

8000. COMMUNICATION/PUBLIC RELATIONS

- 8100. Communication Between the Community and the District
 - 8110. Newspapers and Newsletters
 - 8111. Published by the District
 - 8112. Published by Outside Organization or Companies
 - 8112.1. Press Releases
 - 8120. Other Publications and Materials
 - 8121. Developed by the District
 - 8122. Developed by Outside Individuals or Companies
 - 8130. Distribution of Notices by Students
 - 8140. Print and Electronic News Media
 - 8150. Complaints from the Community
 - 8151. Complaints About District Personnel
 - 5/9/00 8160. Surveys
 - 12/14/99 8170. Interaction with the Community
 - 8171. Civility

- 8200. Participation by the Community in District Activities
 - 8210. Operation and Training of School Councils
 - 1/13/04 8211. Organization and Function of School Improvement Teams
 - 8212. Training
 - 8220. Parent-Teacher Associations
 - 8230. Citizens Advisory Groups
 - 8240. Volunteers
 - 3/12/02 8241. Parent Involvement
 - 8250. Support Groups and Organizations
 - 6/11/02 8251. Student Support Organizations
 - 6/11/02 8252. Alumni Recognition Organizations
 - 8260 Fundraising
 - 5/9/00 8261. Fundraising by Parents, Student Support Groups,
And Community Organizations
 - 8262. For Non-District Activities
 - 8270. Gifts to the District

- 8300. Community Sponsorship of Activities Involving District Personnel and Students
 - 8310. Political Activities
 - 8320. Contests
 - 8330. Public Performances
 - 8340. Production of Goods and Services
 - 8350. Advertising and Promotion
 - 8360. Gift Giving

- 8400. Relations Between Other Schools and Districts
 - 8410. Other Local Public School Districts
 - 8420. Non-Public Schools
 - 8430. Independent Schools
 - 8440. Colleges and Universities

- 8500. Relations Between Educational Associations and the District

COMMUNICATION/PUBLIC RELATIONS (Continued)

- 8600. Relations Between Governmental Agencies and the District
 - 8610. Local Government
 - 8611. Police Department
 - 8612. Fire Department
 - 8620. State Government
 - 8621. Department of Education
 - 8622. Other
 - 8630. Federal Government

- 8700. Relations Between Other Organizations and the District

POLICY RELATED TO COMMUNICATIONS/PUBLIC RELATIONS

SURVEYS

The Burrillville School Committee recognizes that information-gathering by means of a survey may be advantageous or necessary for a variety of reasons.

Surveys may be conducted when there is an established need for gathering the information and a clearly-defined purpose for the use of the results. Students and parents shall be informed of the need and the purpose prior to the administration of the survey. Parents may withhold permission for participation in a survey.

The use of surveys shall be limited to instruments that are directly related to the school or district or are required by the Department of Education.

The administration of surveys must be approved by the Superintendent.

Approved: 6/1/94

Amended First Reading: 4/11/00

Amended Final Reading: 5/9/00

POLICY RELATED TO COMMUNICATIONS/PUBLIC RELATIONS

CIVILITY

The Burrillville School Committee recognizes that the administration and staff of the Burrillville School Department may engage in a variety of interactions with the public.

All employees of the Burrillville School Department are expected to conduct themselves according to the highest standards of professionalism at all times. All public interactions shall be conducted with regard for the best interests of the Burrillville School Department, its staff, and its students.

When representing the Burrillville School Department, employees shall interact with the public with respect and civility, engaging in positive interaction with a productive purpose.

Members of the public who interact with representatives of the Burrillville School Department shall be expected to conduct themselves with similar respect and civility.

It is expected that, when representing the Burrillville School Department, any unprofessional interaction of an employee with a member of the public will be reported in writing to the employee's supervisor.

In the event of inappropriate conduct by a member of the public in any interaction with an employee representing the Burrillville School Department, the employee shall terminate the interaction and file a similar report with his/her supervisor.

First Reading: 10/12/99

Second Reading: 11/9/99

Third Reading: 12/14/99

POLICY RELATED TO COMMUNICATION/PUBLIC RELATIONS

ORGANIZATION AND FUNCTION OF SCHOOL IMPROVEMENT TEAMS

The Burrillville School Committee believes that the school is the key unit for educational improvement and change. Successful school improvement is better accomplished through a planning and decision-making process that seeks meaningful participation from teachers, parents, and others at the individual school level. The Burrillville School Committee believes that this will create ownership by those responsible for and benefiting from the education offered at the school.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee and administrative regulations developed by the Superintendent. In addition, decisions shall comply with state and federal laws and regulations and with any negotiated agreements of the School Department.

The Burrillville School Committee is committed to implement RI General Law 16-53.1-4 which states that

Each school improvement team shall perform such functions as are prescribed by regulations of the school board or School Committee.

Each school improvement team shall assist in the preparation and evaluation of the school improvement plans and shall provide such assistance as the Principal may request in preparing the school's annual budget and plan as required by law.

Organization of the School Improvement Team

The School Improvement Team shall ideally consist of at least 10 members, depending on the size and complexity of the school, and a quorum shall be established at the beginning of the school year.

The School Improvement Team should include teachers, the Principal, families, support staff, business and community partners, and students (especially at the high school level).

Parents and other representatives shall have parity representation with professional school personnel on the School Improvement Team, including the Principal.

A School Committee representative as annually designated by the chairperson of the School Committee, shall serve for the school year as an ex-officio member, to be seated at the meeting table, and to participate in discussions, but to be a non-voting member.

The Principal and a parent representative selected by the School Improvement Team shall conduct a minimum of six regularly scheduled meetings annually.

The Principal shall be responsible for ensuring that the agenda is published in advance, and meetings shall be conducted in a manner consistent with the spirit of the open meeting laws of the state of Rhode Island.

The agenda and copies of minutes shall be provided to the Superintendent. Robert's Rules of Order shall be used to conduct the business of the School Improvement Team and, at the discretion of the team, an informal or consensus style may be used when appropriate. The School Committee recommends that each School Improvement Team adopt by-laws that meet its needs and clarify points of disagreement.

Activities of the School Improvement Team

The School Improvement Team shall advise the Principal regarding the following:

Adoption of educational goals for the school that are consistent with state and local policies and standards.

- Identification of the educational needs of the students attending the school.
- Formation of the school budget.
- Formation of a School Improvement Plan

The School Improvement Plan may be implemented only after review and approval of the Superintendent.

School Improvement Plan

The School Improvement Plan shall address improvement of student performance and the organizational plan to achieve that performance. The School Improvement Plan shall address but not be limited to the following:

- Mission / Vision
- Objectives / Goals
- Strategies
- Action Plans, to include
 - an expected student learning result;
 - the specific activities to be undertaken;
 - a timeline for the activities;
 - a process for monitoring progress towards the expected result;
 - the person(s) responsible for the activities;
 - how the activities will be evaluated; and,
 - how the plan will be supported.

Timeline

Planning is a critical function of the district and requires the advice and input of the School Improvement team. Therefore, each Principal, with advice from the School Improvement team, shall develop a three-year School Improvement Plan and annually update the Plan.

Training

The District shall provide training opportunities for School Improvement Team members as appropriate.

First Reading: 12/9/03

Second Reading 1/13/04

POLICY RELATED TO COMMUNICATIONS/PUBLIC RELATIONS

PARENT INVOLVEMENT

The Burrillville School Committee recognizes the importance to the social, emotional, and academic growth of Burrillville children resulting from parent and family involvement.

In order to promote parent / family involvement in the schools, the Burrillville School Department shall do the following:

- Establish regular and meaningful communication between the school and the home.
- Promote and support the development of parenting skills.
- Provide information to parents and families about ways that they can assist student learning.
- Welcome parents and families in the schools and seek their support and assistance as volunteers.
- Encourage parents and families to become full partners in the decisions that affect children.
- Enlist community resources to strengthen schools, families, and student learning.

First Reading: 2/12/02

Second Reading: 3/12/02

POLICY RELATED TO COMMUNICATIONS/PUBLIC RELATIONS

STUDENT SUPPORT ORGANIZATIONS

The use of the names Burrillville School Department, Burrillville High School, Burrillville Middle School, and Burrillville Broncos by Student Support Organizations shall be approved by the Burrillville School Committee. Such groups shall include, but shall not be limited to, the following:

All-Night Graduation Committee
Band Boosters
Wrestling Boosters
Football Boosters

The School Department shall make available its facilities for meetings of Student Support Organizations according to standard procedures.

All Student Support Organizations shall be self-supporting. All fundraising shall conform with Burrillville School Committee Policy 8261: Fundraising by Parents, Student Support Groups, and Community Organizations.

Administrative costs shall be the sole responsibility of Student Support Organizations.

All funds raised by Student Support Organizations shall be used for the benefit of Burrillville students.

First Reading: 5/14/02

Second Reading: 6/11/02

POLICY RELATED TO COMMUNICATIONS/PUBLIC RELATIONS

ALUMNI RECOGNITION ORGANIZATIONS

The use of the names Burrillville School Department Burrillville High School, Burrillville Middle School, and Burrillville Broncos by Alumni Recognition Organizations shall be approved by the Burrillville School Committee.

The School Department may make available its facilities for meetings or events of Alumni Recognition Organizations according to standard procedures.

All Alumni Recognition Organizations shall be self-supporting. All fundraising shall conform with Burrillville School Committee Policy 8261: Fundraising by Parents, Student Support Groups, and Community Organizations.

Administrative costs shall be the sole responsibility of Alumni Recognition Organizations.

First Reading: 5/14/02

Second Reading: 6/11/02

POLICY RELATED TO COMMUNICATIONS/PUBLIC RELATIONS

**FUNDRAISING BY PARENTS, STUDENT SUPPORT GROUPS,
AND COMMUNITY ORGANIZATIONS**

The Burrillville School Committee recognizes the added value to Burrillville students resulting from fundraising efforts conducted by Parents, Student Support Groups, and/or Community Organizations.

All such fundraising by individuals/groups associated with the Burrillville schools or its various activities shall follow the guidelines listed below:

- Parents, Student Support Groups, or Community Organizations may not use students, acting under the auspices or jurisdiction of the school, as agents of profit-making ventures or to circulate advertising concerning profit-making ventures.
- All fundraising activities shall reflect the community standards considered acceptable within the Burrillville schools.
- Communication regarding fundraising activities shall be limited to approved methods.
- All fundraising shall be pre-approved by the Principal of the individual school for which the fundraising is conducted or, in the event of a District-wide fundraiser, by the Superintendent of Schools.

First Reading: 4/11/00
Final Reading: 5/9/00