retardation, law enforcement, medical profession representative, juvenile judge representative and school administrators.
5. Parents will become more involved in schools through the assistance of our Parent Involvement Specialist.

Procedures

1. Notify guardian/parents that the school receives special funds to operate a Title I program.
2. Inform each parent of the specific instructional objectives of the school.
3. Report students' progress to parents.
4. Establish conferences between parents and teachers.
5. Provide materials and suggestions to parents to help them promote the education of their children at home.
6. Provide timely information concerning the Title I program including, for example, program plans and evaluations.
7. Consult with parents about how the school can work with parents to achieve the program's objectives.
8. Provide services of our Parent Involvement Specialist.
9. Schedule the annual parent meeting, to which the parents of all Title I students will be invited.

Evaluation

1. Minutes will be kept on all meetings and also a roster of attendance.
2. A parent survey will be given to parents annually concerning the Title I program.
3. Have parent workshop participants complete an evaluation after each activity and/or workshop.

SOURCE: Russell County Board of Education, Phenix City, Alabama

ADOPTED: March 22, 2005

LEGAL REF: *No Child Left Behind*, SECTION TITLE I, PART A

SOLICITATIONS

All solicitors and business representatives shall be approved by the Superintendent, prior to entering the school campus.

Parent Clubs

Parent-Teacher Association and Booster Clubs are considered an important element of the schools of this system, operated to bring into close association the home and the school. While there should be a close liaison between these groups, there should be no attempt by school personnel to dominate them or to direct them.

It is the direct responsibility of the principal of each individual school to:

- a. Encourage and cooperate with the Parent-Teacher Association and Booster Clubs organized in his/her school.
- b. Assist these associations and clubs to secure and use, free of rental charge, school buildings for their meetings in accordance with board regulations governing such use.

Teachers are expected to play an active role in the association activities of their respective schools.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: March 22, 2005

USE OF SCHOOL FACILITIES

Rules for Use of School Facilities

1. Use of alcoholic beverages and/or narcotics is prohibited.
2. Use of tobacco is prohibited.
3. There must be a designated adult person (name) to have overall responsibility for proper use of facility and for proper conduct of others present.
4. There must be a sufficient number of other adults present to provide supervision where needed. (One such supervisor for each 25 others in attendance or anticipated to be in attendance.)
5. Fifteen days prior to the event a completed facility use application must be submitted for approval to the principal and the community education coordinator.
6. If an event is sponsored by the PTA, Booster Club, or other school organization, a complete report must be filed with the principal by the end of the next school day.
7. If Food Service facilities are used, regular school employees must be employed to supervise and/or cook.**
8. Provisions must be made to supervise the outside areas of the school ground at all times. Only necessary gates are to be opened; cars must be parked in designated parking areas. Loiterers will not be permitted on the grounds or in the buildings.
9. Loud noise, abusive and foul language will not be permitted at any time.
10. Notice of all night-time activities at a school must be provided to the Sheriff's Department in advance of the activity.
11. The sponsoring group shall be responsible for cleaning the area used and rearranging furniture so that the facility is ready for school use the next day. This may be accomplished by employing regular school employees to perform these tasks.**
12. Refreshments are permitted only in areas identified by the principal.
13. Abused, broken and/or stolen property will be replaced or paid for by the organization using the facilities.
14. The principal must assign every key and maintain security. The principal or designee is responsible for unlocking and locking the area(s) used for a function. The person responsible for securing the building must complete a walkthrough immediately following the activity.
15. Approval for any use of school facilities at any time must have the approval of the principal and the superintendent. (If the Superintendent refuses, an appeal can be made directly to the school board.)

** If school employees are used, the cost incurred will be in addition to the rental fee for the facility.

SOURCE: Russell County Board of Education, Phenix City, Alabama

ADOPTED: March 22, 2005

LEGAL REF: The Code of Alabama, 18-8-8 to -9, 16-8-12, 16-10-11, 16-11-9, 16-11-11 to -12, 16-12-3(a), (b).

FREE MATERIALS DISTRIBUTION IN SCHOOLS

The distribution of literature or material originating from sources outside the school district shall bear the official stamp of approval of the Superintendent. This distribution of literature or material shall be administered on a non-discriminatory basis. The applicant must submit materials and related details for consideration to the central administrative office, which has the responsibility to screen these materials for distribution to the schools of the system. The Superintendent may consult the board prior to making a decision if in the opinion of the Superintendent such consultation is needed.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: March 22, 2005

VISITORS TO THE SCHOOLS

- A. It is the policy of the Board of Education to encourage parents, and all citizens in the community, to visit the schools throughout the school year. Parents are welcome to visit the school and the classroom in session, in moderation.

Visitors shall report to the school office prior to visiting classrooms and/or other activities. Principals may establish reasonable standards for teachers to follow as a guide.

- B. Teachers should avoid discussing individual students during classroom session. Parents desiring individual conferences should make an advance appointment.
- C. Visits by un-enrolled pupils unaccompanied by adults are prohibited and should be referred to the principal.
- D. All other visitors, with the exception of parents, must be cleared through the central administrative office.

Appearances and Interviews

It is the policy of the Board of Education to encourage local men and women representing various occupations and interests to visit the schools from time to time, to share their experiences with students in the classroom.

1. Prior to the appearance of speakers on behalf of any philanthropic, charitable, recreational, health or other worthwhile activity, clearance shall be processed with the Superintendent.
2. Favorable action by the Superintendent shall be considered permissive only, and not obligatory on the part of any school, the principal of which shall make the final decision.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: March 22, 2005
LEGAL REF: The Code of Alabama 16-8-8 to -9, 16-11-9, 16-11-18

COMPLAINTS

This Board of Education is aware that no matter how efficiently operated, how well planned, how much individual attention is given to the various matters and concerns of this school system, that not all patrons, teachers, and students, will be satisfied with the schools.

To provide a basis for receiving and acting upon complaints the following procedure has been established:

1. Many inquiries for information, facts, data, etc, are not complaints and should be handled on a direct approach to the supervisor, principal, director, etc, who has immediate supervisory responsibility. A telephone call or an informal note should bring the desired results.
2. Matters which could and should be first considered by the local principal, supervisor and/or director should be made to that person for prompt attention.
3. Matters which have not been satisfactorily resolved after steps one and two above must be directed to the Superintendent in written form providing the following applicable information:
 - a. nature of problem
 - b. who is involved
 - c. name of school, number of bus, location of event, etc.
 - d. date and time if appropriate
 - e. what has been done to get the problem solved prior to writing a complaint
 - f. what you are requesting the Superintendent or the Board to do
 - g. other information you consider important
 - h. your mailing address and your telephone number

Every effort will be made to satisfactorily answer the complaint as soon as possible.

SOURCE: Russell County Board of Education, Phenix City, Alabama
ADOPTED: March 22, 2005