

*Existing policy, number 1100 adopted 3/19/12, appropriate as written, except for addition of legal reference. A sample follows for comparison and consideration.*

## **Community Relations**

### **School Community Relations**

#### **Purpose**

The Woodbridge Board of Education recognizes its responsibility in developing a comprehensive two-way program of school community relations to:

1. Stimulate productive relationships among teachers, parents and community members to benefit students and to foster the highest possible levels of student achievement.
2. Make maximum use of learning resources within the community.
3. Provide information and activities to build understanding of the purposes and content of the programs in the district.
4. Promote open communication and good relations with other Town Boards and the taxpayers of Woodbridge.

**Legal Reference:** Connecticut General Statutes  
1-13 Making of reproductions  
1-14 "Certified copy" defined. Evidence.  
1-16 Reproductions  
1-17 Reproductions to serve purposes of originals  
1-2 12 Copies of public record, fees.  
1-225 Meetings of agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive Sessions.  
10-220 Duties of Boards of Education.

Policy adopted:

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut

*Another version to consider.*

## Community Relations

### Communications with the Public

Within the bounds of its legal and ethical responsibilities, the Board of Education (Board) will endeavor to inform the community about the operations of the school system by establishing two-way communication with the community and involving citizens in the work of the schools.

To facilitate productive communication:

- Individual Board members who receive significant written communications from students, parents and other citizens, staff members, and organizations will give the communication to the Superintendent for dissemination to the entire Board.
- The Superintendent will send copies of any communication to the Board as a whole to each Board member.
- The Board will not recognize anonymous written communications to any individual Board member or to the Board as a whole.
- Individual Board members may acknowledge written or oral communications requesting Board action or stating a point of view. However, no individual Board member can commit the Board to any course of action or position.
- Individual Board members can express a personal opinion to a citizen but must clearly identify the opinion as their own and not necessarily that of the entire Board.

Legal Reference: Connecticut General Statutes  
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1-14 "Certified copy" defined. Evidence.  
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1-17 Reproductions to serve purposes of originals  
1-212 Copies of public records, fees.  
1-225 Meetings of government agencies to be public. Recording of votes.  
Schedule and agenda of meetings to be filed. Notice of special meetings.  
Executive sessions.  
10-220 Duties of boards of education.

Policy adopted:  
cps 11/12

*An administrative regulation to consider pertaining to the use of a blanket telephone call notification system.*

## **Community Relations**

### **Communications with the Public**

#### **Guidelines for Use of the School Notification System**

##### **Messages are to be recorded by the school Principal, whenever possible**

- ▶ A goal will be to bring the school parents closer to the administrator of each school.
- ▶ If parents call for clarification, calls will be handled at the school level whenever possible.
- ▶ Calls for clarification will be reviewed to determine if future messages need a different format, content or tone.

##### **Messages are to be reviewed by the school Superintendent or designee**

- ▶ Messages are to be reviewed for clarity, inclusion of all necessary information, content (complete but not unduly alarming or inflammatory), and tone of voice (to be consistent with message, and to give the public confidence).

Messages are to be sent between 5 pm and 9 pm, or as close as possible to those normal family activity hours.

When schools are to be closed such as for a snow emergency, messages may be sent the evening before (if known) or as early as 6:00 a.m. to alert parents. Calls shall not be made at odd hours, during early morning sleeping hours, etc.

Telephone messages will be coordinated with email messages to ensure consistency of message. If possible, the same wording will be used in both messages, to avoid the impression of inconsistency or confusion.

Two or three lesser notices may be combined into a single message if that can be done without creating confusion. For example, if a school closing will affect the scheduling of athletic events, the rescheduling of events may be covered in the telephone call announcing the school closing.

##### **Examples of appropriate use of phone messages:**

- ▶ snow day or emergency that causes cancellation of school or early dismissal
- ▶ explanation of an emergency, such as a school closure due to a bomb threat
- ▶ timing of academic progress reports and issuance of student report cards
- ▶ important one-time school activities, such as school play or graduation ceremony
- ▶ notice of important district-wide or state-wide test dates, such as CAPT, CMT or SBAC testing

##### **Examples of inappropriate use:**

- ▶ Less important notices that many members of the public may regard as inconsequential, such as notice of a bake sale, hiring or retirement of a staff member, or change in parking regulations.
- ▶ Less important notices may be grouped together in a newsletter or news email.

Regulation approved:

cps 3/14