

CAMBRIAN SCHOOL DISTRICT

Board Policy

Procedure 1000
Adopted: September 25, 2001
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COMMUNITY RELATIONS

Goals

I. Administration

- A. At the beginning of each school year, the Superintendent will review with the administrative staff, any specific goals and objectives dealing with community relations for that school year.
- B. During the first quarter of each school year, the Superintendent will meet with parents and the general community to inform them of general information in the areas of finances, curriculum, discipline and educational policies.
- C. The Superintendent will meet with Home & School Club Executive Boards in order to provide them with timely information and to listen to their concerns.
- D. The Principal will review with the faculty, the District Community Relations policies and procedures and work with them in the establishment of local objectives for the school year. In the development of these objectives, careful consideration should be given to the previous year's community Survey results.
- E. The Principal shall invite parents, staff and non-parents to school functions.
- F. The Superintendent, whenever appropriate, will acknowledge the positive contributions of the District Board of Trustees and all other Cambrian District employees.
- G. The Principal shall coordinate efforts with the Cambrian Caring Community Program to engage local businesses and members of local community organizations to improve community relations at the school.

II. Teachers

- A. Inform parents of their child's progress in an accurate and timely manner.
- B. Notify parents as quickly as possible of a potential academic problem.

- C. At the beginning of each school year, teachers are to inform parents of the classes' general learning objectives for the school year.
- D. In the K-5 schools, devote time at the end of each school day to review the day's learning. At the middle school, this should be done at the end of each period. Each child should leave the classroom with a definite idea of what he or she has learned.
- E. In the K-5 schools, should make a minimum of two (2) positive contacts per year in addition to routine conference with the parent of *every* child. At the middle school, should make a minimum of one (1) positive contact per year per child. Teachers are encouraged to telephone parents in order to facilitate twoway communication.
- F. Teachers, whenever appropriate, will acknowledge the contributions of the Board of Trustees and all other Cambrian District employees.

III. Board of Trustees

- A. The Board, at each of its meetings, will make a special effort to identify new visitors and to give them a cordial welcome.
- B. Board members will make an effort to attend school functions such as Home & School meetings, open houses, back-to-school nights, and other special events in order to meet the public and promote the public schools.
- C. The Board, whenever appropriate, will acknowledge the positive contributions of its employees.

IV. Testing

- A. At the beginning of each school year, *all* teachers are to be informed of the general tests that will be administered during the school year.
- B. Immediately prior to the administration of a test at any grade level, all teachers shall be informed of the purpose of the test and of its limitations.
- C. After the return of the tests, the results shall be interpreted in detail to the entire faculty.
- D. All faculty members shall receive training in the interpretation of test scores to both students and parents.

V. Positive Communications

- A. A large marquee, used for publicity and communications with the community, should be installed at all schools.

- B. Displays of student work should be on view in various businesses and offices in the community.
- C. Each school should have at least one positive article per year appear in a newspaper of general circulation.

VI. Building and Grounds

- A. The general appearance of schools and grounds shall be brought to a level that will foster pride of ownership within the community.