

**Section:** Community  
**Title:** Public Relations Objectives  
**Adopted:** January 24, 2007

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### 901. PUBLIC RELATIONS OBJECTIVES

The Western Area Career & Technology Center Joint Operating Committee believes the purpose of its school-community relations program is to inform the public of and involve it in the goals and services of the school.

The Joint Operating Committee delegates this responsibility to the Director. Parents/Guardians and community residents shall be provided opportunities for information and orientation regarding school grounds and procedures utilizing all appropriate means and media to achieve the following objectives:

1. Prepare and disseminate information to the public and staff which reflects official actions of the Joint Operating Committee.
2. Provide that a Joint Operating Committee member or school employee may give his/her opinion on matters as s/he desires, but shall not state that such is the position of the Joint Operating Committee unless the position has been officially approved or adopted.
3. Direct all employees to establish and maintain positive lines of communication with the community, not only keeping it advised of school operations, but encouraging comments.
4. Report through established public information channels any newsworthy information which may result in press releases. Any such information shall be released under the auspices of the Director.

**Section:** Community  
**Title:** Public Relations Program  
**Adopted:** January 24, 2007

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### 902. PUBLIC RELATIONS PROGRAM

The Western Area Career & Technology Center Joint Operating Committee believes that all reasonable means should be employed to keep the public informed on matters of importance regarding school programs, policies, finances, personnel and operations.

The Joint Operating Committee subscribes to the philosophy that news and information shall not be hidden from the public, and that in general all facts may be known.

The Joint Operating Committee will determine which of its official actions have legitimate community Impact and interest to warrant special release. It will arrange for release through the Director's office to the media.

The Joint Operating Committee endorses the use of brochures, slide shows, internal and external newsletters, and the use of external media in order to tell the story of public education clearly and often.

Whenever notice is required to be published in one newspaper, such publication shall be made in a newspaper of general circulation as defined by the Newspaper Circulation Act. Proof of publications of any notice required to be given shall be made by attaching an original copy of such notice as actually printed to an affidavit.

The Director shall be responsible for any material or information released to the public. This shall be accomplished following established guidelines for such public distribution.

Within the limitations of the annual budget, the Director shall prepare for distribution:

1. Newsletter or periodic news releases to be distributed to parents and the general public
2. Publication of an annual budget document, which interprets how the school manages its finances

**Section:** Community  
**Title:** Public Comment in Joint Operating Committee Meetings  
**Adopted:** August 26, 1970  
**Revised:** January 24, 2007  
**Revised:** March 20, 2024

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### 903. PUBLIC COMMENT IN JOINT OPERATING COMMITTEE MEETINGS

#### PURPOSE

The Joint Operating Committee recognizes the value of public input and the importance of designating time for public comment during open Joint Operating Committee meetings. The Joint Operating Committee also recognizes the importance of diverse viewpoints and commentary.

This policy addresses the right for the public to comment at open Joint Operating Committee meetings and the responsibility of the Joint Operating Committee to conduct its business in an orderly and efficient manner. An authorized individual's public comment will be free from interruption, except when the individual's conduct is in violation of law or Joint Operating Committee policy. [1] [2]

#### AUTHORITY

An opportunity for residents and taxpayers of participating districts and Western Area CTC employees and students to provide comment on matters of concern, official action or deliberation which are or may be before the Joint Operating Committee, shall be provided as designated on the Joint Operating Committee meeting agenda and in compliance with law, Joint Operating Committee policy, and Western Area Career & Technology Center procedures. [1] [2] [3] [4] [5]

Copies of the agenda, which includes a listing of each matter of business that will be or may be the subject of deliberation or official action at the meeting, shall be made available to individuals in attendance at the meeting. [3]

The Joint Operating Committee requires that public comment on agenda items be made at the beginning of each meeting. [4]

When items are added to the agenda after the public comment period has ended, the Joint Operating Committee shall offer a further public comment opportunity limited to the added items. [4] [6]

An individual's public comment may be interrupted or terminated only under limited circumstances, such as when the individual's commentary is in clear violation of law or Joint Operating Committee policy, including but not limited to the following:

1. Sexual harassment, racial, ethnic, religious or nationality intimidation towards an individual or individuals in the school community. [7] [8] [9]
2. Disclosure of confidential personal information regarding students or staff.
3. Speech that traditionally has not been protected under the First Amendment, such as obscenity, defamation and speech integral to criminal conduct.
4. Speech that is profane.

5. Speech that constitutes true threats such as inciting imminent lawless action or subjecting individuals to fear of violence.
6. Speech that does not concern matters that may come before the Joint Operating Committee for deliberation or official action, for example, sales of commercial products or services.

## **GUIDELINES**

### **Sign-in and Request to Comment [2]**

All individuals wishing to comment during the Joint Operating Committee meeting shall sign in on the sheet provided at the meeting and provide the following information on the sign-in sheet:

1. Name of commenter.
2. School district of the commenter.
3. Topic to be addressed.
4. Group or organization affiliation, if applicable.

### **Public Comment**

Individuals shall wait to be recognized by the presiding officer before commenting, must direct all comments to the Joint Operating Committee, and must preface their comments by an announcement of their name, and group affiliation, if applicable.

The public comment session at the beginning of the meeting shall be limited to not more than thirty (30) minutes. Each statement made by a participant shall be limited to three (3) minutes.

Commenters may not cede their time to other individuals.

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

The presiding officer and the solicitor have the authority to:

1. Interrupt an individual to warn the commenter that the statement is too lengthy **or conduct is** otherwise in violation of this policy.
2. After warning, terminate the individual's opportunity to comment when the conduct continues and is in violation of this policy.
3. Call a recess or adjourn to another time when an individual's conduct is otherwise in violation of this policy.
4. Request an individual to leave the meeting when that person's conduct is disrupting the operation of the meeting. [10] [11]

5. If the individual refuses to leave the meeting, request the assistance of school security personnel or law enforcement to remove the disorderly person to enable the Joint Operating Committee to proceed with the orderly operation of the meeting. [12] [13]
6. Waive the Joint Operating Committee's rules regarding public comment with the approval of a majority of those present and voting.

Where the presiding officer's ruling regarding public comment is disputed, it may be overruled by a majority of those Joint Operating Committee members present and voting.

### **Response to Public Comment**

The purpose of public comment at Joint Operating Committee meetings is to allow the Joint Operating Committee to learn the thoughts of the public prior to Joint Operating Committee deliberation and official action.

Although the public comment period of the meeting is not a question and answer session between the public and the Joint Operating Committee, the Joint Operating Committee may direct staff to follow up and address public inquiries in a reasonably prompt manner.

Whenever public comments are subject to the Joint Operating Committee policy regarding public complaints, the individual shall be directed to follow the process outlined in the policy for resolution of the issue. [14]

### **Public Comment Recorded in Joint Operating Committee Meeting Minutes**

The following information regarding public comment is required to appear in the official minutes of each open Joint Operating Committee meeting: [5] [19]

1. The names of all citizens who appeared before the Joint Operating Committee.
2. The subject of their testimony.

### **Recording Devices and Cameras**

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at open meetings. The Joint Operating Committee is authorized to establish reasonable rules for the use of recording devices and cameras during Joint Operating Committee meetings. [2] [21]

### **Legal References**

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|------------------------|--|
| 1. 24 P.S. 1850.1      | 16. Pol. 216   |
| 2. 65 Pa. C.S.A. 710   | 17. Pol. 800   |
| 3. 65 Pa. C.S.A. 709   | 18. Pol. 801   |
| 4. 65 Pa. C.S.A. 710.1 | 19. 65 Pa. C.S.A. 706  |
| 5. Pol. 006            | 20. <i>Alekseev v. City Council of Philadelphia</i> , 8 A.3d 311 (Pa. 2010)            |
| 6. 65 Pa. C.S.A. 712.1 | 21. 65 Pa. C.S.A. 711  |
| 7. Pol. 103            | U.S. Const. Amend. I   |
| 8. Pol. 103.1          | PA Const. Art. I   |
| 9. Pol. 104            | 65 Pa. C.S.A. 701 et seq   |
| 10. 18 Pa. C.S.A. 5101 | 18 Pa. C.S.A. 1 et seq   |
| 11. 18 Pa. C.S.A. 5508 | 18 Pa. C.S.A. 5903   |
| 12. 18 Pa. C.S.A. 3503 | <i>Counterman v. Colorado</i> , 600 U.S. 66, 143 S. Ct. 2106, 216 L. Ed. 2d 775 (2023) |
| 13. Pol. 805.2         | <i>Hatchard v. Westinghouse Broadcasting</i> , 516 Pa. 184, 532 A.2d 346 (1987)        |
| 14. Pol. 906           | Copyright PSBA 2024  |
| 15. Pol. 113.3         |  |

**Section:** Community  
**Title:** Public Attendance at School Events  
**Adopted:** January 24, 2007

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### 904. PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Western Area Career & Technology Center Joint Operating Committee welcomes the public at all school events, but it also acknowledges its duty to maintain order and preserve school facilities during such events.

The Joint Operating Committee has the authority to prohibit the attendance at a school event of any person whose conduct may constitute a disruption.

The Joint Operating Committee prohibits alcoholic beverages, gambling, and the use of controlled substances on school premises.

The Joint Operating Committee prohibits tobacco use by any person(s) in its school buildings and on any property and vehicles that are owned, leased or controlled by the school.

The Joint Operating Committee shall annually notify staff, parents and members of the public about the school's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.

**Section:** Community  
**Title:** Citizen Advisory Committees  
**Adopted:** January 24, 2007  
**Revised:** June 20, 2007

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### 905. CITIZEN ADVISORY COMMITTEES

The Western Area Career & Technology Center Joint Operating Committee recognizes the value of citizen advisory committees. It believes that they are useful in providing information with regard to community opinion and in representing the community in the study of specific school problems.

The Joint Operating Committee shall define any new committee assignment and shall:

- approve members who are interested and can make some special contribution to the committee's function;
- approve the recommendations by the Director or staff members and/or students to the committee;
- approve recommendations by the Director of citizens; and
- approve a recommendation by the Director of a chairperson(s).

In charging a new advisory committee, the Joint Operating Committee shall set a timeline for progress and reporting.

Recommendations of citizen advisory committees shall not reduce the responsibility of the Joint Operating Committee, which shall be free to accept or reject the recommendations as it sees fit.

Salespersons and/or other individuals who may have a conflict of interest within a specific program area are prohibited from serving as a member of that advisory committee.

Meetings of a citizen advisory committee are not regular meetings of the Joint Operating Committee and shall be open to the public only upon the invitation of the committee.

**Section:** Community  
**Title:** Public Complaints  
**Adopted:** January 24, 2007

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### 906. PUBLIC COMPLAINTS

The Western Area Career & Technology Center Joint Operating Committee recognizes that any resident or community group shall have the right to present a request, suggestion or complaint concerning the operations of the school. At the same time, the Joint Operating Committee has a duty to protect itself from unnecessary harassment. It is the intent of this policy to provide a fair and impartial manner for seeking appropriate remedies.

Any misunderstanding between the public and the school shall be resolved by informal discussion among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures shall be employed.

Residents or community groups who bring complaints to Joint Operating Committee members or the entire Joint Operating Committee shall be encouraged to utilize the school organization chain of command to seek resolution.

If it is determined that further action is warranted, such action shall be in accordance with the following procedures.

#### **Matters Regarding an Instructional Staff Member or Pupil Progress/Well-Being**

First Level – A matter specifically directed toward an instructional staff member shall be addressed, initially, to the concerned staff member who shall discuss it with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority.

As appropriate, the staff member shall report the matter, and whatever action may have been taken, to the building administrator.

Second Level – If the matter cannot be satisfactorily resolved at the First Level, the complainant shall discuss the matter with the building administrator.

Third Level – If a satisfactory solution is not achieved by discussion with the building administrator, the building administrator shall attempt to schedule a conference with the Director. The building administrator will furnish to the Director a report, which will include the specific nature of the complaint, a brief statement of the facts, how the complainant (or child of the complainant) has been adversely affected, action/relief sought, and why the complaint could not be resolved.

Fourth Level – Should the matter still not be resolved, or if it is beyond the Director's authority and requires Joint Operating Committee action, the Director shall furnish a complete report.



The Joint Operating Committee shall review all material relating to the case and provide the complainant with its written decision. The complainant shall be advised of the decision no more than ten (10) days after receiving the case.

**Matters Regarding an Administrative Staff Member**

In the case of a complaint directed toward an administrative staff member, the general procedure specified in Part A shall be followed. The complaint shall be discussed, initially, with the person toward whom it is directed and if a satisfactory resolution is not achieved at this level, the matter shall be brought, as required, to higher levels in accordance with the organizational chart of the school, terminating with the Joint Operating Committee.

**Matters Regarding a Non-Instructional Staff Member**

In the case of a complaint directed toward a non-instructional staff member, the complaint is to be directed, initially, toward the person's superior, and the matter then brought, as required, to higher levels in accordance with the organizational chart of the school in the manner prescribed in Part A.

**Matters Regarding a Program, Operation or Instructional Materials**

A request, suggestion or complaint relating to a matter of school policy, procedure, program, operation or instructional materials should be addressed, initially, to the building administrator or the head of the nonprofessional department who is most directly concerned; and then brought, in turn, to higher levels of authority in the manner prescribed in Part A.

**Section:** Community  
**Title:** School Visitors  
**Adopted:** January 24, 2007

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### 907. SCHOOL VISITORS

The Western Area Career & Technology Center Joint Operating Committee welcomes and encourages visits by parents, other residents of the community, and interested educators who wish to become familiar with educational programs, to confer with school personnel, or to obtain desired information. Visits can be arranged by contacting the school office.

Visits by appointment are recommended, in order to assure the availability of counselors, teachers, or supervisory and administrative personnel and to maintain order within the school.

Classroom visits are welcome and ordinarily can be arranged absent circumstances in which such visits would be unreasonably disruptive of the learning process or scheduled classroom activity.

All visitors to the school shall go to the main office at which time they will sign in and receive a visitor's pass.

Staff members are required to ensure all visitors possess a valid visitor's pass.

No visitor may confer with a student in school without the approval of the building administrator or designee. Should a student be called to the school office to meet a visitor, the building administrator at his or her discretion, may opt to be present during the meeting.

Guidelines will be followed for the release of students prior to the end of the normal school day.

School administrative personnel or their designated representatives are empowered to deny admittance of unauthorized persons to school buildings and properties and to require such persons to leave the premises. Anyone who defies an order of school administrative personnel which is personally communicated to him or her to leave the school building and premises may be prosecuted as a "defiant trespasser" under Section 3503 of the Pennsylvania Crimes Code. The school administration is hereby authorized to post notices in all school facilities of this policy.

Any person intentionally obstructing, impairing, or perverting a governmental function of the school, including interference with any classroom situation, by force, violence, physical interference, or obstacle, or any other unlawful act, may be prosecuted under Section 5101 of the Pennsylvania Crimes Code.

**GUIDELINES FOR RELEASING STUDENTS TO PARENTS,  
GUARDIANS, A PERSON SERVING IN A SUBSTITUTE PARENTAL  
CAPACITY AND VISITORS IN THE BUILDING**

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1. All persons picking up students during the school day must report to the office.
2. Persons must present a note indicating the reason for student dismissal.
3. Only individuals named on the student's emergency card may pick up a student. If person is not a parent, a note from parent or guardian must be presented.
4. Releasing students to parents or other persons via a telephone message will not be permitted.
5. In cases where natural parents are separated or divorced, the school must follow the separation or divorce agreement in regard to releasing students and school records. Parents will be asked to provide a copy of said agreement to building administrator for school files.
6. All volunteers in the building will be required to register at the main office and receive a pass. The pass is to be returned to the office at the end of the volunteer period.

**Section:** Community  
**Title:** Public Conduct on School Property  
**Adopted:** January 24, 2007

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### 907.1. PUBLIC CONDUCT ON SCHOOL PROPERTY

The buildings and grounds of the school are public property. They are to be used for lawful Purposes and good order is to be maintained at all times.

Violations of the following regulations shall be unlawful, provided that the person or persons involved shall be advised that they are in violation of the school regulations, shall have been asked or directed by an official of the school or by a Chartiers Township Police Officer or other security personnel to leave the school premises involved and shall have refused or failed to promptly leave the premises.

No person or persons shall enter upon or assemble with others within, solicit or distribute information in or upon the buildings and grounds owned and occupied by the school in such a manner as to cause public danger, alarm, disorder, damage or nuisance or with the purpose or knowledge that said actions are likely to create such public danger, alarm, disorder, damage, harassment or nuisance, including but not limited to actions that interfere with, or impede the use of property by students, visitors, guests, permittee or employees of the school.

**Section:** Community  
**Title:** Vehicular Traffic on School Grounds  
**Adopted:** March 26, 2003  
**Reviewed:** January 24, 2007

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### 907.2. VEHICULAR TRAFFIC ON SCHOOL GROUNDS

The policy of the Western Area Career & Technology Center concerning the use of recreational motor vehicles and pedestrian conveyances on school property and the driving and parking of automobiles on driveways or parking lots of the school shall be as follows.

The use of recreational motor vehicles and pedestrian conveyances is hereby prohibited from school grounds. Such recreational motor vehicles and pedestrian conveyances shall include, but shall not be limited to, motorcycles, trail bikes, motorized bicycles, go-carts, tractors, all-terrain vehicles and snowmobiles, skateboards, and scooters.

Nothing herein contained shall be construed to forbid students from riding two-wheeled non-motorized bicycles to and from school over established roads, if with the permission of the Supervisor, nor shall anything herein contained be construed to forbid students having valid operators' licenses from riding properly inspected and licensed motorized two-wheeled vehicles to and from school by way of public roadways and access driveways of the school, and to park same in designated parking areas, subject to the same rules and regulations of the school as apply to the driving and use of automobiles for traveling to and from school, or to such other reasonable rules and regulations as the school shall promulgate, provided, however, that passengers shall not be permitted to be carried on said vehicles.

No automobiles shall be driven or parked on driveways or parking lots adjacent to school buildings in other than normal school hours which shall include those hours when the buildings are used for regularly scheduled school and community events, other than those automobiles belonging to the school or school personnel and those operated by police, firemen, or ambulance drivers in the official discharge of their duties, unless permission to so drive or park has been expressly granted by the school administration.

Violators of the above policy are hereby warned that such action shall constitute a trespass as defined by Act No. 69 of 1971, and shall be prosecuted accordingly.

Driving by students to and from school in lieu of transportation by school bus, by parents, or by walking shall be restricted to those students having valid need occasioned by participation in school activities, by after-school employment, involvement in an early release program, or by temporary necessity such as medical or dental appointments; that all such driving shall be subject to rules and regulations promulgated by the Director or his designee; and that willful violations of such rules and regulations shall result in forfeiture of driving privileges temporarily or permanently.

**Section:** Community  
**Title:** Relations With Parents  
**Adopted:** January 24, 2007

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### 908. RELATIONS WITH PARENTS

The Western Area Career & Technology Center Joint Operating Committee believes that the education of young people is a joint responsibility, one it shares with parents. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Joint Operating Committee strongly believes that it is the parents who have the ultimate responsibility for their children's school behavior. This responsibility includes the behavior of pupils who have reached the legal age of majority, but are still for all practical purposes, under parental authority. During school hours, the Joint Operating Committee through its designated administrators and teachers acts in loco parentis or in place of the parents.

The Joint Operating Committee directs that the following activities be implemented to encourage parent-school involvement and cooperation:

- Parent-Teacher conferences to permit two-way communications between home and school
- Open House to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first-hand basis
- Meetings of parents and staff members to explain and discuss matters of general interest with regard to child/school, child/home, or child/home/school relationships
- Meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems
- Special events of a cultural, ethnic, or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the school or community

For the benefit of young people, the Joint Operating Committee believes that parents have a responsibility to encourage their child's career in school by:

- Supporting the school in requiring that children observe all school rules and regulations, and by accepting their own responsibility for children's willful in-school behavior.
- Sending children to school with proper attention to their health, personal cleanliness and dress.
- Maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study.
- Reading all communications from the school, and signing and returning them promptly when required.
- Attending conferences set up for the exchange of information on the child's progress in school.
- Participating in in-school activities and special functions.

**Section:** Community  
**Title:** Municipal Government Relations  
**Adopted:** January 24, 2007

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### 909. MUNICIPAL GOVERNMENT RELATIONS

It is the policy of the Western Area Career & Technology Center Joint Operating Committee to maintain a close and harmonious association with municipal officials. This relationship is requisite for dealing with school/community matters in the most satisfactory manner and assuring the most prudent expenditure of tax dollars.

The Joint Operating Committee recognizes that its authority arises directly from the General Assembly and the Articles of Agreement, as well as federal and state law.

To maintain fiscal and physical planning cooperation with the municipalities, the Joint Operating Committee or its representatives may meet periodically with municipal officials to discuss plans for the next budget, building plans, special projects, etc.

The Joint Operating Committee advocates the joint expenditure of district funds and municipal or county funds to provide those facilities from which the entire community, children and adults alike may derive benefits. In accordance with this policy, the Board may as either opportunity or need arises, and as it is entitled to do by law, enter into a joint powers agreement with a local municipal governing body in acquiring or leasing, improving, equipping, operating or maintaining such jointly used facilities.



**Section:** Community  
**Title:** Community Relations  
**Adopted:** January 24, 2007

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### 910. COMMUNITY RELATIONS

The Western Area Career & Technology Center Joint Operating Committee believes it imperative that a two-way communication be maintained between the school and local and county organizations and groups representing industry, business, labor, and other special interests, and individuals.

The Joint Operating Committee recognizes that education is most likely to achieve significant goals through a high level of school-community understanding. Without a thorough knowledge of the school and its relationship to the community, program development will be impeded.

The Director shall promote school-community cooperation by implementing the following guidelines:

1. Two-way communication is essential and must be the basis of the school program and of its purposes.
2. All attempts at communication must involve careful planning.
3. The planned program should be integrated with the more routine work in the field of school-community relations, e.g., legal requirements, the school calendar, and seasonal opportunities.
4. Reporting is an essential element of the program and needs to be developed in an effective manner with consideration for the diversity of groups to be reached.
5. Involvement of citizens is desirable, for consideration of problems and the formulation of tentative solutions.
6. A variety of media should be employed to disburse the message.
7. The Director or designee should take responsibility for school community relations activities.
8. Ongoing evaluation of the program is of vital importance.

**Section:** Community  
**Title:** News Media Relations  
**Adopted:** January 24, 2007

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### 911. NEWS MEDIA RELATIONS

The Western Area Career & Technology Center Joint Operating Committee recognizes that representatives of the local press, radio and television are an important link in the communications chain between school and community. It understands the maintenance of good working relationships with media representatives is essential to a positive public view of the school.

The Joint Operating Committee desires that the following guidelines form the basis of media relations for the school:

- Medial relations shall increase the awareness of the public regarding the nature, scope and complexity of school programs.
- Medial relations shall clarify school goals.
- Media relations shall facilitate the cooperative solutions of educational problems.

The Director shall view the various news media as a primary source of information and guidance in reaching the proper source for news information. The Joint Operating Committee delegates responsibility for developing, coordinating and evaluating the public information program to the Director.

1. The Director or designee shall arrange for television, radio and newspaper coverage of school programs and further serve as a liaison to the staff for the purpose of assisting news media in obtaining interviews with appropriate personnel.
2. Statements and news releases will be made by the Director or designee on a regular basis to increase community awareness and understanding of the Western Area Career & Technology Center.
3. All information originated within the school designed for public consumption is to be routed through the Director who will coordinate the release.
4. All school employees are responsible for gathering information for news stories and feature articles, which will contribute to the school's goals, programs, and accomplishments.

## Western Area Career & Technology Center

**Section:** Community  
**Title:** Education Foundation  
**Adopted:** January 24, 2007

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### 912. EDUCATION FOUNDATION

This policy aims to establish guidelines to govern the relationship between the Western Area Career & Technology Center Joint Operating Committee and the Western Area Career & Technology Center Foundation. The Joint Operating Committee welcomes the assistance of the Western Area Career & Technology Center Foundation and praises its efforts.

The Joint Operating Committee recognizes the Education Foundation as a 501 (c) (3) entity, organized as a vehicle to raise and secure funds for the improvement of school programs. These funds from the private sector may be allocated selectively or broadly for projects and purposes generated by staff members, parents, and others in accordance with its organizational by-laws.

The Joint Operating Committee may accept contributions from the Education Foundation to the school, provided the funds meet the criteria of educational improvement. The Foundation representative and administrators shall meet to discuss criteria for each educational improvement. Information will then be presented to the Joint Operating Committee for its acceptance and utilization. The Director shall develop procedures for the explanation of projects to be considered.

Western Area Career & Technology Center Foundation funds shall be raised, maintained and managed in a fashion separate from school funds. It shall separately govern its own business and affairs.

**Section:** Community  
**Title:** Relations With Special Interest Groups  
**Adopted:** January 24, 2007

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### 913. RELATIONS WITH SPECIAL INTEREST GROUPS

The Western Area Career & Technology Center Joint Operating Committee shall carefully examine requests from civic organizations or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to or by students, sending promotional materials home with students, graduation prizes or fundraising to insure that such activities promote student interests primarily, rather than the special interests of any particular group.

It is the policy of the Joint Operating Committee that school facilities be used in accordance with the guidelines established in school policy.

All materials or activities proposed by outside sources for student or staff use or participation shall be evaluated by the Director for educational value to the total school program, advancement of the name, product or special interest of the proposing group, and factual accuracy.

#### **Community Activities Involving Students**

The Joint Operating Committee recognizes the social and scholastic values that may be derived from student participation in various activities sponsored by community organizations, but shall prevent unreasonable demands on the time and energies of students and staff.

Requests for student participation in community sponsored activities must be made in writing to the Director or designee.

#### **Fundraising**

Fundraising by outside groups or faculty on school property or in the name of the school is prohibited.

A staff member wishing to solicit funds on school property or in the name of the school may request permission to do so from the Director.

Funds solicited for special purposes are not to be commingled with any regular or special accounts of the school.

This policy does not apply to the raising of funds for school sponsored activities.

Staff members shall not release the names, addresses, or telephone numbers of students or staff members to any outside individual or agency.

**Scholarships and Prizes**

The Joint Operating Committee is appreciative of the generosity of organizations that offer scholarships or prizes to deserving students of this school. However, in accepting the offer of such scholarships or prizes, the Joint Operating Committee directs that the following guidelines be observed:

1. The type of scholarship or prize, and any restrictions pertaining thereto, shall be approved by the Joint Operating Committee.
2. All pertinent information regarding the proposed award shall be submitted for the Director's review in advance of the date on which the award is to be made.
3. The building Supervisor and designated staff members shall be involved in the selection of recipients; and, if agreeable to the sponsoring organization, the selection shall be left entirely to the Supervisor and staff committee.

**Solicitations/Sales by Non-School Entities**

The Joint Operating Committee prohibits solicitations and sales of items by individuals, groups and agencies not affiliated with the school during school hours on school property.

Demonstrations of services or materials and canvassing of students and staff for the purpose of selling products or services is prohibited during school hours on school property.

**Section:** Community  
**Title:** Relations With Intermediate Unit  
**Adopted:** January 24, 2007

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### 914. RELATIONS WITH INTERMEDIATE UNIT

The Western Area Career & Technology Center Joint Operating Committee desires that open lines of communication be maintained with Western Area Career & Technology Center and Intermediate Unit 1 in order to ensure maximum effectiveness of resources and to actively participate in services and programs offered by the Intermediate Unit.

The Joint Operating Committee will maintain a constructive relationship with the Intermediate Unit to ensure that the Joint Operating Committee receives the necessary information and data from which to make decisions involving school participation in the various services and programs offered by the Intermediate Unit.

**Section:** Community  
**Title:** Volunteers  
**Adopted:** January 24, 2007

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### 916. VOLUNTEERS

The Western Area Career & Technology Center Joint Operating Committee recognizes the important role that volunteers play in the effective operation of school programs.

The Joint Operating Committee shall approve the participation of volunteers to assist in the operation of certain programs within the school. It shall establish the conditions for the participation of such volunteers.

Approval shall be given to those proposed as recommended by the Director.

All personnel to be recommended for approval as volunteers are to appear on the Joint Operating Committee agenda for Joint Operating Committee action.

Criminal background checks shall not be required for parent volunteers, chaperones and business and industry personnel operating within the school on an occasional basis.

**Section:** Community  
**Title:** Parent/Family Involvement  
**Adopted:** January 24, 2007

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### 917. PARENT/FAMILY INVOLVEMENT

The Western Area Career & Technology Center Joint Operating Committee is committed to the belief that all students can learn and acknowledges that parents must share the school's commitment to the educational success of their children.

Parent and family involvement shall be defined as an ongoing process that promotes clear two-way dialogue between home and school and recognizes parents as partners in the school in the education of their children.

The Joint Operating Committee recognizes that the responsibility for each student's education is shared by the school and the family. It acknowledges that the school and families must work as knowledgeable partners.

To this end, the Joint Operating Committee shall support a program of parent and family involvement in a variety of ways.

The parent and family involvement program shall be comprehensive in nature and may include the following:

1. Promotion of clear two-way communication between the school and the family about school programs and student progress.
2. Provision for a wide range of guidance services and career information in the best interest of the student.
3. Assistance to parents to develop skills that support student efforts and provide techniques designed with learning at home.