



January 13, 1984

**ADMINISTRATIVE MEMORANDUM NUMBER EIGHTY-SIX**  
**GUIDELINES FOR A HARMONIOUS RELATIONSHIP BETWEEN THE GENERAL PUBLIC**  
**AND THE COMMUNITY SCHOOL AND THE DAY SCHOOL**

Background Information

The Granite School District Board of Education and the district administration have supported adult and community education programs for over thirty years. After several years, the miscellaneous adult classes were consolidated into the Evening High School, which had its first graduates in May 1958. In 1969, the board accepted the advice of the Adult Education Advisory Committee and officially approved the expanded concept of Community Education. With the help and support of the State Legislature and the use of special federal, state and local funds, a reasonable number of community schools have since been geographically located across the district, providing a large variety of programs for all ages.

General Statements

The “day school” and the “night school” are both officially sponsored by the same board and the same district administration.

The school principal is responsible for the overall building and equipment and for the general welfare of the day school program and staff. The community school should strive to be an asset to the day school, as well as for the community.

Good public relations require that the patrons who pay to take classes in each community school each term be treated in a cooperative, professional manner by the day school and the community school staff.

Specific Relationship Guidelines

1. Relationship with the Principal  
The community school coordinator and the school principal school cooperatively work and plan together. Formal planning and coordination meetings should be held at least quarterly. A PTA representative and the head custodian may be regularly invited. Appropriate agenda items include:
  - a. The cooperative setting of desirable dates for Back-to-School Nights, PTA carnivals or fairs, or other large calendar events which could greatly curtail or prevent night school operation on specific dates.
  - b. The cooperative setting of dates for cleaning pools, refinishing gymnasium floors, cleaning classroom typewriters, etc.

- c. The planning of summer school custodial schedules so that the community school is not seriously curtailed.
- d. The best use of the custodial help provided by the community school.
- e. Coordinated planning for the optimum use of tennis courts, gymnasiums, pools, and other popular areas by the day school, the night school, and the general community.
- f. Planning for the use of audio-visual equipment, duplicating equipment, kilns, and bell systems, if needed.
- g. Planning for evening building security, fire, and accident prevention procedures.
- h. Planning for the desirable use of master keys and classroom keys. School coordinators cannot function sensibly without an inside master. In a few situations, an outside master is also necessary. Also, school coordinators should not be expected to spend their time unlocking and locking dozens of classroom doors each evening. The checking out of classroom keys to teachers by the community education office has proven to be an efficient and safe procedure to follow. Classrooms must be locked if the teacher is not in the room and the classroom is unoccupied.
- i. Planning for ways wherein the night school may be of help to the day school and to the PTA.
- j. The cooperative solving of miscellaneous problems or concerns.

To enhance communication and understanding, community school coordinators and full-time contract teachers should be invited to attend day school faculty meetings and socials. They should do so whenever it is practical.

## 2. Relationship with Teachers

In a community school, classrooms must be available for regularly scheduled use by community schools teachers, just as they would be by second session teachers in a double session school.

A very limited number of special rooms (such as a high school yearbook room) may be reserved for exclusive day school use, as decided in a regular meeting with the principal. The coordinator must not schedule classes to begin unreasonably soon after school in any room.

Day school teachers should be notified when their rooms are to be used. If practical, the day teacher and evening teacher should meet and discuss room use questions. The teachers should exchange names and phone numbers and work together in a professional manner to avoid or solve problems.

The community school teacher must have the regular use of adequate blackboard space, the top of the teacher's desk, regular demonstration tables, etc. A personal filing or storage cabinet may be placed in the room, if needed.

The community school teacher must not permit the unauthorized use of daytime supplies, the tampering with daytime displays or projects, or unauthorized use of equipment. Community school classes must leave each room in a tidy, orderly fashion, with windows locked and blinds or drapes left as found, but daytime teachers must also have reasonable expectations.

In the case of any accidental breakage or other problems, a note should be left for the morning teacher, in addition to leaving details with the night office.

## 3. The Use of Labs, Shops, and Special Areas

Libraries will not be used by the community school, unless prior approval by the principal or assistant principal for a special need.

It is also understood that labs and shops are to be used only by well-qualified, responsible teachers, and that every reasonable precaution must be taken to ensure the safe and proper use of equipment and the safeguarding of student projects and supplies.

A teacher who uses a shop or lab during the day school will normally be given first preference in teaching there are night school, up to a maximum of six hours per week or as approved by the principal. If the day teacher does not wish to teach at night, or if the public demand exceeds the approved hours, the community school may then employ another qualified teacher. In this case, a paid planning meeting will be arranged between the day and evening teachers before night use begins. The day school department will also be reimbursed for any small supplies which must be used, regardless of who teaches at night.

Where cooking or sewing labs are used by non-daytime teachers, no daytime supplies will be used unless prior arrangements have been made with supplies paid for. Both daytime and evening teachers will leave all equipment, tables, sinks, etc., completely clean for the next teacher.

#### 4. Relationship with the Custodial Staff

Approximately thirty thousand dollars is provided yearly from the community education budget to help with custodial supplies and the cost of sweepers. The principal and head custodian decide how the school allocation is to be spent.

Although most custodians and sweepers are working directly under the day school administration and (head) custodian, regular communication and coordination with the community school is essential. The (evening) custodian should stop by the community education office daily to coordinate schedule changes, note special events, and perhaps help with small items.

In case of fire or other serious emergency, and in the absence of the daytime administrative staff, the community school coordinator must be responsible for the safety of students and be sure that district approved security measures are followed. A bell system for calling the evening custodian in case of emergency should be agreed upon.

The community education office area is to be cleaned daily by assigned custodial staff, just as all other school office areas.

The coordinator and evening teachers should assist with hall and restroom control. The question of which restrooms will be open and which outside doors will be locked in the late afternoon and evening, and similar questions should be cooperatively planned.

A reasonable hour for all patrons and teachers to be out of the building in the evening should be cooperatively planned.

The community education coordinator's responsibility, if any, for the securing the building at night should be cooperatively planned.

#### 5. Relationship with the Secretarial Staff

The community school has its own telephone lines(s). Some calls will come to the wrong office, however, and good public relations practices must be observed.

The community school coordinator will have posted office hours on the community education office door. In case of illness or other long-term closing of the office, the day school secretary should be notified. The day school should realize, however, that most community education

coordinators have only part-time secretarial help and coordinator must attend district meetings, make bank deposits, and have various other responsibilities out of the office. Every community school has an Ansafone which should always be operational when no one is present. This telephone should not be used by the daytime staff unless satisfactory procedures have been agreed upon.

High school transcripts requested by any district community school office should be sent to that office without change and regardless of previous fee problems with the student. Competency test information must now be included, as well as special education IEP information.

6. Relationship with the Counseling Staff

The community school provides a permission form which must be used when referring day students to the high school to avoid improper registration or misunderstandings about credit or fees.

Day school students should be recommended for regular structured classes rather than for open-ended, home study kinds of adult programs. If there is an emergency situation, however, an explanatory note or call from the day school counselor is needed.

COPE Centers, when open in the evening, are an asset to the evening school and to the general community. The community school coordinator and center director should cooperatively plan ways to advertise the service and to derive optimum use.

7. Relationships with the PTA

Every community education coordinator should be invited to plan with the PTA Executive Board of that school on a regular basis.

/s/

John Reed Call  
Superintendent