

# Greater Albany SD 8J

## Administrative Regulation

Code: **KKK-AR**  
Adopted/Revised: 6/27/11

### **Parent and School Relations**

To encourage and maintain a collaborative effort to help students succeed, parents or guardians\* and school staff will observe with the following guidelines:

Electronic communication such as email and text messaging is best used for sharing small amounts of general information, to arrange meetings, and to follow-up on previously discussed issues.

- Nothing should be sent electronically that would be inappropriate to say in person.
- All parties need to be aware that electronic communication generally is not considered to be confidential and may become part of the public record.
- It should not be used to address controversial, confidential, sensitive or contentious issues that should be discussed either face-to-face or over the telephone.
- When sending electronic messages, students, parents and school staff need to be considerate of busy schedules and conflicts that may limit another party's ability to respond in less than two school days.
- School staff should check their school email accounts at least once each school day and attempt to respond to student and parent requests within two school days after opening a message.
- Generally, it is not reasonable for a student or parent to expect school staff to respond to more than one e-mail message per week, or to lengthy e-mail messages containing multiple requests.
- When a topic is too sensitive or requires more than a brief response, school staff is encouraged to respond by suggesting a time when they can talk by telephone or in person with the student or parent.
- Staff will inform an administrator when they receive an electronic communication that is perceived to be disrespectful, accusatory or contentious.
- Administrators receiving such requests will provide staff assistance in a timely manner in formulating appropriate responses and methods that will focus on student success and professional communication.
- Students or parents may be required to meet with an administrator and/or school staff to address contentious issues that have not been resolved. Administrators may restrict or otherwise control further communication between school staff and the student or parent as necessary.

- When communication has been restricted, those restrictions will be enforced regardless of the school the student may be attending. Such restrictions will remain in effect until lifted by the student's current administrator.

Parents and community members who come on school grounds must abide by Board Policy KK - Visitors to District Facilities. During the school day parents and community members must check in and check out at the main office, and receive permission before going into any other part of the school. Individuals who are disruptive or refuse to follow staff directions will be asked to leave and may be served with a notice of no trespass.

Individuals who do not feel their concerns are being addressed appropriately are advised to follow the procedures outlined in Board Policy KL - Public Complaints.

- \* As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).