

**GENERAL SCHOOL-COMMUNITY RELATIONS**

**SECTION K**

KB	SCHOOL-COMMUNITY RELATIONS
KCB	COMMUNITY INVOLVEMENT IN DECISION MAKING
KD	STAFF/STUDENT COMMUNITY RELATIONS - SCHOOL PARTICIPATION IN COMMUNITY DRIVES
KEB	SALESPERSONS AND COMMERCIAL REPRESENTATIVES
KEBB	STUDENT - COMMUNITY RELATIONS - SOLICITATIONS BY STUDENTS
KF	COMMUNITY RESOURCES
KFA	PARTNERS IN EDUCATION POLICY
KI	FREE MATERIALS
KJ	ADVERTISING IN SCHOOLS/USE OF SCHOOL TO PUBLICIZE COMMUNITY ACTIVITIES
KJA	ADVERTISING IN STUDENT PUBLICATIONS
KL	PUBLIC USE OF SCHOOL RECORDS
KM	VISITORS TO SCHOOLS
KNBA	COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS
KO	PARENT OF THE YEAR

## GENERAL PUBLIC RELATIONS

### SCHOOL-COMMUNITY RELATIONS

KB

The Board of Trustees recognizes that a climate of mutual understanding and cooperation among the schools and staff, students, parents, and community is essential if the education program is to meet student and community needs and expectations.

The Board believes an effective two-way communication program is vital to active and constructive participation of staff, students, parents, and community in the decision-making process. The Board believes that staff, students, parents, and community are entitled to continuing information about school policies, regulations, programs, operations, finances, achievements, goals, problems, needs, and other information about the schools.

All feasible forms of communication, including personal, print, and electronic, should be used to supply this information.

The responsibility to develop the means to make this commitment effective is delegated by the Board to the Superintendent of Education. The Superintendent should maintain an ongoing, systematic, two-way communication program for internal and external publics. The Superintendent of Education should encourage the creation and implementation of good school-community relations for enabling the community to make known its desires and for the Board of Trustees to make known its plans and actions.

It shall be the responsibility of all employees to promote good school-community relations for the schools and for the educational betterment of the students.

The principal is the child-school-community relations officer of the school. As such, the principal and his/her staff are an integral part of the total school system operating under the executive leadership of the Superintendent. It is the principal's responsibility to maintain an ongoing, systematic, two-way communication program for his/her school.

**COMMUNITY INVOLVEMENT IN DECISION MAKING****KCB**

Community participation in the affairs of the schools is an important facet of achieving improved quality of education for the students. Therefore, the Board of Trustees intends to make every effort to identify the desires of the community and to be responsive to those desires.

Citizens of the district are encouraged to express their ideas, concerns, and judgments about the schools through written suggestions or proposals and responses to surveys made through interviews and written instruments. (Also see BCBI.)

The ideas expressed by the public will be carefully considered. In the evaluation of such information, the first concern will be the educational program as it affects students.

**STAFF/STUDENT COMMUNITY RELATIONS -  
SCHOOL PARTICIPATION IN COMMUNITY DRIVES**

**KD**

Schools may participate in community fund raising drives, clothing collections, and similar activities only when participation has been approved by the Board of Trustees and/or the Superintendent of Education or his designee.

Individual solicitation of staff members through the schools is approved only for the annual United Way Drive.

No activity may be undertaken wherein reward or recognition for participation is given on individual or group basis without prior approval of the Superintendent of Education or his designee.

<b>SALESPERSONS AND COMMERCIAL REPRESENTATIVES</b>
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<b>KEB</b>
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Salespersons and commercial firm representatives, including insurance, annuity, and investment companies, may visit schools only for a specific purpose directly related to schools. Written permission for that purpose must be secured at the office of the Director of Business Management and/or his/her designee before salespersons may call at the school. Permission, if granted, will allow contact only with the building principal.

In no instance will vendors be permitted to contact teachers or other employees at the school during school hours. If requested by the teacher or other employee, a vendor may see the teacher or employee after school hours. At the request of the school staff and with the approval of the Director of Business Management and/or his/her designee, a vendor may be given a special invitation to visit the school staff for a specific purpose and/or distribute literature.

**STUDENT - COMMUNITY RELATIONS -SOLICITATIONS BY STUDENTS****KEBB**

For purposes of good organization and management in the maintenance of effective school-community relations, requests for participation in activities requiring solicitations by students will be considered by the Superintendent or his designee. Requests should be made at least thirty (30) days prior to the activity. The school district reserves the right not to participate in any fund-raising activities. Principals of individual schools will not make this decision, which will be made on a district-wide basis. See policy JHBA, Fund-Raising Activities.

**Resource Persons**

The use of resource persons from the community in the classroom can be a valuable educational instrument. The Board of Trustees encourages the professional staff to be concerned with locating and contacting people in various areas of interest and expertise who might serve as resource persons in particular units of study. All requests to use such resource persons shall be cleared with the Superintendent or his designee.

**Volunteers**

The Board of Trustees believes that volunteers can make many valuable contributions to the school. The Board of Trustees endorses a volunteer program in the schools subject to regulations and safeguards. Suitable recognition of volunteer services shall be made annually.

**Community Instructional Resources**

The Board of Trustees believes that one of the goals of the district shall be to equip each student to serve as a citizen of the community, and the administrative and instructional personnel are encouraged to rely on the community as one of the educational tools at their command. The administration shall direct the development of a community instructional resource program designed to utilize the citizens, the institutions, and the environment of the community in the education of its children.

The business community shall be requested to work cooperatively with the staff and advise the Board of Trustees relative to the development of student employability skills.

The Superintendent of Education shall have supervisory control over the program. Members of the staff and the community shall be encouraged to offer their ideas and services through the channels developed by the administration.

The Biloxi Public School District participates in the Partners In Education program. All businesses in the community are invited to apply to become a partner in education. Partners will be selected by the Superintendent or his/her designee(s) based upon their ability to enhance the educational opportunities for children. Businesses which actively promote alcohol use and/or tobacco products may not qualify to become a partner. All gifts, donations, field trips, and other activities within the program must be consistent with the goals set in the mission statement of the District, and shall be approved in advance by the Superintendent of Education or his/her designee(s).

#### Administrative Procedures for Partners In Education Field Trips

1. Business contacts a member of school personnel.
2. Member of school personnel refers business to Superintendent or his designee.
3. Business will meet with Superintendent or his designee to discuss the field trip's enhancement to the curriculum (pre-visit and post-visit materials will be analyzed, teaching strategies will be evaluated, entrance to and from the business approved, etc.).
4. Superintendent or his designee will visit site.
5. As needed, the principals will visit the site.
6. As needed, the School Board will visit the site.
7. If necessary, the Partner In Education's business representative will make a presentation to the School Board.
8. Approval or Disapproval of Business Field Trip.

**FREE MATERIALS****KI**

Advertisements of commercial products or services, except those approved by the Superintendent of Schools or his/her designee, shall not be read to students or posted or distributed on school premises.

Free materials from commercial, political, religious, or other non-school sources may be used in the schools only with the permission of the Superintendent of Education or his/her designee. Careful consideration will be given to their educational quality and value.

The use of commercially sponsored free teaching aids is permitted if the content is approved by the Superintendent of Education or his/her designee.

**ADVERTISING IN SCHOOLS/USE OF SCHOOLS TO  
PUBLICIZE COMMUNITY ACTIVITIES**

**KJ**

Schools shall be used for publicizing community activities and programs only when the activities are of direct benefit to children and are of a non-commercial nature. When school participation is approved by the Board of Trustees, procedures for participation must be approved each year by the Superintendent of Education or his designee.

No notices, advertisements, or posters of any type in behalf of persons or organizations not officially connected with the schools shall be distributed or displayed on school property except by written permission of the Superintendent of Education or his designee who shall limit all such notices, advertisements, or posters to those directly connected with the improvement of the adopted course of study, and no person shall sell or offer for sale within school buildings or on school property any activities or services or solicit contributions except those approved in writing by the Superintendent of Education or his designee. This policy shall not prohibit the participation of students in fund drives approved in writing by the Superintendent of Education or his designee for enriching the course of study.

**ADVERTISING IN STUDENT PUBLICATIONS**

**KJA**

The advertising of commercial products or services is permitted in student publications which are published by student organizations subject to administrative control and subject to reasonable publication rates established by such organization.

Solicitation of sales or the use of the name of the school system to promote any product shall not be permitted.

**BILOXI PUBLIC SCHOOL DISTRICT  
PUBLIC RECORDS ACCESS PROCEDURES**

The following policies and procedures are adopted in order to comply with the requirements of the Mississippi Public Records Act of 1983 (hereinafter the "Act").

**RECORDS ACCESSIBLE**

All "public records" maintained by the district, as defined by the Act, shall be made available for access and duplication, subject to the exceptions and requirements of these policies, and other state or federal laws.

**REQUESTS FOR ACCESS**

Requests for access to public records shall be filed in writing, on forms provided, with the Superintendent of Schools, Biloxi Public School District, 160 St. Peters Avenue, Biloxi, MS 39530. The request must state with sufficient specificity the nature, location, and description of the public record sought in order to enable the appropriate official(s) of the district to obtain the records for review and/or duplication. In the event that the request lacks sufficient clarity or is otherwise unduly burdensome, it will be returned to the originator for clarification or correction. All requests to inspect or duplicate public records must be filed between the hours of 9:00 a.m. and 3:00 p.m. on any working day in the superintendent's office.

Requests for inspection and/or duplication of records shall be honored at such time during the day as the documents are not being used by the appropriate officials of the district. After the records are located and made available for inspection and/or duplication, the originator of the request will be notified of a time, place and date, not later than seven (7) days from the date of the receipt of the request, to allow inspection and/or duplication.

**FEES CHARGED**

As allowed by statute, the district shall charge and collect fees to reimburse it for the actual costs of searching, reviewing, duplicating and mailing copies of public records. All applicable charges shall be paid to the district in advance of complying with any requests, pursuant to the following schedule:

As allowed by statute, the district shall charge and collect fees to reimburse it for the actual costs of searching, reviewing, duplicating and mailing copies of public records. All applicable charges shall be paid to the district in advance of complying with any requests, pursuant to the following schedule:

- Photocopying: 30 cents per page, with a minimum charge of \$1.00 per search.
- Searching and Reviewing: An hourly charge of \$5.00 or in the event it is necessary for supervisory personnel to conduct the search and review then an amount which equals the actual wage per hour of such person.
- Postage: Actual cost of postage shall be assessed for all records mailed.
- Redaction: A reasonable fee for the redaction of any exempted material, not to exceed the district's actual cost

Any request which will require considerable assistance of school personnel for searching and reviewing shall be subject to a minimum deposit of \$25.00. In the event that the actual cost is found to be less than \$25.00, the balance shall be refunded to the originator of the request at the appointed time for the inspection and/or duplication.

## EXEMPT RECORDS

The following records are exempt from the Act and from this policy and shall not be subject to disclosure, except under other authority and under appropriate circumstances.

1. Records furnished to public bodies by third parties which contain trade secrets or confidential, commercial or financial information, as provided by the Act.
2. Records which are confidential or privileged, as provided by constitutional, statutory or case law of this state or of the United States.
3. Records which are developed among judges, judges and their aides, and juries.
4. Personnel records, including but not limited to applications for employment, test questions and answers used in employment examinations, and letters of recommendation.
5. Test questions and answers in the possession of a public body which are to be used in future academic examinations.
6. Records which represent and constitute the work product of an attorney representing the district, records which are related to litigation by or against the district, or in anticipation of prospective litigation, and communications between the district and the attorney in the course of an attorney-client relationship.
7. Records which would disclose information about a person's individual tax payment or status.
8. Records concerning the sale or purchase of property for public purposes prior to the announcement of the purchase or sale where the release of the record would have a detrimental effect on the sale and purchase.
9. All educational records of students and former students, as defined by Policy JRA Student Records and/or exempt from disclosure by applicable state and/or federal law; such exemption shall also apply to letters of recommendation respecting admission to any educational agency or institution.
10. Records that are maintained regarding the process of detection and investigation of unlawful activity, in addition to such records as defined in Section 45-29-1 of the Mississippi Code of 1972;
11. Commercial and financial information of a proprietary nature required to be submitted to the district;

If any public record contains material which is not exempted under applicable policy or law, the district shall redact the exempted and make the nonexempted material available for examination.

## INABILITY TO PRODUCE THE RECORD BY THE SEVENTH DAY

If the district is unable to produce a public record by the seventh working day after the request is made, the district shall provide a written explanation to the person making the request stating that the record requested will be produced and specifying with particularity why the records cannot be produced within the seven-day period. Unless there is mutual agreement of the parties, in no event shall the date for the public body's production of the requested records be any later than fourteen (14) working days from the receipt by the public body of the original request.

## DENIAL OF ACCESS

In the event that the district denies a request for access to or copies of public records, the denial shall be in writing and contain a statement of the specific exemption(s) relied upon by the district for the denial. The district will maintain a record of all denials for a minimum period of three (3) years. This file shall be made available for inspection and/or copying during the regular office hours to any person upon written request.

**VISITORS TO SCHOOLS****KM**

All visitors with legitimate reasons are welcome to visit the Biloxi Public School District. However, certain regulations must be observed in the visitation of schools.

- A. If there is any doubt as to the legitimacy of the purpose of the visit, the principal shall clear said person's visit with the office of the Superintendent.
- B. All visitors (including parents) must report to the school's office for sign-in. Individual visitors should be issued a visitor ID badge. All visitors will be accompanied to and from classroom, whenever possible. Visitor badges must be returned to the office when the visitor leaves the school.
- C. Except in rare emergencies the teacher is not to be interrupted while teaching.
- D. No salesman or solicitors shall be admitted to schools except when they have written approval for the visit from the Business Manager.
- E. Visitors observing teachers will enter the room and seat themselves at the invitation of the teacher. Teachers shall not be interrupted and will recognize visitors at the appropriate time.
- F. Pupil visitors from other schools or pre-school age children are not allowed unless invited under the auspices of the school system.

Anyone discovered on school property without such a permit from the office of the principal or the Director of Business Management or the Superintendent is subject to prosecution for trespassing.

**COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS****KNBA**

The Board of Trustees assumes final responsibility for all books and instructional materials it makes available to students. However, it recognizes the right of individual parents to express their opinions regarding controversial materials used by their own children.

While the Board will not permit any individual or group to exercise censorship over instructional materials and library collections, provision will be made for the reevaluation of the materials upon formal request so long as students' rights to learn and the freedom of teachers to teach are respected. (Also see IFAA, IFAB.)

**PARENT OF THE YEAR**

**KO**

The Biloxi Public School District shall implement the Parent of the Year recognition program as outlined under state guidelines and procedures.