

SUBJECT: SCHOOL-COMMUNITY RELATIONS

Goals and Objectives

One of the main purposes of good school public relations is to stimulate people to learn more about the schools so that they can participate more intelligently in the solution of educational problems. In accomplishing this purpose, a second aim can be fulfilled - that of gearing the operation of the schools to public interests and desires. Good school-community relations, then, require a two-way current of communication: from school to community, and from community to school.

The Public's Right to Know

a) Responsibilities of the Board:

The Board is aware of its responsibility in maintaining a cooperative relationship with the community which is served by the District. It is the desire of the Board to sponsor a close relationship with the citizens of the District in any way that will improve the school sponsored programs, for the Board expects to draw upon the potential sources of aid existing in the community in support of those programs. The Board will attempt to ensure that the citizens of the District are kept informed of its activities in channels of communication beyond those required by law. Therefore, the Board shall encourage the use of all appropriate means for supplying the community with accurate information about the schools.

b) Responsibilities of Administrators:

The Superintendent/designee shall be the central intermediary between the schools and the public.

c) Responsibilities of Teachers:

It is the responsibility of all teachers to be well informed as to the educational practices of the District, since many parents gather their information about the school and their teachers from their children.

d) Responsibilities of Non-Instructional Personnel:

The impressions and attitude of students and citizens are deeply and daily affected by the quality of their relationships with all staff members. Therefore, the Board relies upon all District employees to assume their important role of positively representing the school in their contacts with the public.

Continued

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

3110

Community Relations 2 of 2

SUBJECT: SCHOOL-COMMUNITY RELATIONS

Media Relations

Representatives of the local press, radio and TV are an important link in the communications chain between school and community. The maintenance of good working relationships is essential to meeting those objectives of the school community relations program which require the support and cooperation of the media representatives. As a general rule, the Board encourages direct communication between individual schools and the media.

Municipal Government Relations

It is the policy of the Board to establish and maintain a positive working relationship with the governing bodies of the municipalities. The Board shall also cooperate with municipal, county and state agencies whose work affects the welfare of the children of the District, including the Department of Health, the Recreation Departments, the Public Libraries, the Police and Fire Departments and emergency first responders.

Community Recognition

The Board recognizes and appreciates the important role that past and present Board members, staff, students, and community residents play in the pursuit of educational excellence in the District. Therefore, it shall be the policy of the Board to recognize exemplary service or accomplishment of others by means of an award. The Board directs the Superintendent to establish regulations which will govern to whom and under what circumstances recognition will be given.

Senior Citizens

The Board will consider school related programs for senior citizen in accordance with Education Law and/or regulations of the Commissioner of Education. District residents sixty-two (62) years of age or older will receive free/discounted attendance at all in-District school events sponsored by the Board or student organizations for which there is an admittance charge.

Adoption Date: 03/28/2022

Community Relations

SUBJECT: SCHOOL SPONSORED MEDIA

The Board recognizes its responsibility to provide the Lewiston-Porter community with information about schools, programs, activities and services.

Through written, oral, visual and social media, the community can better understand the goals of the District and gain a deeper appreciation of the efforts being made to provide quality education for all students.

The principal of each building is responsible for the preparation of news releases concerning the activities within that building. Copies of all final news releases will be sent to the Superintendent's Office and/or his/her designee for approval.

In addition, a district sponsored "The Link" newsletter may be prepared, posted to the website and mailed to each resident of the District. Included in the newsletter may be information regarding school activities, a calendar and other items of interest to the community.

All news releases concerning the District will be released by the Office of the Superintendent/designee.

All statements of the Board will be released through the Office of the Superintendent and/or the District Clerk.

Students must obtain permission from the Superintendent/designee to act as representatives of their school through the media. The Superintendent/designee should be aware of all information concerning the presentation, but shall not be held responsible for any opinions expressed by the students.

Adoption Date: 03/28/2022

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

3130

Community Relations

SUBJECT: USE OF SCHOOL DISTRICT TRADEMARKS AND SERVICE MARKS

The names, logos, symbols, and mottos of the District are trademarks or service marks of the District. Such marks may only be used in conformance with state and federal law and the provisions of this policy.

Faculty, staff, and students of the District may use the above-mentioned names, logos, symbols, or mottos on internal documents or materials for internal business or educational purposes only. Any such use will be in accordance with applicable Board policies, administrative regulations, handbooks, and Codes of Conduct.

Use of the District's trademarks and/or service marks for any retail or commercial purpose, for endorsements, promotions, or similar endeavors requires the express written permission of the District. Requests for such use will be made through submission of the District's trademark and service mark consent form to the Board or its designee. If granted, use of the District's trademarks and/or service marks will be in accordance with any terms agreed upon by the Board or its designee and the individual or entity authorized to use such marks.

Use of the above-mentioned names, logos, symbols, or mottos does not constitute permission to act as the District's agent, official, or representative.

Adoption Date: 03/28/2022

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

3140

Community Relations

SUBJECT: FLAG DISPLAY

In keeping with State Education Law and Executive Law, the District accepts its duty to display the United States flag upon or near each public school building during school hours, weather permitting, and such other times as it may direct.

When ordered by the President, Governor, or local official, to commemorate a tragic event or the death of an outstanding individual, the flag shall be flown at half-mast.

The flag shall be displayed in every assembly room (i.e., the auditorium) including the room where the Board meetings are conducted, as well as displayed in all rooms used for instruction.

4 United States Code (USC) Section 6 Education Law Sections 418, 419 and 802
Executive Law Sections 402 and 403
8 New York Code of Rules and Regulations (NYCRR) Sections 108.1-108.3

Adoption Date: 03/28/2022

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

3150

Community Relations

SUBJECT: SCHOOL VOLUNTEERS

The District recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

- a) Assist employees in providing more individualization and enrichment of instruction;
- b) Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
- c) Strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist Principals, teachers, coaches and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District's insurance program.

An application shall be filled out by each prospective volunteer and kept on file in the Principal's/Athletic Office at each building. The Building Principal will review the application and retains the right to approve or reject any volunteer application submitted for consideration.

Administrative regulations will be developed to implement the terms of this policy.

Volunteer Protection Act of 1997, 42 United States Code (USC) Section 14501 et seq.
Education Law Sections 3023 and 3028
Public Officers Law Section 18

Note: Refer also to Policy #6540 - Defense and Indemnification of Board Members and Employees

Adoption Date: 03/28/2022

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

6160

Personnel

1 of 2

SUBJECT: PROFESSIONAL GROWTH/STAFF DEVELOPMENT

The District will work to provide staff with professional learning opportunities. These opportunities will be designed to foster the professional growth of staff, help staff remain current with their profession, and meet the learning needs of students. Opportunities that may be provided for, include, but are not limited to:

- a) Planned in-service programs, courses, seminars, and workshops offered both within and outside the District.
- b) Videoconferences, prerecorded videos, and/or online discussion boards.
- c) Visits to other classrooms and schools, as well as attendance at professional meetings, for the purpose of improving instruction and/or educational services.
- d) Orientation or re-orientation of staff members to program and/or organizational changes, as well as District expectations.

Attendance at professional learning programs must be directly related to the duties and responsibilities of the staff member. Consequently, staff members are encouraged to participate in the planning of staff development programs designed to meet their specific needs.

Staff members are also encouraged to continue their formal education, as well as to attend work-related workshops, conferences, and meetings.

Funds for participating in conferences, conventions, and other similar professional learning programs will be budgeted for by the Board on an annual basis. Reimbursement to staff members for all actual and necessary registration fees, expenses of travel, meals and lodging, as well as all necessary tuition fees incurred in connection with attendance at conferences, will be in accordance with District documents which address conference attendance and expense reimbursement.

Professional Learning Plans

By September 1 of each school year, the District will adopt or, in the case of multi-year plans, readopt a professional learning plan that meets the content requirements specified in the Commissioner's regulations. The professional learning plan will be structured in a format consistent with the Commissioner's guidelines and will include, among other things, a description of:

- a) The professional learning activities provided to all professional staff and supplementary school personnel who work with students with exceptional learning needs, particularly students with disabilities, English language learners, students who are gifted and talented, and students with low literacy levels, to enable them to identify these students and provide instruction based on the needs of these students.
- b) How professional learning related to educator practice and curriculum development are culturally responsive and reflect the needs of the community that the District serves.
- c) Expected participation in continuing teacher and leader education (CTLE), as well as other professional learning opportunities provided by the District.

The professional learning plan will be developed through collaboration with a professional learning team. The Board will appoint the members of this team in accordance with the Commissioner's regulations.

Continued

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

2022

6160

Personnel

2 of 2

SUBJECT: PROFESSIONAL GROWTH/STAFF DEVELOPMENT

Mentoring Program

The District's professional learning plan will include a provision for a mentoring program. The purpose of the mentoring program is to provide guidance and support for educators who hold an initial certificate in the classroom teaching service or as a school building leader to ease the transition from teacher and school building leader preparation to practice in order to increase retention of teachers and school building leaders. Additionally, the mentoring program is intended to increase the skills of new teachers and school building leaders in order to improve student achievement.

The mentoring program will be developed and implemented consistent with any collective bargaining agreement.

Education Law §§ 1604, 1608, 1716, 1950, 2118, and 2601-a

General Municipal Law §§ 77-b and 77-c

8 NYCRR §100.2(dd)

NOTE: Refer also to Policies #6161 - Conference/Travel Expense Reimbursement
#6217 - Registration and Professional Learning

Adoption Date: 03/28/2022

LEWISTON-PORTER CENTRAL SCHOOL DISTRICT

TABLE OF CONTENTS
PERSONNEL (Section 6000)

PERSONNEL

Code of Ethics for Board Members and All District Personnel 6110
 Testing Misconduct and Mandatory Reporting Requirements 6111
Equal Employment Opportunity 6120
 Sexual Harassment in the Workplace 6121
Evaluation of Personnel 6130
Employee Medical Examinations 6140
Alcohol, Tobacco, Drugs and Other Substances (Staff) 6150
 Drug-Free Workplace 6151
Professional Growth/Staff Development 6160
 Conference/Travel Expense Reimbursement 6161
Safety of Students (Fingerprinting Clearance of New Hires) 6170
Staff-Student Relations (Fraternization) 6180

CERTIFIED PERSONNEL

Certified Personnel 6210
 Employment of Relatives of Board of Education Members 6211
 Certification and Qualifications 6212
 Incidental Teaching 6213
 Probation and Tenure 6214
 Disciplining of a Tenured Teacher or Certified Personnel 6215
 Professional Staff: Separation 6216
 Registration and Professional Learning 6217
Temporary Personnel 6220

SUPPORT STAFF

Supplementary School Personnel 6310

ACTIVITIES

Staff Use of Computerized Information Resources 6410
 Use of Email in the School District 6411
Employee Personnel Records and Release of Information 6420
Employee Activities 6430
 Whistleblower Policy 6432
Negotiations 6440
Theft of Services or Property 6450

COMPENSATION AND RELATED BENEFITS

Health Insurance 6510
Workers' Compensation 6520
Employee Assistance Program (EAP) 6530
Defense and Indemnification of Board Members and Employees 6540
Leaves of Absence 6550
 Family and Medical Leave Act 6551
 Uniformed Services Employment and
 Reemployment Rights Act (USERRA)/Military Leaves of Absence 6552
Remote Working 6570