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6.1 COMMUNICATION GOALS

EFFECTIVE: July 12, 2004

- A. The single most significant factor in student achievement is the teacher. The teacher's effectiveness is greatly enhanced when supported by the school community as a whole, the student's home, and the community at large. The Arkansas General Assembly and the Department of Education have demonstrated their understanding of the importance of involving such groups by repeatedly mandating their inclusion in the educational system and process. Communication with staff, parents, grandparents, legal guardians, business, and community members is fundamental to increasing their concern for, and involvement in, raising student achievement.
- B. Communication should be two-way between the District and the public. The communications program shall strive to:
1. Increase mutual understanding, trust, and support between the District and parents, business, and the community as a whole;
 2. Keep District staff regularly informed of upcoming District programs and events as well as noteworthy staff and student accomplishments to enable all the staff to help promote positive public relations;
 3. Create and disseminate brochures, flyers, and fact sheets that will help parents and community members better understand school policies and procedures and acquaint them with areas where their volunteer services are most needed;
 4. Inform legislators of the accomplishments of the District's students and staff, as well as how proposed legislation could affect the district;
 5. Maintain good relations with the news media and provide the media with pertinent news releases; and
 6. Increase the participation of parents, grandparents, legal guardians, business, and community members in school activities and programs.
- C. The Board will appoint committees, when appropriate, to help the District examine issues facing it. Such committees may include members of the public, students, parents, and school employees, as well as members of the Board. Members may serve until the committee makes its non-binding recommendations to the Board.
- D. Any committee, which includes among its members a member of the School Board, shall operate according to the requirements of the Arkansas Freedom of Information Act.
- E. The Board shall hold a public meeting, at least annually, to report on the District's progress toward attaining its goals and to review its long-range plan. Those individuals attending shall have an opportunity to ask questions.

***Legal References:** A.C.A. § 6-18-1003 (2) A.C.A. § 6-18-1005 (a) (1) (H), A.C.A. § 6-15-1005 (c), (f) (1) (2), A.C.A. § 6-16-603 (a) (3), A.C.A. § 25-19-106, 7.02.3, Arkansas State Board of Education: Standards for Accreditation: 7.02.3, Arkansas Department of Education: Gifted and Talented Program Approval Standards: 4.0; 10.03*

History BOE: 6/14/04, Revised 7/12/04

6.2 RELATIONS WITH SCHOOL SUPPORT ORGANIZATIONS

EFFECTIVE: June 14, 2004

- A. The Board recognizes and values the many contributions support organizations make to the District's schools. Parent/teacher organizations and booster clubs work to augment and strengthen the District's educational and extracurricular objectives through the goods and services they provide.
- B. Groups wishing to be recognized as a support organization must have open membership and have their by-laws approved by the school principal, the Superintendent, and the Board. School personnel shall assist approved booster organizations in their efforts to the extent practicable. Meetings of such organizations, cleared through the principal, shall not be subject to school use fees. School staff members are encouraged to attend and participate.
- C. Fund-raising activities are to be approved in advance by the principal or his/her designee. Prior to the donation of equipment and/or supplies to the school, the organization should seek the advice of the principal to help ensure the compatibility of the donation with present school equipment. All equipment donated to the District becomes the property of the District.

History BOE: 6/14/04

6.3 PUBLIC GIFTS AND DONATIONS TO THE SCHOOLS

EFFECTIVE: June 14, 2004

- A. The District and the Board of Education may receive monetary gifts or donations of goods or services which serve to improve or enhance the goals of the District. Any gifts to the District become the property of the District and are subject to the same regulations as any other District owned property.
- B. It is a breach of ethical standards and a violation of Arkansas law for any Board member, administrator, or District employee to, in any manner, receive a gift in return for employment, or to influence the award of any contract or transaction with the District. Prior to accepting any gift or donation in the name of a school or the District, all personnel shall examine the "reasonableness" of the gift against its potential for real or perceived violation of the aforementioned ethical standards.
- C. The Board reserves the right to not accept any gift or donation that would not contribute to the attainment of District goals or that would obligate the District to unacceptable outlays of District resources. The administration shall present for Board consideration and approval any gifts or donations that they deem could so obligate the District.

- D. The Board will strive to honor the donor’s intent regarding gifts earmarked for a specific purpose. Laws and District’s needs change with time and the District reserves the right to adjust the use of any gift to meet current needs of the educational program.

Legal References: A.C.A. § 6-24-110, A.C.A. § 6-24-112

History BOE: 6/14/04

6.4 VOLUNTEERS **EFFECTIVE: June 14, 2004**

- A. Enlisting the support of volunteers is a way in which the District can expand the scope of resources and knowledge available to enrich the students’ educational experiences, while strengthening the relationship between the school and the community. Volunteers can also perform non-instructional tasks that allow certified personnel more time to devote to instruction.
- B. The Superintendent shall be responsible for establishing and maintaining a program to coordinate the services volunteers are willing and able to contribute with the needs of District personnel. The program shall establish guidelines to ensure volunteers are aware of pertinent District policies and rules. Volunteers who violate school policies or rules, or knowingly allow students to violate school rules, may be asked to leave the school campus. The guidelines should also include provision for evaluation of the volunteer program and a method for soliciting suggestions from both the volunteers and staff for its improvement.

Legal References: *Standards for Accreditation V.*

History BOE: 6/14/04

6.5 VISITORS TO THE SCHOOLS **EFFECTIVE: September 10, 2007**

- A. Parents, grandparents, legal guardians, business, and community members are welcome and encouraged to visit District schools. To minimize the potential for disruption of the learning environment, visitors, for a purpose other than to attend an activity open to the general public, are required to first report to the school’s main office. No one shall be exempt from this requirement. Visitors who are Level 3 or Level 4 sex offenders may only enter a school campus under the provisions listed in policy 6.10.
- B. Parents and legal guardians are encouraged to participate in regularly scheduled visitation events such as school open houses and parent/teacher conferences. Additional conferences are best when scheduled in advance. Conferences shall be scheduled at a time and place to accommodate those participating in the conference. Visits to individual classrooms during class time are permitted on a limited basis with the principal’s prior approval and the teacher’s knowledge.

- C. Parents wishing to speak to their children during the school day shall register first with the office. The District has the right to ask disruptive visitors to leave its school campuses. Principals are authorized to seek the assistance of law enforcement officers in removing any disruptive visitors who refuse to leave voluntarily.

Cross Reference: For non-adult visits see Policy 4.16 – STUDENT VISITORS, For Level 3 and Level 4 sex offenders see policy 6.10-SEX OFFENDERS ON CAMPUS (MEGAN’S LAW)

History BOE: 6/14/04, Revised 8/8/05, 9/10/07

6.6 FUND RAISING

EFFECTIVE: June 14, 2004

- A. All fund raising activities held in the District or in the name of the District must be pre-approved in writing by the Superintendent and affected school principal. Approval will be predicated on the potential for return relative to the time and energy to be invested in the fund raising. Fund raising that conflicts excessively with and/or detracts from student or teacher instructional time in either the planning or the execution of the activity will not be approved.
- B. Neither an individual school nor the District shall be liable for any contract between clubs or organizations and third parties.
- C. Student participation in any fund raising activity shall:
1. Be voluntary. Students who choose not to participate shall not forfeit any school privileges. It shall not be considered discriminatory to reward those who participate; and
 2. Not influence or affect the student’s grade.
- D. Secondary Schools -
1. Fund raising in the secondary schools may only be done by officially sanctioned student clubs, spirit groups, school PTAs, or parent booster clubs. Student clubs and spirit groups must receive written approval from their sponsor and the school principal before submitting the fund raising proposal to the Superintendent.
 2. Door to door fundraising activities are prohibited.
- E. Elementary Schools (K-6)
1. Fund raising in the elementary schools may only be done by the school or a school sponsored organization. Door to door fundraising activities are prohibited.
 2. Schools must provide written notification of the following to parents or legal guardians of elementary students who participate in fund raising programs.
 - a. Student participation in fund raising programs is voluntary;
 - b. Students who do not participate will not forfeit any school privileges;
 - c. Students may not participate in fund raising programs without written parental permission returned to school authorities; and

- d. Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

Legal Reference: A.C.A. § 6-18-1104

History BOE: 6/14/04

6.7 COMPLAINTS

EFFECTIVE: September 10, 2007

- A. It is a goal of the Board and the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The Board or the District welcomes constructive criticism when it is offered with the intent of improving the quality of the system's educational program or the delivery of the District's services.
- B. The Board formulates and adopts policies to achieve the District's vision and elects a Superintendent to implement its policies. The administrative functions of the District are delegated to the Superintendent who is responsible for the effective administration and supervision of the District. Individuals with complaints concerning personnel, curriculum, discipline, (including specific discipline policies), coaching, or the day to day management of the schools need to address those complaints according to the following sequence:
 - 1. Teacher, coach, or other staff member against whom the complaint is directed
 - 2. Principal
 - 3. Superintendent
- C. Other than in the few instances where statutorily allowed or required, student discipline and personnel matters may not be discussed in Board meetings. Individuals with complaints regarding such matters need to follow the sequence outlined above.
- D. Unless authorized by the Board as a whole for a specific purpose, no individual Board member has any authority when acting alone. District constituents are reminded that the Board serves as finder of fact, not unlike a jury, in matters such as student suspensions initiated by the Superintendent, expulsions, and personnel discipline. For this reason, the board may not be involved or informed prior to a board hearing on particular disciplinary matters.
- E. Complaints that are related to district use or administration of federal funds generated through specific programs identified by the Arkansas Department of Education and authorized in the 2002 reauthorization of the Elementary and Secondary Education Act may be taken directly from a patron or by referral from the Arkansas Department of Education (ADE). If taken directly from a patron, the complaint may be submitted by either a signed statement or by a certified, recorded deposition or statement in which the complainant is identified. The complaints shall be addressed in the following manner:
 - 1. The complaint shall be referred to the federal programs director, who shall assemble a team of at least two people to investigate the complaint.
 - 2. Throughout the investigation, sufficient notes and records will be taken and maintained to substantiate the position of the findings of the investigation.

3. The team will interview the complainant and others as necessary to enable the team to make a determination of the validity of the complaint. The team may consult with individuals with knowledge or expertise in the matter which is the subject of the complaint, including legal counsel.
4. The investigation of complaints referred by the ADE shall be completed within thirty (30) word days of receipt of the complaint, unless a longer time period has been approved by the ADE.
5. The investigation of complaints made directly to the district shall be completed within forty (40) work days of receipt of the complaint, which shall include an explanation of the unusual circumstances requiring additional time to complete the investigation.
6. The report of the conclusions of the investigation shall be given to the complaint. It shall contain: a summary of the allegations of the complaint; a summary of the investigative actions taken by the team; a summary of the findings concerning each alleged violation or implied violation; a statement of corrective actions needed to resolve the issues involved in each allegation and finding of complaint.

History BOE: 6/14/04, Revised 3/12/07, 9/10/07

6.8 DISTRIBUTION OF PRINTED MATERIALS

EFFECTIVE: June 14, 2004

- A. The District shall devise and maintain a system for distributing District communications and other printed materials between the Administration and the schools. Use of the system by employees or employee organizations shall be with prior approval of the Superintendent or his/her designee.
- B. Distribution of printed materials, flyers, photographs, or other visual or auditory materials not originating within District schools to students or staff shall have prior approval of the Superintendent or his/her designee.

History BOE: 6/14/04

6.9 MEDIA RELATIONS AND NEWS RELEASES

EFFECTIVE: June 14, 2004

- A. It is important that the District maintain good relations with the media. The Superintendent or his/her designee shall devise and implement a plan for the release of pertinent information to the media regarding educational programs, awards, or other student and staff achievements, and special events. The plan shall not require schools to clear the release of public service announcements through the District Administration prior to their release, but does require schools to obtain the approval of the District Administration prior to the release of any statistical type data.

- B. The District shall attempt, within reason, to accommodate media requests for interviews and shall endeavor to be fair and impartial in its treatment of media representatives.
- C. The release of information to the media shall be done in a timely manner, either by written releases or by telephone interviews, to keep patrons abreast of newsworthy District achievements and shall strive to be factual and objective with personal opinions duly noted.
- D. The Board encourages students and staff to participate in academic competitions and programs. Awards earned in such endeavors shall be communicated to the media. Award recipients may also be recognized at Board meetings.
- E. All reports approved by the Board shall be a matter of official record, and, upon request, will be made available to the press or other members of the public. Unofficial minutes of Board meetings may be released by the Superintendent or his designee as soon as practical.
- F. When individual Board members receive requests from news media representatives for information about the Board or school system, members shall refer the information-seekers to the Board president, who shall be public spokesman for the Board, except as their responsibility is delegated to others.

History BOE: 6/14/04

6.10 SEX OFFENDERS ON CAMPUS (MEGAN’S LAW)

EFFECTIVE: September 10, 2007

- A. The South Conway County School District shall work with area law enforcement in a manner consistent with applicable state law and Arkansas Department of Education Regulations to communicate the presence of a sexual offender. When necessary, law enforcement may contact building principals and give them Information concerning registered sex offenders. The decision regarding which school principals to notify rests solely with law enforcement officials who use a rating system to determine those needing to be notified according to the offender’s dangerousness to the community.
- B. Building principals should, in turn, notify any person who in the course of their employment is regularly in a position to observe unauthorized persons on or near the school’s property. Those notified could include employees such as aides, bus drivers, coaches, maintenance staff, professional support staff, school level administrative staff, security personnel, teachers’ assistants, and teachers.
- C. It is important that school personnel receiving notice understand that they are receiving sex offender notifications in their official capacity and are **not** to disseminate information about an offender to anyone outside the school. If school personnel are

asked about notification information by an organization using school facilities, they should be referred to the area law enforcement agency that issued the notice.

- D. Persons **not** to be notified except at the specific discretion of area law enforcement officials include members of parent-teacher organizations, other schools, organizations using school facilities, students, parents or guardians of students, and the press. Personnel may inform the press about procedures which have been put in place and other general topics, but may not reveal the name or any other specifics regarding an offender.
- E. A parent or guardian who is a Level 1 or Level 2 sex offender shall be allowed to enter the school campus to attend parent-teacher conferences or any other activity which is appropriate for a parent or guardian, or community member.
- F. Level 3 and Level 4 sex offenders may only enter the school campus in the following instances.
 - 1. The offender is a student attending school in the district;
 - 2. To attend a graduation or baccalaureate ceremony, or a school sponsored event for which an admission fee is charged or tickets are sold or distributed;
 - 3. It is a non-student contact day according to the school calendar or no school-sponsored event is taking place on campus;
 - 4. The offender is a parent or guardian of a student enrolled in the district and goes directly to the school office to have school personnel deliver medicine, food, or personal items for the student;
 - 5. The offender is a parent or guardian of a student and enters the school campus where the student is enrolled to attend a scheduled parent-teacher conference **and** the offender is escorted to and from the conference by a designated school official or employee.
- G. A Level 3 and Level 4 sex offender who is the parent or guardian of a child enrolled in the district and who wishes to enter the school campus in which the student is enrolled for any other purpose than those listed above, must give reasonable notice to the school principal or his/her designee. The principal or designee may allow the sex offender to enter upon the campus provided there is a designated school official or employee to escort and supervise the sex offender while they remain on campus. The sex offender shall not enter upon the school campus until such time as a designated school official or employee is available.
- H. Copies of the notification from law enforcement should be kept in a secure place accessible to teachers and staff, but should not be posted on school bulletin boards or made available to students or members of the community at large.

Legal References: A.C.A. § 12-12-913 (g) (3), Arkansas Department of Education Guidelines for “Megan’s Law”, A.C.A §5-14-131

History BOE: 6/14/04, 9/10/07

6.11 PARENTAL/COMMUNITY INVOLVEMENT – DISTRICT

EFFECTIVE: November 9, 2009

- A. The South Conway County School District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the district shall work to
1. Involve parents and the community in the development of the long range planning of the district and Title I plan and the process of school review and improvement;
 2. Give the schools in the district the support necessary to enable them to plan and implement effective parental involvement activities;
 3. Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;
 4. Have a coordinated involvement program where the involvement activities of the district enhance the involvement strategies of other programs such as Head Start, HIPPPY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
 5. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement;
 6. Provide parents and schools with the materials and training to build their capacity to be better able to help students achieve. The district may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.
 7. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
 8. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
 9. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include arranging meetings at a variety of times, and being creative with parent/teacher conferences;
 10. Find and modify other successful parent and community involvement programs to suit the needs of our district;
 11. Train parents to enhance and promote the involvement of other parents;
 12. Provide reasonable support for other parental involvement activities as parents may reasonably request.
- B. To ensure the continued improvement of the district's parental/community involvement program, the district will conduct, with the involvement of parents, an annual evaluation of its content and effectiveness of the parental involvement policy in improving the academic quality

of the schools, including identify barriers to greater participation by parents (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).

- C. Use findings of such evaluation to design strategies for more effective parental involvement and revise, if necessary, the parental involvement policies; and involve parents in the activities of schools served under Title I, Part A.
- D. This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

Legal References: 20 U.S.C. § 6318 (a)(2),(A),(B),(D),(E) (NCLB Act of 2001, Section 1118), 20 U.S.C. § 6318 (e)(1),(2),(3),(4),(5),(6),(8),(9),(10),(11),(13),(14) (NCLB Act of 2001, Section 1118)

History BOE: 6/14/04, Revised 8/8/05, 11/9/09

6.12 PARENTAL/COMMUNITY INVOLVEMENT – SCHOOL

EFFECTIVE: November 9, 2009

- A. Each South Conway County School understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, each South Conway County School shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the school shall work to
 - 1. Involve parents and the community in the development and improvement of Title I programs for the school, Title I plan and the process of school review and improvement;
 - 2. The school will involve parents in the review, improvement and printing of the school's parental involvement policy annually;
 - 3. Title I funds may be used for reasonable and appropriate expenses associated with parental involvement activities that will enable parents to participate in school-related meeting and training sessions;
 - 4. Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs and Even Start;
 - 5. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
 - 6. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents.

7. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
 8. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
 9. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
 10. Find and modify other successful parent and community involvement programs to suit the needs of our school;
 11. Train parents to enhance and promote the involvement of other parents;
 12. Provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child;
 13. Schools will jointly develop the school-parent compact with parents to ensure the compacts outlines how parents, the school staff and students will share in the responsibility for improved student achievement.
- B. To help promote an understanding of each party's role in improving student learning, each South Conway County School shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.
- C. Each South Conway County School shall convene an annual meeting, or several meetings at varying times, including parent conferences to adequately reach parents of participating students, to inform parents of the school's participation in Title I, Part A programs and explain Title I, Part A and the parents right to be involved in those programs.
- D. Each South Conway County School shall, at least annually, involve parents in planning, review and improvement of the school's Title I, Part A program and parental involvement policy and the joint development of the school-wide program plan.
- E. Provide parents of participating children with timely information about programs under this part and a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet. Provide opportunities, if requested, for regular meetings during which parents can formulate suggestions and to participate in decisions relating to the education of children and responses to any such suggestions as soon as possible.
- F. This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

Legal References: 20 U.S.C. § 6318 (b)(1) (NCLB Act of 2001, Section 1118), 20 U.S.C. § 6318 (c)(1),(2),(3),(4) (NCLB Act of 2001, Section 1118), 20 U.S.C. § 6318 (d) (NCLB Act of 2001, Section 1118), U.S.C. § 6318 (e)(1),(2),(3),(4),(5),(6),(8),(9),(10),(11),(13),(14) (NCLB Act of 2001, Section 1118)

History BOE: 6/14/04, Revised 8/8/05, 11/9/09

SUPPORTING INFORMATION FOR 6.11 OR 6.12

EFFECTIVE: September 10, 2007

- A. This information is offered to assist you in developing your parental involvement policies and is **not** to be included in your district's policy manual.
- B. Checklist
1. ACA § 6-15-1701-1705 – Otherwise known as Act 603 of 2003
 2. Parental Involvement Plan
- C. Below is a list of questions that districts can use as a checklist. The purpose of the checklist is to assist school districts in creating a Parental Involvement Plan as required by Act 603 of 2003 that complies with the requirements of that law. Careful attention should be paid to Act 603 of 2003 as schools and school districts create their Parental Involvement Plans.
1. Who are the people who participated in creating the district's parental involvement plan? Suggestion: create a list of participants, and indicate whether each person is a parent, staff member or member of the community. In the case of parents, reference the parents' names and grade levels of their children, and the school(s) the children attend. Document the dates, times and places that the group met to create the district's parental involvement plan.
 2. Do you have copies of each parent kit developed for the various ages and grades of children in the school district? Parent kits must be distributed at least annually. Suggestion: retain copies of each kit and document when and where the kits are distributed to parents.
 - My school district uses _____ (number) different parents kits for the following age groups (list).
 - These are given to parents _____ (insert occasion(s) or time(s) of year distributed).
 - Does each kit contain *at least* the following minimum content:
 - description of school's parental involvement program
 - state's recommended roles for parents, students, teachers and the school
 - lists activities planned throughout the year to encourage parental involvement
 - survey which the parent is invited to complete and return to the school, regarding the parent's interest in volunteering at the school
 - explains system in place to permit meaningful, 2-way communication with a child's teacher and principal. Example: space for teacher

comments and parent notes to teacher in the required assignment notebook.

- list any other information your district includes in the parent kit as helpful to parents
3. What are the dates of the (minimum one per semester for K-6) planned parent-teacher conferences scheduled for this school year? Suggestion: retain a copy of the school calendar, with the conference dates circled.
 4. What other activities is each school planning that will encourage communication with parents? Example: Weekly newsletter from school to parents sent home with students. Suggestion: collect documentation that relates to all of these activities.
 5. What are the titles of the parenting books, magazines, and other informative material related to responsible parenting obtained by the school funds permitting? Have you advertised to parents explaining the existence of this material, and how to borrow this material from the school? Suggestion: retain a copy of any advertising (advertising does not have to be in a commercial medium), and the dates and methods it was communicated to parents. Consider photographing a display of parenting material in your school's media center as further documentation.
 6. When do you plan for the school district to honor parents at the end of the school year by publishing the names of parents who have attended ALL parent-teacher conferences scheduled by the school? Suggestion: Retain copy of advertisement. Note: you do not have to list individual names, but can recognize parents collectively in a local newspaper for attending parent/teacher conferences.
 7. Where are the district's parent centers? What services and information are available there?
 8. What are the other activities planned by the schools and school district that will promote responsible parenting? Suggestion: retain documentation of activities and materials used.
 9. What are the dates of the planned parental involvement events? Suggestion: retain copies of any materials distributed.
The meetings must include the following:
 - parents are given a report on the state of the school
 - parents are given an overview of what students will be learning
 - student assessment is explained
 - parents are told what to expect from their child's education
 - parents are told what they can do to assist and make a difference in their child's education
 10. What other activities are planned by each school in your school district and by the school district as a whole that will help parents assist in their children's education? Suggestion: retain documentation of all planned activities and materials used.
 11. Verify that your school district has no policies which would discourage parents from appropriately visiting the school or visiting a child's classroom.
 12. Is staff encouraged to utilize the returned surveys from the parent informational to create a volunteer resource book and make it available to school employees? Note that availability options listed on the survey must include the possibility of volunteering once a year as well as the option to perform volunteer work at

- home. Suggestion: retain a copy of your school district's volunteer resource book, which should list the interests and availability of school district volunteers.
13. What activities does each school in your school district engage in to welcome parents to the school?
 14. Does your school/school district have a written process for resolving parental concerns, which includes how to define the problem, to whom to approach first and how to develop solutions? Suggestion: note the dates and distribution methods whereby the concern resolution process notices given to the parents of students, such as in the student handbook.
 15. What are the date(s) of the seminar or seminars held to inform parents of high school students about how to be involved in decisions affecting course selection, career planning and preparation for post-secondary education? Suggestion: retain any materials distributed to the parents at such seminars, as well as sign in sheets from the seminars and any material generated to invite parents to such seminars.
 16. What are all the other activities that each school in your school district engages in to encourage parents to participate as full partners in the decisions that affect their child and family?
 17. Has your district considered recruiting alumni from your district and encouraging them to form an alumni advisory committee? If so, what are the names of the members of the alumni advisory committee of each school in your school district? Suggestion: if there is such a group, note the dates that they met to provide advice and guidance for school improvement, and any suggestions they made to your school or school district.
 18. Does your district have a Parent Teacher Association or Organization? If not, what steps has the district taken to enable such an organization to form which would foster parental and community involvement within your school community? Suggestion: if there is a PTA or PTO, document that the group exists. If no such group exists, document administrative efforts to encourage the formation of such a group or groups.
 19. What other activities does each school engage in whereby the schools use community resources to strengthen school programs, family practices, and student learning?
 20. What are the names of those certified staff members in each school designated by the principal to serve as Parent Facilitator? The responsibilities of the Parent Facilitator are to help organize meaningful training for staff and parents and to promote and encourage a welcoming atmosphere for parental involvement and to undertake efforts to ensure that parental participation is recognized as an asset to the school. Suggestions: list the dates of all training sessions organized by each Parent Facilitator; state how the Parent Facilitator in each school has created a welcoming atmosphere; retain a copy of the school district's salary schedule with the stipend paid to Parent Facilitators circled.
 21. What was the date, time and place that the minimum of 2 hours of professional development activities for teachers occurred that were designed to enhance understanding of effective parental involvement strategies? Suggestion: retain lists of attendees, and retain any materials used at the professional development session.

22. What was the date, time and place that the minimum of 3 hours of professional development activities for administrators occurred that were designed to enhance understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation? Suggestion: retain lists of attendees, and retain any materials used at the professional development session.
23. On what date was the school district's parental involvement plan reviewed by the school district, and on what date was the parental involvement plan submitted to the Department of Education?

History BOE: Revised 9/10/07

6.13 – 6.19 RESERVED FOR FUTURE USE

EFFECTIVE:

History BOE:

6.20 USE OF STUDENTS

EFFECTIVE: June 14, 2004

- A. Students shall not be used to solicit or promote school issues without the approval of the Board of Education.

History BOE: 6/14/04

6.21 STAFF-COMMUNITY RELATIONS

EFFECTIVE: June 14, 2004

- A. While the Board of Education realizes the primary responsibility of a teacher is with the education of young people, teachers, and other staff members should be constantly aware of the part good public relations plays in the implementation of an effective educational program.
- B. Good communication with parents and other citizens of the district is essential for a smoothly-functioning organization.

History BOE: 6/14/04

6.22 SOLICITATIONS

EFFECTIVE: June 14, 2004

- A. All solicitations of any nature shall be first approved by the respective principals, the superintendent, and unless otherwise designated, by the Board, and shall be conducted in such manner that no person shall in any way feel embarrassed or forced to contribute.

History BOE: 6/14/04

6.23 PUBLIC USE OF SCHOOL BUILDINGS

EFFECTIVE: June 14, 2004

- A. It is the policy of the Board that District school buildings may be used by citizens of the District to conduct lawful meetings for social, civic, or recreational purposes provided such meetings do not interfere with the regular school work. The Superintendent shall be responsible, with Board approval, for establishing procedures governing such use of school buildings. The governing procedures shall be viewpoint neutral. Building principals shall be consulted to determine if there exists any conflict with planned school activities prior to other groups being allowed to use school facilities.
- B. The District shall establish a fee schedule for the use of school facilities. Charges made for the use of school facilities shall reflect the actual costs (e.g. labor, utility, and materials) incurred by the District.
- C. Organizations using school facilities assume full and complete responsibility for the conduct of all persons, regardless of age, associated with their use of the facility while they are in or about the facility. Smoking or the use of tobacco or products containing tobacco in any form or the use of drugs or intoxicants is prohibited. Firearms of any kind are not allowed on school property unless the person carrying the firearm is permitted to do so by law as defined in A.C.A. § 5-73-120.

History BOE: 6/14/04

6.24 USE OF FACILITIES FOR FUNDRAISING PROJECTS BY SCHOOL RELATED ORGANIZATIONS **Effective: April 11, 2005**

- A. Such school related organizations as Parent-Teacher Groups, Athletic Booster Clubs, Band Booster Clubs, etc., are authorized the use of school facilities for fund raising projects provided that such projects do not solicit money or merchandise from merchants, place children on the streets selling door-to-door or to parents or friends, interfere with instructional time during the school day, and allow gambling activities. Such programs shall be conducted in accordance with appropriate laws in regard to the health and welfare of the participants.

History BOE: 6/14/04, Revised 4/11/05

6.25 PUBLIC USE OF EQUIPMENT

EFFECTIVE: June 14, 2004

- A. The use of school equipment may be given to local permanent organizations or local individuals at the discretion of the school principal provided the loan of this equipment is signed for by the person borrowing the equipment in order that a record of such loan may be maintained.

History BOE: 6/14/04

6.26 RESPONSIBILITY FOR CONDUCT

EFFECTIVE: June 14, 2004

- A. When an organization is granted the use of a school building or facility, it assumes the entire responsibility for the conduct of all persons, including school children of school age, while they are in or about the building or facility. Adequate law enforcement and supervision shall be provided to insure the safety and comfort of the public.

History BOE: 6/14/04

6.27 ALTERATIONS OF BUILDINGS

EFFECTIVE: June 14, 2004

- A. No alterations, changes, or improvements shall be made to the physical properties of the school district without the approval of the Board of Education.

History BOE: 6/14/04

6.28 USE OF DRUGS AND ALCOHOL PROHIBITED

EFFECTIVE: June 14, 2004

- A. The use of drugs and alcohol is prohibited on any school property or in any school building owned or operated by the South Conway County Public Schools.

History BOE: 6/14/04

6.29 GIFTS

EFFECTIVE: June 14, 2004

- A. The Board of Education approves as a matter of policy the acceptance of donated property and authorizes its Superintendent as Executive Officer of the Board to accept for and on behalf of the Board and all types of donated property which it may be eligible to receive. The Superintendent is authorized to designate in writing one or more subordinated employees of the Board to act in his behalf by accepting such property.
- B. The Board of Education may receive gifts which may serve to enhance and extend the work of the schools.
1. Equipment contributed to the schools becomes the property of the Board and is subject to the same controls and regulations that govern the use of other school-owned property.
 2. Contributions of equipment or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be presented by the Superintendent's office for Board consideration and approval.
 3. Individuals or organizations desiring to contribute supplies or equipment will consult with school officials regarding the acceptability of such contributions in advance of the solicitation of funds or the making of budgetary appropriations.
 4. A list of supplies and equipment contributed primarily for school use shall be reported to the Board by the Superintendent's office at least annually.

5. All administrators in a position to receive gifts in the name of a school or the school system shall apply a test of "reasonableness" to the gift. Reasonableness may be defined as anything that might not be construed to influence the decision of the decision makers in the purchase of school related goods and services.
6. All playground and/or physical education equipment bought by any organization must have the approval of the Board of Education or the Superintendent prior to its installation. All such equipment donated and/or installed shall become the property of the school, which shall assume full responsibility for setting policies governing its care and use.

History BOE: 6/14/04

6.30 ADVERTISING IN SCHOOLS

EFFECTIVE: June 14, 2004

- A. No commercial advertising shall be permitted by the Board of Education in buildings of the School District or on school grounds properties unless approved by the Board. Publications of the School district shall not contain commercial advertising.
- B. Nothing herein shall be construed to prevent advertising in student publications which are published by student organizations and/or advertising in programs or publications sponsored by PTA, booster clubs or other parent groups.

History BOE: 6/14/04

6.31 PUBLIC USE OF SCHOOL RECORDS

EFFECTIVE: June 14, 2004

- A. The Board of Education delegates to the Superintendent or his designee the responsibility of being the custodian of all records, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by the schools. These procedures shall be followed for the release of such records:
 1. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination whether or not the information requested is public in nature.
 2. If the Superintendent finds the information to be public in nature, he shall direct that it be released for reproduction on the premises. The party requesting the information shall be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information.

3. If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he shall request, on behalf of the Board, an opinion from the Board's Attorney concerning the nature of the information. The Superintendent shall notify the person requesting such information that an opinion is to be requested of the Board's Attorney and shall notify such person immediately upon receipt of an answer.

Legal References: 20 U.S.C. §1232 (g-i).

History BOE: 6/14/04

6.32 DISTRIBUTION OF STUDENT LISTS

EFFECTIVE: June 14, 2004

- A. Lists of students or other school personnel shall not be distributed to individuals or organizations without the approval of the school principal. Such lists that are distributed shall be distributed only to those educational organizations that may provide assistance to students.

History BOE: 6/14/04

6.33 BOOSTER CLUBS

EFFECTIVE: June 14, 2004

- A. It shall be the policy of the Board of Education to work with, and encourage the support of, band and athletic booster clubs.
- B. All booster club activities shall be authorized by, and coordinated with, the school principal.
- C. All funds shall be accounted for by the school principal; all purchases shall be approved by the school principal.
- D. Booster Clubs shall not directly or indirectly supplement pay of band directors, coaches, or any other school employee.
- E. All decisions concerning personnel employed by the Board shall be strictly reserved as a Board matter and shall not be the prerogative of booster clubs.
- F. Any person paid solely by a citizen group must be approved by the Board prior to being permitted to work with students in the local schools.

History BOE: 6/14/04

6.34 PARENT-TEACHER ASSOCIATION

EFFECTIVE: June 14, 2004

- A. The Board of Education considers Parent-Teacher Associations as auxiliaries to the public schools, and not as "outside" groups. Whenever a local Parent-Teacher Association is formed, it shall be permitted to hold its regular meetings in the school building, and it shall be the duty of the principal and the teachers of the school to further the work of the association in every way practicable. Meetings of these associations may be held in the school building with the permission of the school principal without the necessity of the payment required of "outside" groups.

- B. The form of organization and the objectives of the local association shall conform, in the main, to the suggestions outlined by the National Congress of Parents and Teachers.

History BOE: 6/14/04