

P2200 PARENT AND COMMUNITY SUPPORT NETWORK

BOARD POLICY:

Wichita Public Schools will establish a Parent and Community Support Network Department that will coordinate efforts with all other district departments to assist, educate, enhance, create awareness, and empower patrons – parents, students, community, and district staff to resolve issues related to educational concerns.

Administrative Implemental Procedures:

1. The Parent and Community Support Network Department shall:
 - a. Coordinate and disseminate, as needed, information regarding concerns on district and school issues.
 - b. Refer patrons to available and appropriate district and community resources.
 - c. Develop, support and promote successful relationships between families and schools.
 - d. Provide training and support for patrons on district policies and procedures.
 - e. Provide information on district programs and opportunities for parental involvement.
 - f. Increase parental awareness of educational opportunities and involvement in specific district programs.
 - g. Establish effective channels of communication which may include, but are not limited to, 24 hour response to all patrons and Website information.
2. An Advisory Committee shall be appointed by the Superintendent and be comprised of:
 - a. 3 Parents
 - b. 3 High school students
 - c. 3 Teachers (1 elementary, (1) middle, and (1) high
 - d. 3 Community representatives
 - e. 3 Administrators
 - f. Parent and Community Support Network staff
 - g. This committee shall be representative of districts of all Board of Education members. This committee shall meet three times during the school year to review consistent issues, identify trends and support in the design of parent trainings, workshops and/or staff development. This committee shall further make recommendations, as appropriate, to the administration and Board of Education for improvements and/or systemic change. Terms of appointment will not exceed three years.
3. The use of the District Complaints and Incidents (DCI) web application will be used to document standard information to include patron name, date, incident type, situation, and all updates. The DCI web application will track and document all requests for services.
4. All individual case records shall be accessible only to the Parent and Community Support Network staff and the superintendent and/or designee.
5. A written report will be submitted to the Board of Education three times a year following Advisory Committee review and evaluation. An annual report shall be provided to the Board of Education at the end of each school year.
6. All personnel of the school system will cooperate with requests from the staff of Parent and Community Support Network if made through regular administrative channels in implementation of this policy.

7. Parent and Community Support Network staff shall not conduct or actively participate in any formal evaluation of an employee.
8. The Parent and Community Support Network staff shall have access to pertinent files, records, data, reference and research materials, and to other such informational resources of the school system. Access to pupil educational records shall be in accordance with Board of Education Policy 5501 Privacy of Student Records, and the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, as amended, and its interpretive regulations, 34 C.F.R. § 99.1, et seq.

Administrative Responsibility: Marketing and Communications Division

Latest Revision Date: February 2011

Previous Revision Date: February 2003 P2200

Updated administratively for alignment purposes: March 2014