

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLIC RELATIONS
OBJECTIVES

ADOPTED: July 17, 2006

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p> <p>Pol. 902</p> <p>65 P.S. 701 et seq Pol. 903</p>	<p style="text-align: center;">901. PUBLIC RELATIONS OBJECTIVES</p> <p>The purpose of the school-community relations program is to establish and maintain communication that informs the parents/guardians and public and involves them in the educational goals and programs of the District's schools.</p> <p>To achieve this purpose, the Board shall provide parents/guardians and other District residents opportunities to receive information and orientation regarding the schools. The Board will utilize all appropriate means and media to achieve its public relations objectives.</p> <p>The objectives of the District's public relations program shall be to:</p> <ol style="list-style-type: none"> 1. Explain the programs, achievements and needs of the schools to parents/guardians and the community as a whole. The communication to the public may take various forms. One form in which the policies, programs, problems, and planning of the school system shall be communicated to each household is through the publication and distribution of the District bi-monthly newsletter. Other forms include parent advisory councils; PTO's; parent support groups such as Boosters, etc.; District calendars; building-level and special interest newsletters; open houses; student publications such as newspapers and yearbooks; American Education Week; community and professional advisory committees; GMTV and related cable-casts, District web site (www.governmifflinsd.org); and other publications as warranted. 2. Determine which particular areas of the school program, policies or operations need further clarification or explanation. 3. Keep students and staff members fully informed about District policies and procedures and the reasons for them and system-wide activities. 4. Operate in public session, as speedily and efficiently as circumstances permit and with appropriate public participation. 5. Recognize students and their achievements.
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: July 17, 2006

REVISED:

902. PUBLICATIONS PROGRAM	
1. Purpose	The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding District policies, finances, programs, personnel and operations.
2. Authority	The Board shall determine which of its official actions have such community impact and interest to warrant special release, and it will release information to the media on matters of importance.
3. Delegation of Responsibility	<p>Matters of a routine nature may be released by the Director of Public Relations as they have been recorded in the minutes of Board meetings and upon request of media representatives.</p> <p>All publications, releases, photographs and the like depicting the accomplishments of District students and staff may be approved at the discretion of the Director of Public Relations.</p> <p>The responsible District administrator shall direct an information program designed to acquaint the public with the achievements, programs and needs of the schools. The information program shall include as a minimum:</p>
902 AR	<ol style="list-style-type: none"> 1. District newsletter. 2. District activities calendar. 3. Board policies. 4. Financial information. 5. Educational programs for parents/guardians and community.
Pol. 127	<ol style="list-style-type: none"> 6. Assessment results. 7. School newspaper.

<p>Board Policy 127</p>	<ol style="list-style-type: none">8. Yearbook.9. Employee handbook.10. Student handbook.11. Newspaper features.12. District web site. <p>The Superintendent or designee shall develop guidelines to be observed in matters of taste, relevance, and individual privacy in the writing and photographing of school publications, including provisions for personal release.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLIC PARTICIPATION IN
BOARD MEETINGS

ADOPTED: July 17, 2006

REVISED:

903. PUBLIC PARTICIPATION IN BOARD MEETINGS	
<p>1. Purpose 65 P.S. 701 et seq</p>	<p>The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the District and the need to conduct its business in an orderly and efficient manner.</p>
<p>2. Authority 65 P.S. 710 65 P.S. 710.1 65 P.S. 710.1</p>	<p>The Board shall establish guidelines to govern public participation in Board meetings necessary to conduct its meeting and to maintain order.</p> <p>To permit fair and orderly expression of public comment, the Board shall provide a period during each meeting which visitors may make formal presentations. Such presentations shall be scheduled in advance by contacting the Superintendent.</p> <p>The Board also will allow individuals to express an opinion prior to Board action on agenda items.</p> <p>The Board reserves the right to place a time limit on discussion.</p> <p>If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.</p>
<p>3. Delegation of Responsibility Pol. 006</p>	<p>The presiding officer at each public Board meeting shall follow Board policy for the conduct of public meetings. Where his/her ruling is disputed, it may be overruled by a majority of those Board members present and voting.</p>
<p>4. Guidelines</p>	<p>Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the District.</p> <p>The Board requires that public participants be:</p> <ol style="list-style-type: none"> 1. Residents or taxpayers of this District.

2. Any representative of a firm eligible to bid on materials or services solicited by the Board.
3. Any District employee.

Individuals wishing to be heard by the Board should complete the yellow card "Welcome to the Meeting of the Governor Mifflin Board of Education" and place it on the table provided. Individuals will be recognized by the Board President when the agenda item is discussed. After identifying themselves, speakers will make comments within a three-minute time limit.

All statements shall be directed to the presiding officer; no participant may address or question Board members individually.

Groups of individuals shall be encouraged to choose a spokesperson to address the Board.

Personal public attacks or derogatory or degrading comments about employees, officers, taxpayers or Board members by anyone including Board members shall be prohibited.

Although public comment on personal and personnel issues is prohibited, persons desiring to discuss the conduct of employees, Board members, or citizens will be afforded the opportunity to meet in executive session with the Board.

The presiding officer may:

1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established by the Board.

903. PUBLIC PARTICIPATION IN BOARD MEETINGS - Pg. 3

<p>PA Statute 65 P.S. 701 et seq</p> <p>Board Policy 006</p>	<p>No placards or banners will be permitted within the meeting room.</p> <p>The meeting agenda and all pertinent documents shall be available to the press and public at the meetings.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLIC ATTENDANCE AT
SCHOOL EVENTS

ADOPTED: July 17, 2006

REVISED: May 16, 2011

904. PUBLIC ATTENDANCE AT SCHOOL EVENTS	
1. Purpose	The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events.
2. Authority SC 511, 775	The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises.
3. Guidelines	A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and adopted by the Board.
	<u>Tobacco Use</u>
35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7181 et seq	The Board prohibits tobacco use by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the district.
35 P.S. Sec. 1223.5	The District shall annually notify staff, parents/guardians and members of the public about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.
	<u>Free Admittance</u>
	Senior citizens who are district residents and are sixty (60) years of age or older shall be admitted without charge to all school events.
	<u>Service Animals</u>
43 P.S. Sec. 953 28 CFR Sec. 35.136 Pol. 718	Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal law and regulation.

References:

School Code – 24 P.S. Sec. 511, 775

State Board of Education Regulations – 22 PA Code Sec. 403.1

School Tobacco Control – 35 P.S. Sec. 1223.5

Pennsylvania Human relations Act – 43 P.S. Sec. 953

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.

Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations
– 28 CFR Part 35

Board Policy – 718

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: CITIZEN ADVISORY
COMMITTEES

ADOPTED: July 17, 2006

REVISED:

	<p style="text-align: center;">905. CITIZEN ADVISORY COMMITTEES</p> <p>1. Purpose Citizen advisory committees can be useful in keeping the Board and administration informed with regard to community opinion and in representing the community in the study of specific school issues.</p> <p>2. Authority In creating an advisory committee, the Board shall define the committee assignment and shall:</p> <ol style="list-style-type: none">1. Appoint residents who are interested and can make some special contribution to the committee's function.2. Seek the widest range of community interest and backgrounds.3. Appoint a chairperson. <p>Recommendations of advisory committees shall not reduce the responsibility of the Board, which shall be free to accept or reject the recommendations.</p> <p>Meetings of an advisory committee are not regular meetings of the Board and shall be open to the public only upon invitation of the committee.</p>
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<p>20 U.S.C. Sec. 7844</p>	<p>As appropriate, the staff member shall report the matter and the resolution to the building principal or immediate supervisor.</p> <p>Second Level - If the issue cannot be resolved satisfactorily at the first level, it shall be discussed by the complainant with the building principal or the employee's immediate supervisor.</p> <p>Third Level - If a satisfactory solution is not achieved by discussion with the building principal or immediate supervisor, a conference shall be scheduled with the Superintendent or designee. The principal or supervisor shall provide to the Superintendent or designee a report that includes the specific nature of the complaint, brief statement of relevant facts, how the complainant has been affected adversely, the action requested, and the reasons why such action should be taken or not taken.</p> <p>Fourth Level - Should the matter not be resolved by the Superintendent or designee or is beyond his/her authority and requires Board action, the Superintendent or designee shall provide the Board with a complete report.</p> <p>Final Level - After reviewing all information relative to the complaint, the Board shall provide the complainant with its written decision and may grant a hearing before the Board or a committee of the Board.</p> <p>The complainant shall be advised of the Board's decision, in writing, no more than ten (10) days following the hearing.</p> <p><u>NCLB Complaint Procedure</u></p> <p>Complaints alleging violations of law in the District's administration of NCLB education programs shall be processed in accordance with the following procedure.</p> <p>The complaint must be filed with the District as a written, signed statement that identifies:</p> <ol style="list-style-type: none">1. Alleged NCLB violation.2. Facts supporting the alleged violation.3. Supporting documentation, such as information on discussions, correspondence or meetings with the District regarding the complaint. <p>Complaints shall be referred to the Federal Programs Coordinator, who will notify the Superintendent or designee.</p>
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The Federal Programs Coordinator will conduct an independent investigation, which could include but not be limited to:

1. On-site visit to the building that is the subject of the complaint.
2. Opportunity to present evidence by all individuals and/or organizations involved.
3. Opportunity for each side to question parties of other side and witnesses.

When the investigation is completed, the Federal Programs Coordinator will prepare a report with a recommendation for resolving the complaint. The report will include:

1. Name of the individual or organization filing the complaint.
2. Nature of the complaint.
3. Summary of the investigation.
4. Recommended resolution.
5. Reasons for the recommended resolution.

The Federal Programs Coordinator will submit the report to the Superintendent or designee, who will determine whether further investigation is required and/or the District's final response.

All parties involved in the complaint will be notified of the resolution of the complaint by the Superintendent or designee.

The Federal Programs Coordinator will ensure that the resolution of the complaint is implemented.

The time period between receipt and resolution of a complaint will not exceed sixty (60) calendar days, unless circumstances require additional time.

Either party may appeal the final resolution to the Pennsylvania Department of Education.

Division of Federal Programs
PA Department of Education
333 Market Street
Harrisburg, PA 17126-0333

References:

No Child Left Behind Act – 20 U.S.C. Sec. 7844

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: July 17, 2006

REVISED: December 13, 2010

GOVERNOR MIFFLIN SCHOOL DISTRICT

907. SCHOOL VISITORS	
1. Authority SC 510	<p>The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish a policy governing school visits.</p>
2. Delegation of Responsibility	<p>The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.</p>
3. Guidelines	<p>Persons wishing to visit a school should make arrangements in advance with the school office in that building.</p> <p>Upon arrival at the school, visitors must register at the office where they will sign in and sign out and receive a badge.</p> <p>After the start of the school day, only one (1) entrance shall be used by visitors to the school. All other entrances shall be locked.</p> <p>All staff members shall be responsible for requiring a visitor demonstrate that s/he has a visitor's pass, has registered at the school office and received authorization to be present for the purpose of conducting business. No visitor may confer with a student in school without the approval of the principal. Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting.</p> <p>Failure to comply with these procedures shall result in more limited access to the school as determined by the building principal, consistent with Board policies, school rules and federal and state law and regulations.</p>

<p>SC 510 Title 22 Sec. 14.108</p>	<p><u>Classroom Visitations</u></p> <p>Parents/Guardians may request to visit their child’s classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.</p> <p>The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.</p> <p>Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.</p> <p>The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.</p> <p><u>Military Personnel</u></p> <p>Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:</p> <ol style="list-style-type: none">1. Visit and meet with the district employees and students when such visit is in compliance with Board policy and district procedures.2. Wear official military uniforms while on district property. <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 14.108</p> <p>Military Visitors – 24 P.S. Sec. 2402</p> <p>Board Policy – 000, 250</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH PARENTS/
GUARDIANS

ADOPTED: July 17, 2006

REVISED:

908. RELATIONS WITH PARENTS/GUARDIANS	
<p>1. Purpose Pol. 917</p>	<p>The Board believes that the education of students is a joint responsibility that is shared by the parents/guardians. To ensure that the best interests of each student are served in the educational process, a strong program of communication and cooperation between home and school must be maintained, and parental involvement encouraged.</p>
<p>2. Authority Pol. 235</p>	<p>The Board feels that it is the parents/guardians who have the ultimate responsibility for their children's behavior in school, including the behavior of students who have reached the legal age of majority but are, for all practical purposes, under parental authority.</p>
<p>3. Delegation of Responsibility SC 1317</p>	<p>During school hours, the Board acts in loco parentis or in place of the parents/guardians, through its designated administrators.</p>
<p>4. Guidelines Pol. 212</p>	<p>Parents/Guardians are requested to keep the school staff apprised of changes in the home situation that may affect a student's conduct or performance.</p> <p>The Board directs that the following activities be implemented to encourage parent-school cooperation:</p> <ol style="list-style-type: none"> 1. Parent-teacher conferences to permit two-way communication between home and school. 2. Open houses in District schools to provide parents/guardians the opportunity to see the school facilities, meet the faculty, and witness school programs. 3. Meetings of parents/guardians and staff members to explain and discuss matters of general interest. 4. Meetings of staff members and groups of parents/guardians of students having special abilities, disabilities, needs, or problems.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: MUNICIPAL GOVERNMENT
RELATIONS

ADOPTED: July 17, 2006

REVISED:

909. MUNICIPAL GOVERNMENT RELATIONS	
1. Purpose	It is the policy of the Board that District officials and municipal officials maintain a close and harmonious association. Such liaison is requisite for dealing with school/community concerns and issues in a satisfactory manner while assuring prudent expenditure of tax dollars.
2. Authority PA Const. Art. III Sec. 14	The Board recognizes that its authority derives directly from the General Assembly, but it also is aware that the municipality and the District must work together for the welfare of the residents.
SC 502, 521, 706, 775, 790	The Board advocates joint expenditures of District and municipal or county funds to provide facilities from which the entire community may derive benefits.
School Code 502, 521, 706, 775, 790	
PA Constitution Art. III Sec. 14	

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH STATE/
FEDERAL AGENCIES

ADOPTED: July 17, 2006

REVISED:

909.1. RELATIONS WITH STATE/FEDERAL AGENCIES	
1. Purpose	It is the policy of the Board that District officials maintain close communication and cooperative relations with state and federal education agencies.
2. Delegation of Responsibility	The Superintendent shall be responsible for establishing communications and relationships with such agencies.
3. Guidelines	In addition to its interest in being informed of the availability of state/federal education funds, the Board is also desirous that the administrative and instructional staffs be fully informed concerning any services or publications beneficial to our District that may be available from state/federal education agencies such as the Pennsylvania Department of Education, U.S. Office of Education, the National Institute for Education, and the ERIC clearing houses.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: COMMUNITY ENGAGEMENT

ADOPTED: July 17, 2006

REVISED:

910. COMMUNITY ENGAGEMENT	
1. Purpose	<p>The purpose of community engagement is to create a collaborative environment in which students, parents/guardians, families, residents, businesses, and community organizations are encouraged and invited to be involved stakeholders in the school community. Such engagement strengthens broad-based community support for the District's mission, goals, operations and educational programs.</p>
2. Definition	<p>Community engagement is defined as an ongoing collaborative process in which the District works with the public to build understanding, guidance, and active support for the education of students in the community.</p>
3. Authority	<p>The Board endorses the concept that community engagement is essential for the District and the community to maintain mutual understanding, respect and trust, and to work together to improve the quality of education for District students. The Board intends, through this two-way communication, to identify the community's concerns, needs and suggestions, and to be responsive to the community through the Board's actions.</p> <p>The Board also recognizes that the public offers resources of training and experience useful to the schools. The quality of the District's operations and programs can be strengthened when these resources are used in an advisory capacity.</p> <p>The Board, with assistance from the administration, shall determine the appropriate strategy when utilizing the community engagement process.</p> <p>The Board, in consultation with the Superintendent, shall identify a team of individuals who will be responsible for developing, implementing and delivering a community engagement program.</p> <p>After the community engagement process is concluded, the Board shall make the final decision regarding an issue.</p> <p>The Board shall annually assess the effectiveness of the community engagement program.</p>

<p>4. Delegation of Responsibility</p>	<p>The Board directs the administration to develop and implement a planned program of community engagement that regularly provides opportunities for students, parents/guardians, families, residents, businesses and community organizations to participate in dialogue and decision-making related to District-wide and school-based issues.</p> <p>The administration shall develop and use varied, effective communication methods to ensure that all community members receive information about District and school programs and the available opportunities to become actively involved.</p>
<p>5. Guidelines</p>	<p>The Board and administration shall give substantial weight to the input received from the community. When evaluating the community's suggestions, the Board and administration will consider the impact on the District's goals, operations, educational programs, and financial resources. Recommendations made by the community shall not reduce the authority or responsibility of the Board, which may accept or reject such recommendations.</p> <p>The District shall communicate to the community the Board's decision and its rationale regarding an issue involving community engagement.</p>

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: NEWS MEDIA RELATIONS

ADOPTED: July 17, 2006

REVISED:

911. NEWS MEDIA RELATIONS	
1. Purpose	Representatives of the local press, radio and TV are an important link in communications between school and community. Maintenance of good working relationships with media representatives is essential to meeting the objectives of the school-community relations program.
2. Authority	<p>The Board shall have final approval for all basic procedures regarding relations between the news media and the District.</p> <p>The Board reserves the right to negotiate for radio broadcasting, televising, filming, or sound recording of any school event by an outside agency. These rights, if sold, shall be contracted under conditions that bring the most favorable terms to the District.</p>
3. Delegation of Responsibility	<p>The chief communications representatives for the Board shall be the Superintendent, Director of Public Relations, and the Board President. The Director of Public Relations will first receive requests for interviews from the media and then channel the requests to appropriate personnel.</p> <p>The communications representatives shall be responsible to:</p> <ol style="list-style-type: none">1. Be readily available to media representatives.2. Keep media representatives informed of all aspects of the District so that reporting will be done on the basis of a complete and valid overview.3. Submit and suggest feature stories or articles of interest or relevance.4. Assist various school-related groups in their relations with the news media.5. Assist the Board in preparing regular and special publications for the public.

<p>4. Guidelines</p>	<p>Staff members shall not give school information or interviews requested by news media representatives without prior approval of the District's communications representatives.</p> <p>Students shall not be permitted to give school information or interviews requested by news media representatives without prior approval of the District's communications representatives.</p> <p>Submission of photographs to news media or permission for news media representatives to photograph District subjects, personnel, or students shall be authorized by the Director of Public Relations and the individuals involved or their parents/guardians.</p> <p>No photograph of a controversial nature, or one that is questionable with regard to individual rights of privacy, shall be sanctioned.</p>
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH
EDUCATIONAL INSTITUTIONS

ADOPTED: July 17, 2006

REVISED:

<p>1. Authority</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p>	<p style="text-align: center;">912. RELATIONS WITH EDUCATIONAL INSTITUTIONS</p> <p>It is the policy of the Board that lines of communication be maintained by the District with other districts and institutions that provide programs, training or services not otherwise available to District students and with districts whose resident students are enrolled in programs of this District.</p> <p>Maintaining cordial and constructive relationships with other educational institutions shall be the responsibility of the Superintendent or designee.</p> <p><u>Receiving District</u></p> <p>Provide an orientation program for incoming students from sending districts.</p> <p>Assure that behavioral and medical issues concerning individual students entering this District have been made known to appropriate staff members.</p> <p>Inform the sending district of any serious discipline problems encountered with students from their district.</p> <p><u>Sending District</u></p> <p>Establish programs to ensure that students of this District are properly prepared to enter the schools of the receiving district.</p> <p>Establish procedures to inform students of program options in the receiving districts.</p> <p>Monitor the progress of District students during their attendance in receiving schools.</p>
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912. RELATIONS WITH EDUCATIONAL INSTITUTIONS - Pg. 2

SC 1332, 1354, 1408	<p><u>Parochial/Private Schools</u></p> <p>Establish appropriate student accounting procedures to satisfy District and state requirements in the areas of enrollment, attendance, transportation and other special services.</p> <p>Maintain liaison with the administrators of private and parochial schools in order to be aware of any planned program or student population changes that could affect this District.</p> <p><u>Institutions Of Higher Education</u></p> <p>Welcome representatives of institutions of higher education to speak to students interested in attending their institutions upon completion of secondary education.</p>
Pol. 407	<p>Cooperate in the placement and evaluation of student teachers in accordance with Board policy.</p>
Pol. 216	<p>Honor all proper requests for transcripts and student records in accordance with Board policy.</p> <p>Encourage local institutions to offer college level courses for credit for eligible students.</p> <p>Encourage local institutions to provide graduate level courses for the benefit of District staff members.</p>

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH SPECIAL
INTEREST GROUPS

ADOPTED: July 17, 2006

REVISED:

913. RELATIONS WITH SPECIAL INTEREST GROUPS	
1. Purpose	Any requests from civic organizations or special interest groups that involve activities such as patriotic functions, contests, exhibits, sales of products to or by students, scholarships, fundraising, or disseminating literature/materials must be examined to ensure that such activities primarily promote student interests, rather than the special interests of any particular group.
2. Authority SC 775 Pol. 707	<p>It is the policy of the Board that District facilities be used in accordance with the guidelines established in Board policy.</p> <p>The Board prohibits the use of students and staff members for advertising or promoting nonschool organizations.</p>
3. Delegation of Responsibility	All materials or activities proposed by outside sources for use by, participation in, or distribution to students or staff members shall be subject to prior review by the Superintendent or designee on the basis of educational value to the school program, benefit to students and factual accuracy.
4. Guidelines	<p><u>Community Activities Involving Students</u></p> <p>The Board recognizes the social and educational values that may be derived from student participation in various activities sponsored by community organizations but specifies that unreasonable demands on the time and energies of students and staff be prevented.</p> <p>Requests for student participation in community-sponsored activities must be made in writing to the Superintendent or designee.</p> <p>The school schedule may not be interrupted unless the majority of students involved benefit from participation.</p>
Pol. 121	Participating students may not leave the District unless the Board policy for field trips has been followed or the Board has granted special permission.

<p>Pol. 216</p>	<p><u>Fundraising</u></p> <p>Fundraising by outside groups is prohibited on school property or in the name of the school.</p> <p>This policy does not apply to fundraising for District-sponsored activities.</p> <p>Staff members shall not release the names, addresses, or telephone numbers of students or staff members to any outside individual or agency for fundraising purposes.</p> <p><u>Scholarships/Awards</u></p> <p>The Board is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Board directs that established guidelines be observed.</p> <p>No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Board's policy on student records.</p> <p>The type of scholarship or award, and any pertinent restrictions, shall be approved by the Board.</p> <p>All pertinent information regarding the proposed scholarship or award shall be submitted for review by the Superintendent or designee prior to the date on which it is to be presented.</p> <p><u>Dissemination Of Literature/Materials</u></p> <p>Only literature and materials directly related to District activities or contribute significantly to District instructional programs may be disseminated to or through students and staff members.</p> <p>School menus and other official school communications shall contain only approved school and approved parent-group announcements. This approval must be given by the building principal and by the Superintendent if the announcement affects more than one (1) school.</p>
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Other approved noncommercial announcements may be sent home with students if the organization concerned provides announcements in sufficient quantity for every student, counted by class sections, and that organization is a not-for-profit organization.

The approval for noncommercial announcements to be sent home shall be determined by the Superintendent or his/her designee according to the following guidelines:

1. The information shall be student-oriented and noncommercial.
2. The organization shall be nonpartisan and nonsectarian in nature.
3. The communication shall not promote a religious or political view.

The use of the school bulletin boards or school announcements shall be governed by the same guidelines as above.

Any requests which do not fall within the guidelines shall be reviewed by the Board.

The Board prohibits posting and distributing on school property any literature or material that is not in the best interest of the students, staff or schools, in the opinion of the Superintendent or designee.

Dissemination Of Materials By Religious, Political And Other Special-Interests Groups

No religious group, religiously-oriented group, political party or group, or special-interest group may disseminate tracts, materials or publications of any kind in any school buildings or on any District property.

This restriction may be waived by principals in the event that such materials are deemed to be necessary to an approved academic course or program. When such materials are distributed, they must be pre-approved by the principal and utilized in an unbiased manner.

Travel Services/Foreign Trips

Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Board.

Sellers of travel services to students must meet the following criteria:

1. Belong to an association of certified sellers of travel.
2. Provide proof of insurance.
3. Submit references.
4. Provide proof of a performance bond.
5. Include in all information provided to students and parents/guardians that use of tobacco, alcohol and controlled substances will be prohibited.
6. Include in all information provided to students and parents/guardians that the activity is not a school-sponsored event.

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH
INTERMEDIATE UNIT

ADOPTED: July 17, 2006

REVISED:

914. RELATIONS WITH INTERMEDIATE UNIT	
1. Purpose	Each District has an opportunity to participate in the services and programs offered by the assigned intermediate unit.
2. Authority SC 951, 952	It is the policy of this Board that cooperation and communication be maintained with Berks County Intermediate Unit Number 14 to ensure maximum effectiveness of programs and services.
SC 970	The Board shall annually review District programs that involve intermediate unit services and make whatever determinations such a review suggests. This review will normally take place prior to the District's approval of the proposed I.U. budget.
SC 960	In order to maintain a constructive relationship with the intermediate unit, the Board member elected by the Board is designated as the official liaison between the District and Berks County I.U. Number 14.
3. Delegation of Responsibility	The duties of the Board representative are to ensure that the Board receives necessary information and data that will lead to sound and valid judgments regarding decisions that involve participation by the District in the various programs and services offered by the intermediate unit.
School Code 951, 952	

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH PARENTAL ORGANIZATIONS

ADOPTED: July 17, 2006

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">915. RELATIONS WITH PARENTAL ORGANIZATIONS</p> <p>The Board endorses the creation of parental organizations such as PTO and Parent Advisory Councils as appropriate means of achieving effective and maximum feasible involvement of parents/guardians in the affairs of our schools.</p> <p>The Board expects all staff members to work closely and in harmony with the officers and directors of all parental organizations in the pursuit of the following goals:</p> <ol style="list-style-type: none"> 1. To involve parents/guardians and school personnel in a cooperative sustained system of activities which will increase the educational opportunities of the children both in school and at home. 2. To improve school-home relationships by enabling parents/guardians and school personnel to: <ol style="list-style-type: none"> a. Define their relationship to each other. b. Define their roles as they pertain to the children served by the schools. c. Identify family needs and resources, including those of community, as well as school needs and resources. 3. To provide teachers and administrators with opinions and viewpoints that will lead to a better analysis of the needs of students and more relevant program planning. 4. To sustain parental interest through a program of training and consultative services. 5. To develop the skills needed by school personnel to function effectively in a working relationship with parents/guardians and other community members.
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VOLUNTEERS

ADOPTED: July 17, 2006

REVISED:

916. SCHOOL VOLUNTEERS	
1. Purpose	The Board recognizes the importance of community involvement and participation in the schools.
2. Delegation of Responsibility	Community volunteers are encouraged and welcomed to our schools and are considered a very important part of our educational program. A volunteer provides an extra pair of hands, an extra measure of personal warmth and attention for all children.
3. Guidelines	<p>The community should be surveyed for interested persons. Volunteers will be instructed as to their scope of duties and relationship to the school program.</p> <p>In the main, these volunteers assist children in subject areas in which they are experiencing difficulty or serve as clerical aides in the library. The volunteers work under the direction of the teacher or librarian.</p> <p>Another important factor has been the positive relationship that has developed between the students and volunteer. Many times students can relate and respond better on a one-to-one basis and also to a volunteer who provides a warm, understanding attitude.</p> <p>The administration shall develop procedures and regulations as necessary to make this an effective program.</p> <p>All volunteers shall complete Act 34 and Act 151 clearances prior to volunteering. The cost shall be borne by the District.</p>

GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PARENTAL/FAMILY
INVOLVEMENT

ADOPTED: July 17, 2006

REVISED:

917. PARENTAL/FAMILY INVOLVEMENT	
1. Purpose	The Board recognizes the vital role parents/guardians and family play in the education, welfare and values of their children. The District is committed to the belief that all students can learn and acknowledges that schools and families share a commitment to the educational success of students.
2. Definition	Parental and family involvement shall be defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as leaders and decision-makers concerning the education of their children at all levels.
3. Authority	The Board recognizes that the responsibility for each student's education is shared by the school and the family and acknowledges that schools and families must work as knowledgeable, cooperative partners to effectively educate all students. To this end, the Board shall support the development, implementation, and continuing evaluation of a parental and family involvement program that will involve parents/guardians at all grade levels in a variety of roles.
4. Guidelines	<p>Because parents/guardians are familiar with the needs, problems and abilities of their children, staff should communicate with and seek their input throughout the school year.</p> <p>The parental and family involvement program may include the following:</p> <ol style="list-style-type: none"> 1. Support for parents/guardians as school leaders and decision-makers, in addition to serving in advisory roles. 2. Promotion of clear two-way communication between the school and the family about school programs and student progress. 3. Assistance to parents/guardians and families in developing parenting skills to foster positive relationships at home, to support children's educational efforts, and to assist their children with learning at home.

917. PARENTAL/FAMILY INVOLVEMENT - Pg. 2

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| | <p>4. Involvement of parents/guardians, with appropriate training, in instructional and support roles at the school.</p> |
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: TITLE I PARENTAL INVOLVEMENT

ADOPTED: July 17, 2006

REVISED:

<p>1. Purpose</p> <p>2. Authority 20 U.S.C. Sec. 6318</p>	<p style="text-align: center;">918. TITLE I PARENTAL INVOLVEMENT</p> <p>The Board recognizes that parental involvement contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents/guardians and community.</p> <p>In compliance with federal law, the District and parents/guardians of students participating in Title I programs shall jointly develop and agree upon a written parental involvement policy. When developing and implementing this policy, the District shall ensure the policy describes how the District will:</p> <ol style="list-style-type: none"> 1. Involve parents/guardians in the joint development of the District's overall Title I plan and the process of school review and improvement. 2. 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. 3. Develop activities that promote the schools' and parents'/guardians' capacity for strong parental involvement. 4. Coordinate and integrate parental involvement strategies with appropriate programs, as provided by law. 5. Involve parents/guardians in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I. 6. Identify barriers to participation by parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority. 7. Use findings of annual evaluations to design strategies for more effective parental involvement.
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<p>20 U.S.C. Sec. 6318</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines 20 U.S.C. Sec. 6318</p>	<p>8. Involve parents/guardians in the activities of schools served under Title I.</p> <p>The Board shall adopt and distribute the parental involvement policy, which shall be incorporated into the District's Title I plan and shall be evaluated annually, with parental involvement.</p> <p>The Superintendent or designee shall ensure that the District's Title I parental involvement policy, plan and programs comply with the requirements of federal law.</p> <p>The building principal and/or Title I staff shall provide to parents/guardians of students participating in Title I programs:</p> <ol style="list-style-type: none"> 1. Explanation of the reasons supporting their child's selection for the program. 2. Set of objectives to be addressed. 3. Description of the services to be provided. <p>The Superintendent or designee shall ensure that information and reports provided to parents/guardians are in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand.</p> <p>An annual meeting of parents/guardians of participating Title I students shall be held to explain the goals and purposes of the Title I program. Parents/Guardians shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents/Guardians shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.</p> <p>In addition to the required annual meeting, additional parent/guardian meetings shall be held at various times of the day and evening. At these meetings, parents/guardians shall be provided:</p> <ol style="list-style-type: none"> 1. Information about programs provided under Title I. 2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. 3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
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<p>Pol. 102</p> <p>PA Code Title 22 Sec. 403.1</p> <p>20 U.S.C. Sec. 6318</p> <p>Board Policy 102</p>	<p>4. Opportunities to submit parent/guardian comments about the program to the District level.</p> <p>If sufficient, Title I funding may be used to facilitate parent/guardian attendance at meetings through payment of transportation and child care costs.</p> <p>Opportunities shall be provided for parents/guardians to meet with the classroom and Title I teachers to discuss their child's progress.</p> <p>Parents/Guardians may be given guidance as to how they can assist at home in the education of their child.</p> <p><u>School-Parental Compact</u></p> <p>Each school in the District receiving Title I funds shall jointly develop with parents/guardians of students served in the program a School-Parental Compact outlining the manner in which parents/guardians, school staff and students share responsibility for improved student achievement in meeting academic standards. The compact shall:</p> <ol style="list-style-type: none">1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the District's academic standards.2. Indicate the ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.3. Address the importance of parent-teacher communication on an ongoing basis through, at a minimum, parent-teacher conferences, frequent reports to parents/guardians, and reasonable access to staff.
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GOVERNOR MIFFLIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: DISTRICT/SCHOOL
REPORT CARDS

ADOPTED: July 17, 2006

REVISED: May 21, 2007

<p>1. Authority SC 220 Title 22 Sec. 4.61 20 U.S.C. Sec. 6311</p> <p>2. Guidelines SC 220 20 U.S.C. Sec. 6311</p>	<p style="text-align: center;">919. DISTRICT/SCHOOL REPORT CARDS</p> <p>To provide pertinent information regarding the academic performance of the District and its schools, the Board shall annually develop and publicly disseminate a District report card and report cards for the individual schools, in accordance with federal and state laws and regulations. The Board, at its discretion, may include additional information not required by law on the District report card.</p> <p><u>District Report Cards</u></p> <p>District report cards shall contain the following information:</p> <ol style="list-style-type: none"> 1. Aggregate data on student achievement at each proficiency level on state academic assessments and disaggregated data reflecting race, ethnicity, sex, disability, migrant status, English proficiency and status as economically disadvantaged. 2. Comparison of above student groups regarding achievement levels on state assessments. 3. Percentage of students not tested, disaggregated by student groups. 4. Most recent two-year trend data in achievement by subject area and grade level in areas where assessments are required. 5. Aggregate data on state indicators to determine Adequate Yearly Progress (AYP), such as attendance rates for elementary schools. 6. Graduation rates for secondary schools, disaggregated by student groups. 7. Information on the number of students to whom the PSSA test was administered who were enrolled in the District for less than two (2) school years as of the day the PSSA test was administered.
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<p>3. Delegation of Responsibility</p> <p>20 U.S.C. Sec. 6311</p> <p>20 U.S.C. Sec. 6311</p>	<p>8. Information on the number of students to whom the PSSA test was administered who were classified as Limited English Proficient as of the day the PSSA test was administered.</p> <p>9. Information on the number of students to whom the PSSA test was administered who were classified as students with a disability as of the day the PSSA test was administered.</p> <p>10. Information on the District's performance regarding Adequate Yearly Progress (AYP) and the number, percentage and names of schools identified for improvement, including how long they have been so identified.</p> <p>11. Professional qualifications of teachers and percentage of teachers with emergency or provisional credentials.</p> <p>12. Percentage of classes not taught by highly qualified teachers, in the aggregate and disaggregated by schools in the top quartile and bottom quartile of poverty.</p> <p>13. Comparison of District students' achievements on state assessments to students in the state as a whole.</p> <p><u>School Report Cards</u></p> <p>School report cards shall contain the following information:</p> <ol style="list-style-type: none"> 1. Same information contained on the District report card. 2. Whether the school has been identified for improvement. 3. Information that compares the school's students' achievement on state assessments and indicators of Adequate Yearly Progress (AYP) to students in the District and the state as a whole. <p>The Superintendent or designee shall be responsible to ensure:</p> <ol style="list-style-type: none"> 1. Required information is annually updated and posted. 2. District report card and school report cards are provided to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand. 3. District and school report cards are made available to the public through posting on the Internet, distribution to the media, and distribution to public agencies.
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SC 220
Title 22
Sec. 4.61

4. Public access is provided to the state report card and the school profile maintained by the state.

References:

School Code – 24 P.S. Sec. 220

State Board of Education Regulations – 22 PA Code Sec. 4.61, 403.1

No Child Left Behind Act – 20 U.S.C. Sec. 6311