

Commonwealth Education Connections, Inc.

Section: Communications/Public Relations

Title: Public Communication

Background

Communications with the public is a very important part of any educational system. The Board encourages public opinion concerning the operation of the school so that constructive ideas can be shared to enhance the education program.

Policy

The Board shall have a public communication program concerning the affairs of the school.

Procedures

Public Notice

Public Notice listing dates, time and place of regular and special meetings shall be published and posted conspicuously at the office of the CEO three days before regularly scheduled meetings and at least twenty-four hours before each adjourned, special, or rescheduled meeting of the Board as specified by Act 84 of 1986.

Notice to Board Members

Board members shall receive no less than twenty-four hours prior notice of all meetings, and three days notice if time permits, except that executive sessions may be called by the President of five members of the Board during the course of any regular or special meetings.

Place of Meetings

All meetings of the Board shall be held in the conference room at the Central Administrative Office, unless otherwise ordered by the Board.

Minutes

In compliance with legal requirements, a complete and accurate set of minutes of each meeting will be kept. Minutes shall be maintained in an official record book designated for said purpose. The minutes shall constitute the official record of proceedings of the

Board and shall be open to inspection by any taxpayer of the school, his, her or its agents or representatives, upon request in writing to the Board at a regular meeting. The Minute Book shall be retained as a permanent record of the Charter.

Compliance

All meetings held will be in compliance with Act 48 or 1986.

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Section: Communications/Public Relations

Title: Public Visitations

Background

The school facility is operated for the benefit of the students and should be open for public inspection at reasonable times.

Policy

Board members and other interested community members are encouraged to visit classrooms. The CEO shall prescribe reasonable regulations for the proper implementation of this policy.

Procedures

- **All visits MUST be scheduled two weeks in advance through the Chief of Staff and Special Assistant to the Board.**
- **All visitors that are NOT Commonwealth Education Connections employees or the parent/guardian of a student attending one of our schools, MUST provide the school with a copy of their most current Child Abuse Clearances.**
- **All visits and visitors must be approved by the Chief Academic Officer.**

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Section: Communications/Public Relations

Title: Gifts to the School

Background

There are occasions when individuals or organizations desire to make specific gifts to the school.

Policy

It is the policy of the Board that:

1. Individuals or organizations desiring to make a gift to the school should consult with the administration regarding the acceptability of anticipated gifts.
2. Only equipment and supplies to which no restrictions are attached may be accepted. All gifts become the property of the charter school and are subject to the same regulations that govern the use of other school property.
3. Gifts on a matching funds basis will be referred by the CEO to the Board for approval before acceptance.
4. Gifts of equipment, which will involve the outlay of the charter school's funds for installation or for maintenance, may be referred by the CEO to the Board for approval before acceptance.

Commonwealth Education Connections, Inc.

Section: Communications/Public Relations

Title: Anonymous Correspondence

Purpose

The Board is interested in receiving reliable information from a wide variety of sources in order to enhance its decision-making ability. However, information that is received anonymously lacks a ready basis for verification, and honoring such correspondence may only tend to encourage irresponsible claims, accusations, and other unsubstantiated gossip to the detriment of both the charter school and the persons or organizations subject thereto.

Statement of Policy

Accordingly, anonymous correspondence will not be entered into any record, will not be circulated within the school, and will in fact be destroyed upon receipt with the single exception as follows:

Procedures

In the event that the communication is of such a nature as to raise question of the immediate safety of, or threat to children or other persons, the security or property, or the prevention or identification of any illegal and/or criminal act; such information should be shared directly with the CEO who will, in consultation with the solicitor as needed, make a determination whether to relay the information to law enforcement for investigation. As an illustration, the forgoing includes such matter as bomb or fire threats, threats of bodily harm against a person or persons, information regarding child abuse or molestation, etc. In the event the investigation is undertaken, any persons directly related thereto shall be advised of the nature of the anonymous information, when permitted by law.

Commonwealth Education Connections, Inc.

Section: Communications/Public Relations

Title: School Request for Police Service

Purpose

A safe school environment is vital if learning is to take place. The safety and well-being of all students is of primary concern to the Board.

Statement of Policy

The CEO and Site Director shall take the necessary steps to safeguard the students including contacting police as needed, contacting emergency medical services if required, and evacuating school buildings in the event of an emergency.

Procedures

REQUESTS FOR POLICE ASSISTANCE

1. Routine requests are to be made to the operations office of the local police district.
2. Site Directors are to maintain a record of the telephone number of the local police district for ready reference.
3. Routine requests for police assistance may be made in conjunction with:
 - a. A change in time of regular dismissal
 - b. Special events
 - c. Traffic hazards

EMERGENCY REQUESTS

1. If an adult or student requires immediate medical attention, the CEO, Site Director, or designee, is to call the police emergency number, 911, and request assistance.
2. The radio room will dispatch a police car from the local police district.
3. The local Police district will then notify the Juvenile Aid Division if follow-up investigations are needed.

BOMB THREATS

1. Arrangements are to be made for the evacuation of the building.

2. If a suspicious device is found, the following steps are to be taken:
 - a. The general school fire alarm is not to be sounded
 - b. The Police Emergency number, 911, is to be called and a report made as to the nature of the threat.
 - c. The CEO is to be notified.
 - d. Upon arrival of the police, the CEO or Site Director and the police are to make a determination as to whether other units are to be called or a search is to be conducted.
 - e. The decision to evacuate the building is to be made by the CEO or Site Director.
 - f. If a suspicious device is found, the evacuation is to be made in a quiet and orderly manner, without informing the students as to the reason for the evacuation.
 - g. Students and teachers are to report to the assigned fire drill station.
 - h. The central office is to be notified and a serious incident report filed.

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Section: Communications/Public Relations

Title: Service of Subpoenas or Warrants

Background

A subpoena is an order of a court directed to a witness, commanding the witness to be present in court at a given time to testify.

A warrant is a written order, issued by a judge, directing a police officer, or some other person specifically named, to arrest the person named in the warrant and bring him/her before the issuing authority.

Statement of Policy

School personnel shall cooperate in full with law enforcement officials.

Procedures

SERVICE AND RESPONSE TO SUBPOENAS

1. A subpoena may be served on an employee or a student in a school building.
2. The Principal/Vice Principal must demand proper identification from the server and is to make certain the subpoena is an official document.
3. The subpoena is to be served in private, with only the principal or designee present.
4. A record is to be made of the incident, including the information contained in the subpoena.
5. Parents are to be notified immediately when a student is involved.
6. When the immediate presence of a student is required in court, Principal/Vice Principal is to make every effort to notify the parents that the pupil is being released.
7. Objection by the parents to the release of the student is not grounds for the Principal/Vice Principal to refuse to honor a subpoena or court order.
8. Legal advice should be sought.
9. If the subpoena or warrant relates to school matters, the central office is to be notified, and a serious incident report is to be filed.