

School District Public Relations

AR-1115

To enhance internal and external public relations for McPherson County Schools, school officials will implement and oversee the following public relations programs:

Internal Communications

- (a) School staff will schedule meetings on a regular basis. Selected, relevant information may be shared with school employees.
- (b) The school board agenda will be posted at each school property. This agenda will also be made available to the public.
- (c) A copy of the school board policies will be available in the district administrative office.
- (d) A library of educational resource materials shall be maintained in the school district.
- (e) School building problems or concerns which arise that are internal issues shall be addressed internally by those affected.

School-Community Communications

- (a) The school administration shall determine how best to provide regular communication from the school to the staff, community, parents, and patrons, whether it be via electronic or postal services so as to provide information relevant to school programs, achievements, or announcements.
- (b) Advisory committees shall be utilized whenever appropriate in the management of school issues.
- (c) A parent-teacher conference will be scheduled during the first semester of the school year and at other times at the discretion of the superintendent.
- (d) School administrators may schedule meetings with parents of students as necessary to share concerns on school issues and/or to develop plans for the future.
- (e) Brochures containing information on various school programs, statistics, and/or student achievement standards and results may be published and made available to residents of the school district.
- (f) The superintendent and members of the board of education, and others as may request, shall receive board of education agenda materials. Local media will receive a printed summary of board of education regular and special meetings.

Procedures for Resolution of Public Concerns, Questions, or Problems AR-1205

It is recommended to the public that the procedure they shall follow to seek answers or resolution to any concern, question, or problem related to the operation of the school district with any of the school district's personnel is as follows:

- (a) The person who has the question or complaint must first attempt to resolve the issue or complaint at the first possible level through a conference arranged with the appropriate school district employee.
- (b) If the complaint is not resolved after compliance with subparagraph (a) above, a written complaint shall be filed with the school district employee's supervisor or the superintendent on a form provided by the school district administration. The superintendent, or his or her designee, shall respond in writing in a reasonable amount of time.
- (c) If the complaint is not resolved by the written response as set forth in subparagraph (b) above, the written complaint and response may then be filed within ten (10) days of such written response with the superintendent or his or her designee. The superintendent, or his or her designee, shall then render a further written response within a reasonable amount of time.
- (d) If the complaint is not resolved by the further written response as set forth in subparagraph (c) above, the person complaining may then bring the matter before the board of education for final determination, by filing the written complaint with the board president within ten (10) calendar days of the date of the superintendent's or his or her designee's written response. The board of education shall then make a final determination of the facts and will communicate its decision to the employee or other persons affected by its decision.
- (e) Personnel complaints proceeding beyond the superintendent level shall be in writing. Personnel complaints received by the superintendents shall be heard by a committee of not less than three people selected by the superintendent, or by the superintendent individually.

All hearings at the superintendent's level and higher shall be electronically recorded. These hearings shall be open hearings unless the hearing may reflect upon the job performance or reputation of an employee and such employee requests a closed hearing. The person(s) submitting complaints must attend the hearing and may select a person to assist in the presentation. If the report is provided by a committee, it shall be advisory only, and the superintendent may modify as he or she deems appropriate.

The board of education shall determine if a complaint coming before the board shall be heard by the full board or by a committee of the board. All complaints heard by a committee of the board shall be acted upon by the entire board of education. The action taken by the board of education shall be deemed final.

STUDENT, PARENT OR PATRON COMPLAINT FORM

Instructions: Please complete and accurately fill out and sign this complaint form and file it with the office of McPherson County Schools as required by board of education Policy No. 1205.

On this date, I _____, the undersigned, gives written notice to the McPherson County Schools that I have a complaint against the school district and/or against the named school district employee: _____.

I. I have attempted to resolve the complaint at the first possible level or with the school district employee involved by (describe actions and dates):

II. The date of the incident or occurrence about which I am complaining:

III. My perception of the alleged conduct/action, which forms the basis of my complaint is as follows:

IV. The name(s) of person(s) who witnessed the matter are:

V. The specific solution or action I am requesting of the school district is:

(Date)

(Print or type name)

(Signature)

----- Do not write below the line, for office use only -----

Date received: _____ By: _____

Title/Position: _____

Employee notified: _____

Filed w/ Activities Director: _____ w/ Superintendent: _____ w/ Board: _____

Date to reply to Complainant:

by Activities Director: _____ by Superintendent: _____ by Board: _____

Written response requested from above-identified district employee: Yes No

Date due back: _____

Witnesses interviewed:

Interviewed by: _____

Determination of facts and reply/response to be made by: _____

Response to complaint, future action to be taken, if any:

(Date)

(Print or type name)

(Signature)

(Title/Position)

Title I Parental Involvement Committee

AR-1210.1

Pursuant to the Elementary and Secondary Education Act of 1965 (ESEA) the board of education of McPherson County Schools shall involve the parents or guardians of students of this school district in assisting in the planning and the review of those programs which relate to the school district's Title I program. The school district shall provide the coordination, technical assistance, and other necessary support in the planning and implementation of these parental involvement activities. The school district shall seek parental involvement and support the partnership between home, school, and community by providing understandable information about standards and assessment; provide training and materials for parents or guardians to help their children; educate school personnel about involving parents and the value of parental contributions; and develop meaningful roles for community organizations and businesses to work with parents or guardians and with the school district.

School officials shall offer the following activities or services to the parents or guardians of all students involved in the school district's Title I activities and to any other patron who may wish to become familiar with the program.

- (a) In September of each school year, a copy of this policy shall be sent to all parents or guardians of students involved in the school district's Title I program for their comments and review. The comments received shall be reviewed by the school district's Title I committee. This committee shall make recommendations for changing or updating the policy and after consultation with the superintendent of schools, these recommendations will be presented to the board of education. The board of education, with the assistance and leadership of the superintendent, will develop and adopt the school district's Title I Parental Involvement Policy to become effective the following year.
This policy, along with other documents briefly outlining the school district's Title I program, shall be distributed to the parents or guardians of all students involved in the school district's Title I program. Copies shall be given to all new families that move into the school district during the school year and inquire about Title I services. Copies shall be sent to all churches within the school district who may have knowledge of families that may have children in need of the school district's Title I services. Copies shall also be sent to the McPherson County Welfare Office.
- (b) The school district shall hold one or more Title I informational meetings each year for the parents and guardians of all children that participate in the school district's Title I program. Notices of these meetings shall be provided to all students participating in the program, and news articles announcing the meetings will be prepared and given to the Tryon Graphic or posted in public places within Tryon. Attempts shall be made to hold meetings at different times in an attempt to provide people the opportunity to attend one or more meetings throughout the school year.

- (1) Parents and guardians shall be encouraged to provide input into these meetings and their comments shall be used by Title I personnel and school administration in the formulation of future Title I policies.
 - (2) Title I personnel and the school administration encourages parents and guardians to direct their questions and comments to school staff members whenever a concern may arise. School officials shall attempt to provide a rapid response to all concerns. If a response cannot be made within ten (10) working days, the parents or guardians will be contacted and advised as to what procedures will be taken and when a response may be forthcoming.
- (c) Topics for discussion at these informational meetings shall include, but not be limited to, recent changes in statutes relating to Title I programs, national Title I goals, program content recommendations, performance standards, and assessment procedures. Title I personnel and/or the members of the school administration will present information concerning Title I funding and how Title I funds are being spent within the school district. Title I personnel will be available to counsel with parents or guardians of Title I students at all regularly scheduled parent-teacher conferences. If the parents or guardians find that they have a conflict of schedule, Title I personnel or the superintendent will be available to meet with the parents or guardians at a time convenient to them.
 - (d) At the school district's Title I informational meetings, parents and guardians shall be apprised as to how the school district performance profiles compare with test norms. The school district's Title I plan will be presented. Reports will be made to parents or guardians concerning the achievement results of their child. Parents and guardians shall be kept informed as to the reason their child is participating in the school's Title I program. The curriculum and instructional objectives of the Title I program shall be presented.
 - (e) The goals of the Title I plan should be coordinated with the educational goals of the school district. The parents and guardians of Title I students should be made aware of the importance of student support and present information on ways of reinforcing student achievement.
 - (f) Title I personnel should work with parents or guardians and their children in developing educational goals which will reinforce student success. Title I personnel shall work with the parents or guardians of Title I students in the development of a compact. This compact shall lay the ground work for a shared responsibility for prescribing the educational goals of the Title I student.
 - (g) The school district will attempt to provide assistance to ensure parental participation.
 - (h) School officials will review school policy and student handbooks with parents, guardians, and students. Title I parents or guardians will be encouraged to

provide input into ways of assuring better communication between the school district, parents or guardians, and students.

- (i) The school district will annually survey the parents and guardians of students participating in the Title I program to ascertain the following information:
 - (1) The perceived effectiveness of the program;
 - (2) Ways of improving communications; and
 - (3) Ways of improving the curricular content of the program.

- (j) The school administration will meet on a scheduled basis with Title I staff to continuously evaluate the program, to coordinate the involvement of parents and guardians involved with the Title I program and with those other activities which solicit parental involvement, and to elicit information on ways of improving the program.

Applications for Use of School Facilities and Rental Fees

AR-1345.1

Applications for the use of any school facility must be made to the superintendent, and all such applications will not be valid without his or her signature.

All non-school groups or organizations will be assessed a rental fee for use of the school facilities as follows:

| <u>FACILITY</u> | <u>RENTAL FEE</u> |
|---------------------------|-------------------|
| Commons | \$35.00 |
| Commons & Kitchen | \$50.00 |
| Gymnasium & Kitchen | \$125.00 |
| Gymnasium & both Kitchens | \$140.00 |

If the use of any school facility necessitates the presence of a school district employee, the employee shall be paid their usual rate, and the renter shall pay that rate.

Rent will be waived for the Improvement Club, the Alumni Club, the Card Club, and the Fair Board.

APPLICATION TO USE FACILITIES
McPherson County Schools
Tryon, Nebraska

Name of Organization: _____

Room Desired: _____

Rental Room or Area: _____

Program or Event: _____

Date(s) Requested: _____ Hours: _____ to _____

Contact Person: _____ Phone: _____

Address: _____

Purpose: _____ Education _____ Recreational _____ Entertainment
_____ Commercial Promotion _____ Public Service _____ Religious

Briefly Describe Activity: _____

Will admission or free-will offering be charged or requested?

Yes _____ No _____

Special provisions needed: _____

Permission may be granted for the free use of school facilities by "not-for-profit" groups and organizations. All **commercial organizations** will be assessed a rental fee for use of the school facilities as follows:

| <u>FACILITY</u> | <u>RENTAL FEE</u> |
|---------------------------|-------------------|
| Commons | \$35.00 |
| Commons & Kitchen | \$50.00 |
| Gymnasium & Kitchen | \$125.00 |
| Gymnasium & both Kitchens | \$140.00 |

Facilities will be rented so as not to inconvenience the school's programs.

The following is a list of specific provisions that will be observed by individuals or organizations when renting or using school facilities:

- (a) The applicant shall be responsible for any loss of property or damage arising from the use of the facility, and payment for same.
- (b) Use of tobacco in school buildings and on school grounds is prohibited. The use of all open flames, such as lighted wreaths, candles, etc., and also the use of intoxicants is prohibited.
- (c) The applicant is responsible for providing the labor necessary to set up and take down the materials, equipment, and furnishings needed. The facility is to be left in the same condition as prior to use.
- (d) The applicant will be responsible for providing, to include payment if necessary, all supervision appropriate for the activity.
- (e) The applicant shall assume full liability for any and/or all personal injuries arising from the use of the school facilities.
- (f) Permits to use the facility are not transferable and are not valid unless signed by the superintendent of schools.

Approved: _____ Not Approved: _____

Fees: _____

(Checks Payable to McPherson County Schools)

The applicant has read and will agree to all guidelines outlined in this contract.

(Date)

(Applicant)

(Date)

(Superintendent of Schools)

| |
|---|
| <p>NOTE: The policies and regulations associated with this contract are not intended to be all "inclusive"; there may, from time to time, be other policies and regulations pertaining to the rental of school buildings that may not be stated in this contract.</p> |
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AR Adopted: February 12, 2014
AR Reviewed: August 11, 2016
AR Revised: May 11, 2017
AR Revised: June 8, 2017

Wearing Suitable Clothing in Gymnasiums

AR-1345.3

Any student, group, or organization using any of the gymnasiums shall not be allowed to use either street or athletic footwear or wear other types of clothing that may leave scuff marks or scratches on the gym floors. All teachers, sponsors, and coaches shall be responsible for enforcing this regulation.

Alternative Education for Expelled Students

AR-1355

Alternative education shall be provided to expelled students or those placed on long-term out-of-school suspension. In lieu of providing an alternative education program, the school district shall follow the procedures set out below prior to expelling a student, unless the expulsion was required by Neb. Rev. Stat. § 79-283(4):

- (a) A conference shall be called by a school administrator and held to assist the school district in the development of a plan, with the participation of the student, his or her parent or guardian, a representative of the school district, and a representative of either a community organization with a mission of assisting youths or a representative of an agency involved with juvenile justice.
- (b) The plan shall be in writing and adopted by a school administrator and presented to the student and his or her parent or guardian.
- (c) The plan shall:
 - (1) Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided;
 - (2) Identify educational objective that must be achieved in order to receive credits toward graduation;
 - (3) Specify the financial resources of the community programs available to meet both the educational and behavioral objectives identified; and
 - (4) Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

ALTERNATE EDUCATION PLAN FOR
McPHERSON COUNTY SCHOOLS

Student: _____

Date: _____

Participants (List parent or legal guardian, school rep., & community or agency rep.):

Guidelines and Consequences for Behaviors:

The student has been recommended for expulsion for conduct as specified in correspondence and memorandums recently provided to the student and the student's parents. This conduct has had the effect of preventing the student from achieving the desired benefits from the educational opportunities provided. The student is expected to conform his or her conduct to the school rules for which he or she has been recommended for expulsion and all other established school rules. Further disciplinary measures, including possible future expulsions, can result from future violations of such behavioral guidelines and expectations.

Educational Objectives:

To graduate from this school district, the student needs to receive the credits listed in Attachment "A", subject to future modifications in graduation requirements.

Financial Resources and Community Programs Available:

The financial resources and community programs available to meet the educational and behavioral objectives identified in this plan include school resources (e.g., counseling with the school counselor and meeting with the school administration and teachers upon return from the recommended expulsion) and community organizations which assist young people (e.g., civic organizations, local college and university programs, and community college programs).

Monthly Reviews & Other:

During the period of the expulsion, the student shall be required to attend monthly reviews with _____ [teacher/counselor/superintendent/etc.] to assess the student's progress toward meeting the specified goals and objectives. The student shall be responsible for contacting the named school official to schedule the monthly meetings.

(Attach separate sheet(s) for any additional information or terms of the plan).

Adopted by: _____
(School administrator)

Dated this _____ day of _____, 20__, adopted by the school administrator after a conference held to assist the school district in the development of the plan with the participation of the student, his or her parents or guardians, a representative of the school district, and a representative of either a community organization with a mission of assisting youths or a representative of an agency involved with juvenile justice, and presented to the student and parent or legal guardian at the conference prior to the student being expelled in accordance with law.

Attachments: Attachment "A" (academic credits needed to graduate or other, if applicable).

Legal Reference: Neb. Rev. Stat. § 79-266

State and Regional Education Associations

AR-1510

McPherson County Schools currently maintains membership in the following educational organizations and will continue as long as these organizations maintain goals and objectives conforming with the goals and objectives of the school district:

- (a) The Nebraska Council of School Administrators;
- (b) The Nebraska Association of School Boards; and
- (c) The Nebraska Rural Community Schools Association.