

ADMINISTRATIVE REGULATION

No. 901

Board of Trustees Douglas County School District

COMMUNITY

COMMUNICATION WITH STAFF, PARENTS AND COMMUNITY

1. Methods of Communication

The District will utilize the following tools for effective communications and distribution of meeting minutes, announcements, agendas, etc.:

a. Media

District newsletter	Bulletin Boards/Marquees
Publications	Inter-Office Mail
Fact Sheets	Press Releases
Web Site	Public Access Television
E-Mail	Radio
Pay check stuffers	Newspaper Columns
Facsimile	Letters to the Editor
Phone Tree	

b. Face-to-Face

Informal site meetings
Public forums
Bi-annual communication meetings at each school with teachers, Board Members, and District Administrators
Timely distribution of Minutes of meetings of District interest
Employee Relations Communications Committee
Bi-annual meetings with classified staff, Board Members, and District Administrators
A minimum of one teacher workday will be used annually for parent conferences
Service clubs
Various community organizations
Chamber of Commerce
Board meetings
Parent meetings, PTSO, PFAC, etc

c. Evaluation

Surveys and polling will continue as needed.

d. Research

The Superintendent and the Board, will develop, articulate, and promote a legislative platform that supports the adequate funding of education and the needs of students in Douglas County and Nevada.

2. Communication with Parents

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Upon enrollment, basic welcome packets will be distributed to each student at the elementary, middle, and high school levels and may include the following:

- a. District-wide resource directory/website
- b. School calendars
- c. Bus/transportation schedules and information
- d. District regulations, PL 101-476 (Special Education), transition manuals, etc.
- e. A directory of county services and organizations
- f. The current site newsletter or principal's letter
- g. Elementary Competency Brochure
- h. Strategic Plan Brochure
- i. Service Learning Brochures
- j. Graduation Profile
- k. Website location for review of competencies, critical content, and assessments
- l. Examples of student work that depicts performance levels (basic, proficient, advanced)
- m. Board Policy 226 "Parent Involvement" Policy
- n. Other information as required by state and federal legislation and mandates.

Upon enrollment, kindergarten packets will be provided for each family to include:

- a. Enrollment forms for admission to kindergarten
- b. Enrollment requirements
- c. Developmental milestones and resource information for communication, physical and cognitive skills
- d. Extended Day Kindergarten (EDK) placement information
- e. Elementary Competency Brochure (Title I schools only)
 - i. Student folders for use at K-6 grade levels will continue to go home weekly and be signed by parents.
 - ii. A successful home/school communication system will be implemented for students in secondary schools.

3. Scheduling Activities

We will continue to coordinate scheduling of the activities* involving students and parents of all schools in Douglas County School District to facilitate family involvement. The following schedule is in effect:

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Elementary schools - Thursday nights
Middle schools - 1st and 3rd Wednesday night of the calendar month
High schools - 2nd and 4th Wednesday night of the calendar month

Major events at each site must be put on a District-wide calendar to avoid conflicts.

*This will include all concerts, parent/teacher meetings, and special events.

[See Policy related to this Administrative Regulation](#)

Revised: 04/12/05
05/20/09
09/2017