

# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLIC RELATIONS  
OBJECTIVES

ADOPTED: July 11, 2003

REVISED:

| 901. PUBLIC RELATIONS OBJECTIVES |   |
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| 1. Purpose                       | The purpose of the school-community relations program is to establish and maintain communication that informs the parents and public and involves them in the educational goals and programs of the district's schools.   |
| 2. Authority                     | To achieve this purpose, the Board shall provide parents, guardians and other district residents opportunities to receive information and orientation regarding the schools. The Board will utilize all appropriate means and media to achieve its public relations objectives.   |
| 3. Guidelines                    | <p>The objectives of the district's public relations program shall be to:</p> <ol style="list-style-type: none"> <li>1. Explain the programs, achievements and needs of the schools to parents and the community as a whole.</li> <li>2. Determine which particular areas of the school program, policies or operations need further clarification or explanation.</li> <li>3. Keep students and staff members fully informed about district policies and procedures and the reasons for them and system-wide activities.</li> <li>4. Operate in public session, as speedily and efficiently as circumstances permit and with appropriate public participation.</li> <li>5. Recognize students and their achievements.</li> </ol> |
| 65 P.S. 701 et seq<br>Pol. 903   |   |
| 4. Delegation of Responsibility  | <p>It shall be the responsibility of all district staff to:</p> <ol style="list-style-type: none"> <li>1. Acquaint parents and residents with the work of the schools and students.</li> <li>2. Give courteous and thoughtful consideration to all inquiries and suggestions and carefully investigate all complaints.</li> </ol>   |

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| <p>PA Statute<br/>65 P.S.<br/>701 et seq</p> <p>Board Policy<br/>903</p> | <ol style="list-style-type: none"><li>3. Make parents, volunteers and visitors feel welcome in the school and in the classroom.</li><li>4. Cooperate with parent-teacher and other community groups.</li><li>5. Maintain student relations that encourage cooperation of the home.</li><li>6. Observe interstaff relations conducive to high morale that merit the respect of students and citizens.</li></ol> |
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLICATIONS PROGRAM

ADOPTED: July 11, 2003

REVISED:

| 902. PUBLICATIONS PROGRAM       |  |
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| 1. Purpose                      | The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding district policies, finances, programs, personnel and operations.  |
| 2. Authority                    | The Board shall determine which of its official actions have such community impact and interest to warrant special release, and it will release information to the media on matters of importance.   |
| 3. Delegation of Responsibility | <p>Matters of a routine nature may be released by the Superintendent or designee as they have been recorded in the minutes of Board meetings and upon request of media representatives.</p> <p>All publications, releases, photographs and the like depicting the accomplishments of district students and staff may be approved at the discretion of the Superintendent.</p> <p>The responsible district administrator shall direct an information program designed to acquaint the public with the achievements, programs and needs of the schools. The information program shall include as a minimum:</p> <ol style="list-style-type: none"> <li>1. District newsletter.</li> <li>2. Board policies.</li> <li>3. Employee handbook(s).</li> <li>4. Student handbook(s).</li> <li>5. Parent handbook(s).</li> <li>6. District website.</li> </ol> |

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The Superintendent or designee shall develop guidelines to be observed in matters of taste, relevance, and individual privacy in the writing and photographing of school publications, including provisions for personal release.

# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLIC PARTICIPATION IN  
BOARD MEETINGS

ADOPTED: July 11, 2003

REVISED:

| 903. PUBLIC PARTICIPATION IN BOARD MEETINGS                |   |
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| <p>1. Purpose<br/>65 P.S. 701 et seq</p>                   | <p>The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the district and the need to conduct its business in an orderly and efficient manner.</p>   |
| <p>2. Authority<br/>65 P.S. 710<br/><br/>65 P.S. 710.1</p> | <p>The Board shall establish guidelines to govern public participation in Board meetings necessary to conduct its meeting and to maintain order.</p> <p>In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for residents and taxpayers to comment on matters of concern, official action or deliberation before the Board prior to official action by the Board.</p> <p>The Board shall provide opportunity for public comment during the course of each public meeting.</p>    |
| <p>65 P.S. 710.1</p>                                       | <p>If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.</p>   |
| <p>3. Delegation of Responsibility<br/>Pol. 006</p>        | <p>The presiding officer at each public Board meeting shall follow Board policy for the conduct of public meetings. Where his/her ruling is disputed, it may be overruled by a majority of those Board members present and voting.</p>  |
| <p>4. Guidelines</p>                                       | <p>Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the district.</p> <p>The Board requires that public participants be residents or taxpayers of this district or anyone representing a group in the community or school district; any representative of a firm eligible to bid on materials or services solicited by the Board; and district employee; or any district student.</p> |

All individuals wishing to participate in a public Board meeting shall register their intent with the Board Secretary in advance of the meeting and shall include the name and address of the participant, topic to be addressed and group affiliation, if applicable.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation if applicable.

No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard.

All statements shall be directed to the presiding officer; no participant may address or question Board members individually.

The presiding officer may:

1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
5. Waive these rules with the approval of the Board.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established by the Board.

No placards or banners will be permitted within the meeting room.

The meeting agenda and all pertinent documents shall be distributed to the press and public at the meetings.

# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLIC ATTENDANCE AT  
SCHOOL EVENTS

ADOPTED: July 11, 2003

REVISED:

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| <p>1. Purpose</p> <p>2. Authority<br/>SC 511, 775</p> <p>3. Guidelines</p> <p>20 U.S.C.<br/>Sec. 7181 et seq<br/>35 P.S. 1223.5</p> | <p style="text-align: center;">904. PUBLIC ATTENDANCE AT SCHOOL EVENTS</p> <p>The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events.</p> <p>The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, tobacco, alcoholic beverages and weapons on school premises.</p> <p>A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and adopted by the Board.</p> <p><u>Tobacco Use</u></p> <p>The Board prohibits tobacco use by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The district shall notify staff, parents and members of the public about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.</p> <p><u>Free Admittance</u></p> <p>Senior citizens who are district residents and are 65 years of age or older shall be admitted without charge to all school events.</p> <p>District personnel will be admitted to all school events at no charge.</p> <p>The Board will honor athletic passes from all districts that are members of conferences in which teams of this district compete and honor the passes of this district.</p> |
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: CITIZEN ADVISORY  
COMMITTEES

ADOPTED: July 11, 2003

REVISED:

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|              | <b>905. CITIZEN ADVISORY COMMITTEES</b>   |
| 1. Purpose   | Citizen advisory committees can be useful in keeping the Board and administration informed with regard to community opinion and in representing the community in the study of specific school issues.   |
| 2. Authority | <p>In creating an advisory committee, the Board shall define the committee assignment and shall:</p> <ol style="list-style-type: none"><li>1. Appoint residents who are interested and can make some special contribution to the committee's function.</li><li>2. Seek the widest range of community interest and backgrounds.</li><li>3. Appoint a chairperson.</li></ol> <p>Recommendations of advisory committees shall not reduce the responsibility of the Board, which shall be free to accept or reject the recommendations.</p> <p>Meetings of an advisory committee are not regular meetings of the Board and shall be open to the public only upon invitation of the committee.</p> |

# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLIC COMPLAINTS

ADOPTED: July 11, 2003

REVISED: December 3, 2007

| 906. PUBLIC COMPLAINTS             |  |
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| 1. Purpose                         | The Board welcomes inquiries, suggestions, and constructive criticism regarding the district's programs, personnel, operations and facilities. Any parent/guardian, student, resident or community group shall have the right to present a request, suggestion or complaint. The Board intends to provide a fair and impartial method for seeking appropriate resolution.  |
| 2. Authority                       | Attempts to resolve public concerns and complaints of district residents shall begin with informal, direct discussions among the affected parties, following the established guidelines and district organizational structure. Only when informal meetings fail to resolve the issue shall more formal procedures be utilized.   |
| 20 U.S.C.<br>Sec. 7844             | In accordance with law, the Board shall adopt a written procedure that provides parents/guardians, public agencies, other individuals, and organizations a means to submit and resolve complaints alleging violations in the administration of educational programs under the No Child Left Behind Act. The complaint procedure shall be available to the public, a copy maintained in each school, and be distributed annually to parents/guardians and staff.                                |
| 3. Delegation of<br>Responsibility | Any requests, suggestions or complaints directed to individual Board members and/or the Board may be referred to the Superintendent for consideration and action. If further action is warranted, based on the initial investigation, such action shall be in accordance with established guidelines.  |
| 4. Guidelines                      | <p><u>General Complaint Procedure</u></p> <p>General complaints about Board policy and district procedure, programs, operations, facilities and personnel shall be processed in accordance with the following procedure.</p> <p><b>First Level</b> - Complaints and requests shall be addressed initially to the concerned employee, who shall discuss it with the complainant and attempt to provide a reasonable explanation or take appropriate action within the employee's authority.</p> |

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| <p>20 U.S.C.<br/>Sec. 7844</p> | <p>As appropriate, the staff member shall report the matter and the resolution to the building principal or immediate supervisor.</p> <p><b>Second Level</b> - If the issue cannot be resolved satisfactorily at the first level, it shall be discussed by the complainant with the building principal or the employee's immediate supervisor.</p> <p><b>Third Level</b> - If a satisfactory solution is not achieved by discussion with the building principal or immediate supervisor, a conference shall be scheduled with the Superintendent. The principal or supervisor will provide to the Superintendent a report that includes the specific nature of the complaint, and a brief statement of relevant facts, how the complainant has been affected adversely, the action requested, and the reasons why such action should be taken or not taken.</p> <p><b>Fourth Level</b> - Should the matter not be resolved by the Superintendent or is beyond his/her authority and requires Board action, the Superintendent shall provide the Board with a complete report.</p> <p><b>Final Level</b> - The Board, after reviewing all information relative to the complaint, shall provide the complainant with its written decision and may grant a hearing before the Board or a committee of the Board.</p> <p>The complainant shall be advised of the Board's decision, in writing, no more than ten (10) days following the hearing.</p> <p><u>NCLB Complaint Procedure</u></p> <p>Complaints alleging violations of law in the district's administration of NCLB education programs shall be processed in accordance with the following procedure.</p> <p>The complaint must be filed with the district as a written, signed statement that identifies:</p> <ol style="list-style-type: none"><li>1. Alleged NCLB violation.</li><li>2. Facts supporting the alleged violation.</li><li>3. Supporting documentation, such as information on discussions, correspondence or meetings with the district regarding the complaint.</li></ol> <p>Complaints shall be referred to the Federal Programs Coordinator, who will notify the Superintendent.</p> |
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The Federal Programs Coordinator will conduct an independent investigation, which could include but not be limited to:

1. On-site visit to the building that is the subject of the complaint.
2. Opportunity to present evidence by all individuals and/or organizations involved.
3. Opportunity for each side to question parties of other side and witnesses.

When the investigation is completed, the Federal Programs Coordinator will prepare a report with a recommendation for resolving the complaint. The report will include:

1. Name of the individual or organization filing the complaint.
2. Nature of the complaint.
3. Summary of the investigation.
4. Recommended resolution.
5. Reasons for the recommended resolution.

The Federal Programs Coordinator will submit the report to the Superintendent, who will determine whether further investigation is required and/or the district's final response.

All parties involved in the complaint will be notified of the resolution of the complaint by the Superintendent.

The Federal Programs Coordinator will ensure that the resolution of the complaint is implemented.

The time period between receipt and resolution of the complaint will not exceed sixty (60) calendar days, unless circumstances require additional time.

Either party may appeal the final decision to the Pennsylvania Department of Education.

Division of Federal Programs  
PA Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333

References

No Child Left Behind Act – 20 U.S.C. Sec. 7844

# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL VISITORS

ADOPTED: July 11, 2003

REVISED: June 8, 2009  
December 7, 2009

| 907. SCHOOL VISITORS               |   |
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| 1. Authority<br>SC 510             | <p>The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents and interested educators. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.</p>   |
| 2. Delegation of<br>Responsibility | <p>The Superintendent and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.</p> <p>The Superintendent shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.</p>  |
| 3. Guidelines                      | <p>Persons wishing to visit a school or teacher should make arrangements in advance with the school office in that building.</p> <p>Upon arrival at the school, visitors must register at the office where they will receive a pass or receive a badge. After the start of the school day, only one (1) entrance shall be used by visitors to the school. All other entrances shall be locked.</p> <p>Staff members shall be expected to require that a visitor has registered at the school office and received authorization to be present for the purpose of conducting business. All staff members shall be responsible for requiring a visitor demonstrates that s/he has a visitors pass.</p> <p>No visitor may confer with a student in school without the approval of the principal.</p> <p>Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting.</p> |

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| <p>SC 510<br/>Title 22<br/>Sec. 14.108</p> | <p><u>Trespassing</u></p> <p>District personnel shall be granted the authority to prosecute trespassers on school property and to make the violators financially responsible for any damages.</p> <p><u>Classroom Visitations</u></p> <p>Parents/Guardians may request to visit their child’s classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.</p> <p>The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.</p> <p>Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.</p> <p>The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.</p> <p>Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>State Board of Education Regulations – 22 PA Code Sec. 14.108</p> |
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**PARENT CLASSROOM VISITATION INSTRUCTIONS**

1. When entering the building, report to the school office and follow the school building guidelines regarding sign-in, visitor's pass, etc.
2. Administrative staff will assist you in locating and escorting you to your child's classroom. Proceed directly to only your child's classroom. Do not stop to observe other classes.
3. Enter the room quietly to avoid distracting children.
4. Remain quietly in the area designated by the teacher during the entire observation period.
5. Because this is a focused observation of your child, do not try to intervene with the instruction, or interview any of the instructional staff unless invited by the teacher to do so.
6. If you wish to discuss the observations, make arrangements with the teacher requesting a meeting at a convenient time.
7. Remember to follow the school building guidelines regarding sign-out when leaving.

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My signature indicates that I have received a copy of and understand the Parent Classroom Visitation Instructions.

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Parent/Guardian Signature

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Date

# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH PARENTS/  
GUARDIANS

ADOPTED: July 11, 2003

REVISED:

| 908. RELATIONS WITH PARENTS/GUARDIANS                  |  |
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| <p>1. Purpose<br/>Pol. 917</p>                         | <p>The Board believes that the education of students is a joint responsibility that is shared by the parents and guardians. To ensure that the best interests of each student are served in the educational process, a strong program of communication and cooperation between home and school must be maintained and parental involvement encouraged.</p>   |
| <p>2. Authority<br/>Pol. 235</p>                       | <p>The Board feels that it is the parents who have the ultimate responsibility for their children's behavior in school, including the behavior of students who have reached the legal age of majority but are, for all practical purposes, under parental authority.</p>   |
| <p>3. Delegation of<br/>Responsibility<br/>SC 1317</p> | <p>During school hours, the Board acts in loco parentis or in place of the parents, through its designated administrators.</p>   |
| <p>4. Guidelines<br/><br/>Pol. 212</p>                 | <p>Parents/Guardians are requested to keep the school staff apprised of changes in the home situation that may affect a student's conduct or performance.</p> <p>The Board directs that the following activities be implemented to encourage parent-school cooperation:</p> <ol style="list-style-type: none"> <li>1. Parent-teacher conferences to permit two-way communication between home and school.</li> <li>2. Open houses in district schools to provide parents the opportunity to see the school facilities, meet the faculty, and witness school programs.</li> <li>3. Special events of a cultural, ethnic or topical nature that are initiated by parent groups; involve the cooperative effort of students, staff and parents; and are of general interest to the schools or community.</li> </ol> |



# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: MUNICIPAL GOVERNMENT  
RELATIONS

ADOPTED: July 11, 2003

REVISED:

| 909. MUNICIPAL GOVERNMENT RELATIONS  |  |
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| <p>1. Purpose</p>  | <p>It is the policy of the Board that school district officials and municipal officials maintain a close and harmonious association. Such liaison is requisite for dealing with school/community concerns and issues in a satisfactory manner while assuring prudent expenditure of tax dollars.</p>   |
| <p>2. Authority<br/>Pa. Const.<br/>Art. III<br/>Sec. 14</p> <p>SC 502, 521, 706,<br/>775, 790</p>  | <p>The Board recognizes that its authority derives directly from the General Assembly, but it also is aware that the municipality and the school district must work together for the welfare of the residents.</p> <p>The Board advocates joint expenditures of district and municipal or county funds to provide facilities from which the entire community may derive benefits.</p>  |
| <p>3. Delegation of<br/>Responsibility</p> <p>SC 502</p>   | <p>To maintain cooperation with the municipality for fiscal and facilities planning, the Superintendent or designee will meet periodically with municipal officials to discuss issues of common interest.</p> <p>The public library can and should play an important role in the intellectual and educational development of district students, serving as a resource to reinforce and augment the school library and provide services and materials that may go beyond those which the school library can provide. To help achieve this end, the school district shall provide financial support for the local library.</p> |
| <p>School Code<br/>502, 521, 706,<br/>775, 790</p> <p>PA Constitution<br/>Art. III<br/>Sec. 14</p> |  |

# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: COMMUNITY ENGAGEMENT

ADOPTED: July 11, 2003

REVISED: February 9, 2005

| 910. COMMUNITY ENGAGEMENT |  |
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| 1. Purpose                | The purpose of community engagement is to create a collaborative environment in which students, parents/guardians, families, residents, businesses, and community organizations are encouraged and invited to be involved stakeholders in the school community such engagement strengthens broad-based community support for the school district’s mission, goals, operations and educational programs.  |
| 2. Definition             | <b>Community engagement</b> is defined as an ongoing collaborative process in which the school district works with the public to build understanding, guidance, and active support for the education of students in the community.   |
| 3. Authority              | <p>The Board endorses the concept that community engagement is essential for the school district and the community to maintain mutual understanding, respect and trust, and to work together to improve the quality of education for district students. The Board intends, through this two-way communication, to identify the community’s concerns, needs and suggestions, and to be responsive to the community through the Board’s actions.</p> <p>The Board also recognizes that the public offers resources of training and experience useful to the schools. The quality of the district’s operations and programs can be strengthened when these resources are used in an advisory capacity.</p> <p>The Board, with assistance from the administration, shall determine the appropriate strategy when utilizing the community engagement process.</p> <p>The Board, in consultation with the Superintendent, shall identify a team of individuals who will be responsible for developing, implementing and delivering a community engagement program.</p> <p>After the community engagement process is concluded, the Board shall make the final decision regarding an issue.</p> <p>The Board shall annually assess the effectiveness of the community engagement process.</p> |

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| <p>4. Delegation of Responsibility</p> | <p>The Board directs the administration to develop and implement a planned program of community engagement that regularly provides opportunities for students, parents/guardians, families, residents, businesses and community organizations to participate in dialogue and decision-making related to district-wide and school-based issues.</p> <p>The administration shall develop and use varied, effective communication methods to ensure that all community members receive information about district and school programs and the valuable opportunities to become actively involved.</p>        |
| <p>5. Guidelines</p>                   | <p>The Board and administration shall give substantial weight to the input received from the community. When evaluating the community's suggestions, the Board and administration will consider the impact on the district's goals, operations, educational programs, and financial resources. Recommendations made by the community shall not reduce the authority or responsibility of the Board, which may accept or reject such recommendations.</p> <p>The district shall communicate to the community the Board's decision and its rationale regarding an issue involving community engagement.</p> |

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# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: NEWS MEDIA RELATIONS

ADOPTED: July 11, 2003

REVISED:

| 911. NEWS MEDIA RELATIONS       |   |
|---------------------------------|---|
| 1. Purpose                      | Representatives of the local press, radio and TV are an important link in communications between school and community. Maintenance of good working relationships with media representatives is essential to meeting the objectives of the school-community relations program.   |
| 2. Authority                    | <p>The Board shall have final approval for all basic procedures regarding relations between the news media and the district.</p> <p>The Board reserves the right to negotiate for radio broadcasting, televising, filming, or sound recording of any school event by an outside agency. These rights, if sold, shall be contracted under conditions that bring the most favorable terms to the school district.</p>   |
| 3. Delegation of Responsibility | <p>The chief communications representative for the Board shall be the Superintendent.</p> <p>The Superintendent shall be responsible to:</p> <ol style="list-style-type: none"> <li>1. Be readily available to media representatives.</li> <li>2. Keep media representatives informed of all aspects of the school district so that reporting will be done on the basis of a complete and valid overview.</li> <li>3. Submit and suggest feature stories or articles of interest or relevance.</li> <li>4. Assist various school related groups in their relations with the news media.</li> <li>5. Assist the Board in preparing regular and special publications for the public.</li> </ol> |
| 4. Guidelines                   | Staff members shall not give school information or interviews requested by news media representatives without prior approval of the district's Superintendent.  |

Students shall not be permitted to give school information or interviews requested by news media representatives without prior approval of the district's Superintendent.

Submission of photographs to news media or permission for news media representatives to photograph district subjects, personnel, or students shall be authorized by the Superintendent and the individuals involved or their parents/guardians.

Any photograph of a controversial nature, or one that is questionable with regard to individual rights of privacy, shall not be sanctioned.

# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH  
EDUCATIONAL INSTITUTIONS

ADOPTED: July 11, 2003

REVISED:

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| <p>1. Authority</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p> | <p style="text-align: center;">912. RELATIONS WITH EDUCATIONAL INSTITUTIONS</p> <p>It is the policy of the Board that lines of communication be maintained by the school district with other districts and institutions that provide programs, training or services not otherwise available to district students and with districts whose resident students are enrolled in programs of this district.</p> <p>Maintaining cordial and constructive relationships with other educational institutions shall be the responsibility of the Superintendent or designee.</p> <p><u>Receiving District</u></p> <ol style="list-style-type: none"> <li>1. Provide an orientation program for incoming students from sending districts.</li> <li>2. Assure that unusual traits of individual students entering this district have been made known to appropriate staff members.</li> <li>3. Inform the sending district of any serious discipline problems encountered with students from their district.</li> </ol> <p><u>Sending District</u></p> <ol style="list-style-type: none"> <li>1. Establish programs to ensure that students of this district are properly prepared to enter the schools of the receiving district.</li> <li>2. Establish procedures to inform students of program options in the receiving districts.</li> <li>3. Monitor the progress of district students during their attendance in receiving schools.</li> </ol> |
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| <p>SC 1332, 1354,<br/>1408</p> <p>Pol. 407</p> <p>Pol. 216</p> | <p><u>Parochial/Private Schools</u></p> <ol style="list-style-type: none"><li>1. Establish appropriate student accounting procedures to satisfy district and state requirements in the areas of enrollment, attendance, transportation and other special services.</li><li>2. Maintain liaison with the administrators of private and parochial schools in order to be aware of any planned program or student population changes that could affect this district.</li></ol> <p><u>Institutions of Higher Education</u></p> <ol style="list-style-type: none"><li>1. Welcome representatives of institutions of higher education to speak to students interested in attending their institutions upon completion of secondary education.</li><li>2. Cooperate in the placement and evaluation of student teachers in accordance with Board policy.</li><li>3. Honor all proper requests for transcripts and student records in accordance with Board policy.</li><li>4. Encourage local institutions to offer college level courses for credit for eligible students.</li><li>5. Encourage local institutions to provide graduate level courses for the benefit of district staff members.</li></ol> |
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: NONSCHOOL  
ORGANIZATIONS/GROUPS/  
INDIVIDUALS

ADOPTED: July 11, 2003

REVISED: August 17, 2005

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| <p>1. Purpose</p> <p>2. Definitions</p> | <p style="text-align: center;">913. NONSCHOOL ORGANIZATIONS/GROUPS/INDIVIDUALS</p> <p>Any requests from nonschool organizations, groups or individuals seeking to have students participate in or be informed of the opportunity to participate in nonschool-sponsored activities, awards or scholarships shall be governed by this policy.</p> <p><b>Nonschool organizations, groups or individuals</b> - those entities that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Board policy. When employees, students or Board members act on behalf of a nonschool organization or group, or on their own behalf, this policy applies to them.</p> <p><b>Nonschool materials</b> - any printed or written materials prepared by nonschool organizations, groups or individuals for posting or general distribution which are not prepared as a part of the curricular or approved extracurricular programs of the district. This includes such things as fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, nonschool organization web sites and the like.</p> <p><b>Distribution</b> - handing nonschool written materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any manner of delivery of nonschool written materials to others while on school property or during school functions. When e-mail, text messaging or other technological delivery is used as a means of distributing or accessing nonschool written materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy.</p> <p><b>Posting</b> - publicly displaying nonschool written materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on district-sponsored web sites, through other district-owned technology and the like.</p> <p><b>Prohibited activities and materials</b> - activities and materials which are:</p> <ol style="list-style-type: none"> <li>1. Libelous, defamatory, obscene, lewd, vulgar, or profane.</li> </ol> |
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| <p>3. Authority<br/>SC 775<br/>Pol. 707</p> <p>SC 510</p> <p>4. Delegation of<br/>Responsibility</p> <p>5. Guidelines</p> | <ol style="list-style-type: none"> <li>2. Violate federal, state or local laws.</li> <li>3. Violate Board policy or district regulations.</li> <li>4. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health and welfare of students, such as tobacco, alcohol or illegal drugs.</li> <li>5. Incite violence.</li> <li>6. Advocate use of force or urge violation of federal, state or municipal law, Board policy or district regulations.</li> <li>7. Interfere with or advocate interference with the rights of any individual or the orderly operation of the schools and their programs.</li> </ol> <p>It is the policy of the Board that district facilities be used in accordance with the guidelines established in Board policy.</p> <p>The Board prohibits the use of students and staff members for advertising or promoting nonschool organizations, groups or individuals during instructional time or at school-sponsored locations or events not otherwise open to nonschool organizations, groups or individuals.</p> <p>The Superintendent shall be responsible for carrying out the provisions of this policy, unless otherwise specifically noted in this policy.</p> <p><u>Nonschool Activities/Materials</u></p> <p>The Board recognizes the social and educational values that may be derived from student participation in various activities sponsored by nonschool organizations, groups or individuals, but specifies that unreasonable demands on the time and energies of students and staff by such entities during school hours, or at school-sponsored activities be prevented.</p> <p>Requests for student participation in nonschool organizations, groups or individually sponsored activities must be made in writing to the building principal in accordance with administrative procedures, written announcements and this policy.</p> |
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| <p>Pol. 121</p> | <p>Activities sponsored by nonschool organizations, groups or individuals may not occur, and nonschool written materials may not be used, during instructional time or school-sponsored activities unless they are of educational value to the school program, they benefit district students or the school community, and they are factually accurate. Prohibited activities or materials may never be used.</p> <p>Where the nonschool entity is a for-profit entity that will benefit commercially from an activity or distribution of its material during instructional time, other factors must outweigh the commercial benefit to the nonschool entity; and the Board must approve proposals that would commercially benefit a for-profit entity.</p> <p>A review of any activities or nonschool written materials under this policy shall not discriminate on the basis of content or viewpoint, except that prohibited activities or materials will be rejected, as will any activities or materials that do not comply with Board policy, administrative procedures, or written announcements relating to the proposed nonschool-sponsored activity or materials.</p> <p>Participating students may not leave the school district unless the Board policy for field trips has been followed or the Board has granted special permission.</p> <p><u>Fundraising</u></p> <p>Only those organizations recognized and approved by the Board shall be permitted to raise funds for school-sponsored activities using the school's name or associated with the school. Fundraising by nonschool organizations, groups or individuals is prohibited on school property or in the name of the school.</p> <p>Where activities or materials otherwise comply with this policy, administrative procedures and written announcements, fundraising activities may be announced.</p> <p>Directory information regarding students or staff may only be released in accordance with law and Board policy. Directory information for students or staff members will not be released to nonschool organizations, groups or individuals that seek this information for the purpose of fundraising.</p> <p><u>Scholarships/Awards</u></p> <p>The Board is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Board directs that established guidelines be observed.</p> |
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| <p>Pol. 216</p> | <p>No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Board's policy on student records.</p> <p>The scholarship or award, and any pertinent restrictions, shall be approved by the Board.</p> <p>All pertinent information regarding the scholarship or award shall be submitted for review by the Superintendent or designee prior to the date on which it is to be presented.</p> <p>The building principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient of an award or scholarship, pursuant to administrative procedures adopted for this purpose and consistent with the restrictions applicable to each approved scholarship or award.</p> <p><u>Travel Services/Foreign Trips</u></p> <p>Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Board.</p> <p>Sellers of travel services to students must meet the following criteria:</p> <ol style="list-style-type: none"><li>1. Belong to an association of certified sellers of travel.</li><li>2. Provide proof of insurance.</li><li>3. Submit references.</li><li>4. Provide proof of a performance bond.</li><li>5. Include in all information provided to students and parents/guardians that use of tobacco, alcohol and controlled substances will be prohibited.</li><li>6. Include in all information provided to students and parents/guardians that the activity is not a school-sponsored event.</li></ol> |
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**References:**

School Code – 24 P.S. Sec. 510, 775

Board Policy – 121, 216, 707

# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH  
INTERMEDIATE UNIT

ADOPTED: July 11, 2003

REVISED:

| 914. RELATIONS WITH INTERMEDIATE UNIT |   |
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| 1. Purpose                            | Each school district has an opportunity to participate in the services and programs offered by the assigned intermediate unit.  |
| 2. Authority<br>SC 951, 952           | It is the policy of this Board that cooperation and communication be maintained with Northeastern Educational Intermediate Unit number 19 to ensure maximum effectiveness of programs and services.   |
| SC 970                                | The Board shall annually review district programs that involve intermediate unit services and make whatever determinations such a review suggests. This review will normally take place prior to the district's approval of the proposed I.U. budget.   |
| SC 960                                | In order to maintain a constructive relationship with the intermediate unit, the Board member elected by the Board is designated as the official liaison between the district and Northeastern Educational I.U. number 19.  |
| 3. Delegation of<br>Responsibility    | The duties of the Board representative are to ensure that the Board receives necessary information and data that will lead to sound and valid judgments regarding decisions that involve participation by the district in the various programs and services offered by the intermediate unit. |

# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL RELATED GROUPS/  
ORGANIZATIONS

ADOPTED: July 11, 2003

REVISED:

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|               | <b>915. SCHOOL RELATED GROUPS/ORGANIZATIONS</b>   |
| 1. Authority  | <p>Only those organizations recognized and approved by the Board shall be permitted to raise funds for school-sponsored activities using the school's name or associated with the school.</p> <p>School related organizations and community support associations must be recognized by the Board prior to initiation of any fundraising.</p>  |
| 2. Guidelines | <p>Fundraising projects should be discussed with the building principal prior to any activities.</p> <p>Sports booster clubs must work in conjunction with the Athletic Director and the high school principal.</p> <p><u>Parent-Teacher Organizations</u></p> <p>The Board encourages the organization and supports the activity of parent-teacher associations in our schools.</p> <p>Administrators and teachers are urged to cooperate with parent-teacher associations through their officers in order to develop a closer relationship and better understanding between parents, teachers and pupils. Such organizations are considered to be advisory in nature.</p> |

# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PARENT/FAMILY  
INVOLVEMENT

ADOPTED: July 11, 2003

REVISED:

| 917. PARENT/FAMILY INVOLVEMENT |  |
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| 1. Purpose                     | The Board recognizes the vital role parents and family play in the education, welfare and values of their children. The district is committed to the belief that all students can learn and acknowledges that schools and families share a commitment to the educational success of students.  |
| 2. Definition                  | <b>Parent and family involvement</b> shall be defined as an ongoing process that assists parents and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents as leaders and decision-makers concerning the education of their children at all levels.   |
| 3. Authority                   | The Board recognizes that the responsibility for each student's education is shared by the school and the family and acknowledges that schools and families must work as knowledgeable, cooperative partners to effectively educate all students. To this end, the Board shall support the development, implementation, and continuing evaluation of a parent and family involvement program that will involve parents at all grade levels in a variety of roles.  |
| 4. Guidelines                  | <p>Because parents/guardians are familiar with the needs, problems and abilities of their children, staff should communicate with and seek their input throughout the school year.</p> <p>The parent and family involvement program may include the following:</p> <ol style="list-style-type: none"> <li>1. Support for parents as school leaders and decision-makers, in addition to serving in advisory roles.</li> <li>2. Promotion of clear two-way communication between the school and the family about school programs and student progress.</li> <li>3. Assistance to parents and families in developing parenting skills to foster positive relationships at home, to support children's educational efforts, and to assist their children with learning at home.</li> </ol> |

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|  | <p>4. Involvement of parents, with appropriate training, in instructional and support roles at the school.</p> |
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: TITLE I PARENT  
INVOLVEMENT

ADOPTED: August 15, 2003

REVISED:

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| <p>1. Purpose</p> <p>2. Authority<br/>20 U.S.C.<br/>Sec. 6318</p> | <p style="text-align: center;">918. TITLE I PARENT INVOLVEMENT</p> <p>The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents and community.</p> <p>In compliance with federal law, the district and parents of students participating in Title I programs shall jointly develop and agree upon a written parent involvement policy. When developing and implementing this policy, the district shall ensure the policy describes how the district will:</p> <ol style="list-style-type: none"> <li>1. Involve parents in the joint development of the district's overall Title I plan and the process of school review and improvement.</li> <li>2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.</li> <li>3. Develop activities that promote the schools' and parents' capacity for strong parent involvement.</li> <li>4. Coordinate and integrate parental involvement strategies with appropriate programs, as provided by law.</li> <li>5. Involve parents in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I.</li> <li>6. Identify barriers to participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.</li> <li>7. Use findings of annual evaluations to design strategies for more effective parent involvement.</li> </ol> |
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# MONTROSE AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: DISTRICT/SCHOOL  
REPORT CARDS

ADOPTED: August 15, 2003

REVISED: February 12, 2007

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| <p>919. DISTRICT/SCHOOL REPORT CARDS</p>  |   |
| <p>1. Authority<br/>SC 220<br/>20 U.S.C.<br/>Sec. 6311<br/>Title 22<br/>Sec. 4.61</p> | <p>To provide pertinent information regarding the academic performance of the district and its schools, the Board shall annually develop and publicly disseminate a district report card and report cards for the individual schools, in accordance with federal and state laws and regulations.</p> <p>The Board, at its discretion, may include additional information not required by law on the district report card.</p>   |
| <p>2. Guidelines<br/><br/>20 U.S.C.<br/>Sec. 6311<br/><br/>SC 220</p>                 | <p><u>District Report Cards</u></p> <p>District report cards shall contain the following information:</p> <ol style="list-style-type: none"> <li>1. Aggregate data on student achievement at each proficiency level on state academic assessments and disaggregated data reflecting race, ethnicity, gender, disability, migrant status, English proficiency and status as economically disadvantaged.</li> <li>2. Comparison of above student groups regarding achievement levels on state assessments.</li> <li>3. Percentage of students not tested, disaggregated by student groups.</li> <li>4. Most recent two-year trend data in achievement by subject area and grade level in areas where assessments are required.</li> <li>5. Aggregate data on state indicators to determine Adequate Yearly Progress (AYP), such as attendance rates for elementary schools.</li> <li>6. Graduation rates for secondary schools, disaggregated by student groups.</li> </ol> |

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| <p>3. Delegation of Responsibility</p> | <p>7. Information on district's performance regarding Adequate Yearly Progress (AYP) and the number, percentage and names of schools identified for improvement, including how long they have been so identified.</p> <p>8. Professional qualifications of teachers and percentage of teachers with emergency or provisional credentials.</p> <p>9. Percentage of classes not taught by highly qualified teachers, in the aggregate and disaggregated by schools in the top quartile and bottom quartile of poverty.</p> <p>10. Comparison of district students' achievements on state assessments to students in the state as a whole.</p> <p>11. Information on the number of students to whom the PSSA test was administered who were enrolled in the district for less than two (2) school years as of the day the PSSA test was administered.</p> <p>12. Information on the number of students to whom the PSSA test was administered who were classified as Limited English Proficient as of the day the PSSA test was administered.</p> <p>13. Information on the number of students to whom the PSSA test was administered who were classified as students with a disability as of the day the PSSA test was administered.</p> <p><u>School Report Cards</u></p> <p>School report cards shall contain the following information:</p> <ol style="list-style-type: none"> <li>1. Same information contained on the district report card.</li> <li>2. Whether the school has been identified for improvement.</li> <li>3. Information that compares the school's students' achievement on state assessments and indicators of Adequate Yearly Progress (AYP) to students in the district and the state as a whole.</li> </ol> <p>The Superintendent shall be responsible to ensure:</p> <ol style="list-style-type: none"> <li>1. Required information is annually updated and posted.</li> </ol> |
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SC 220  
Title 22  
Sec. 4.61

2. District report card and school report cards are provided to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand.
3. District and school report cards are made available to the public through posting on the Internet, distribution to the media, and distribution to public agencies.
4. Public access is provided to the state report card and the school profile maintained by the state.

References:

School Code – 24 P. S. Sec. 220

State Board of Education Regulations – 22 PA Code Sec. 4.61, 403.1

No Child Left Behind Act of 2001 – 20 U.S.C. Sec. 6311