

ISR POLICIES

12. COMMUNITY

Version: *Sep. 2020*

Approved by: Hortensia Prieto, *General Director*

i. History of Amendments

Version	Amendments	Section
2020	Adding NAE Gifts and Bequests Policy Adding: Campus Director and/or General Director may become involved when required by the principal.	12.3 12.7

Table of Contents

I. Purpose	3
II. Scope	3
III. Reference Documents	3
IV. General Guidelines	3
12. COMMUNITY	
12.1. Community Involvement	3
12.2. Parents for a Better School PBS Association	4
12.3. Fundraising, Gifts and Bequests	4
12.4. Community Activities Involving Staff	5
12.5. Community Public Relations	5
12.6 Community Use of School Facilities	5
12.7 Community and Parents' Complaints and Grievances	6
V. Appendices	6

I. Purpose

The purpose of this policy is to determine the general guidelines to be followed by in Community involvement.

II. Scope

The present policy applies to the activities organized by the PBS (Parents for a Better School) organization, Fundraising, Gifts and Bequests. It also includes Community Activities involving staff, Public Relations and dealing with Community and Parents Complaints and Grievances.

III. Reference Documents

NAE Gifts and Bequests policy

IV. General Guidelines

12. COMMUNITY

12.1. Community Involvement

- ISR endorses the concept that parent participation in its affairs is essential if it is to attain and sustain the high level of educational excellence our students deserve.
- For that reason, all parents are encouraged to express ideas, concerns, and suggestions to the General Director, Campus Director, Principals, Vice Principal, and staff.
- The Parents for a Better School (PBS) Association has the endorsement of ISR to meet regularly, use the facilities, raise funds, and make recommendations to the administration.
- Through PBS, individual parents who are especially qualified because of interest, training, experience or personal characteristics are encouraged to contribute with their expertise in ISR initiatives. From time to time such persons may be invited to act as resources or advisors.

12.2. Parents for a Better School PBS Association

PBS is a committee that is composed of ISR parents with children enrolled at the school whose main goal is to facilitate the means so that the schools' educational goals transcend effectively to the homes of the families as well as to integrate the whole San Roberto community through different organized activities.

- All members interested in being part of PBS must have the endorsement of the Campus Director and must abide by the guidelines and protocols established by the Mexican Ministry of Education.
- PBS must be formed by a President, Vice-President, Treasurer and Home room representatives.
- PBS is funded by an annual fee charged to all parents, that will be used for their projects and operating expenses. The treasurer must register all expenses and submit this report to the Campus Director. An annual expense report shall be submitted to parents by the end of the school year.
- Funds operated by PBS are controlled by the ISR accounting department
- The link between PBS and the school shall be through the Campus Director.
- PBS has the right to participate and collaborate with the Scholarship Committee as long as they are not applying for one.
- For more information see Parents for a Better School Procedures

12.3. Fundraising, Gifts and Bequests

At times, it becomes necessary to raise funds for a specific purpose or a special project that is not provided for in the budget and cannot be paid for by regular school funds. In such cases, fundraising programs may be approved.

- Organized fund raising projects are guided by the following rules:
 - Each fundraising venture must have a stated goal, and be approved by the principal and Campus Director.
 - Collection, reception and disbursement of funds are approved by the Campus Director.
- No staff member will solicit donations or contributions from any agency or institution without approval of the Campus Director.
- ISR may accept any bequest or gift of money or property for a purpose deemed by the General Director or Campus Director to be suitable in accordance with the NAE Gifts and Bequests policy
- Teachers may accept gifts from parents during special dates in accordance with the NAE Gifts and Bequest Policy
- For complementary information consult the Personnel: Human Resources policies on section 9.5.13. Commercial Practices (gifts).

12.4. Community Activities Involving Staff

- ISR personnel are encouraged to participate in community activities aligned to the ISR values and beliefs, so long as they do not accept community responsibilities which interfere with their regular school work.
- The General Director, Campus Director, and the Principals are expected to participate widely in public, civic, social and professional affairs to enhance public relations and open channels of communication.

12.5. Community Public Relations

- Establishing and maintaining positive public relations is a responsibility of ISR's administration, teaching staff and non-teaching staff, and it is also a responsibility of the students.
- ISR sees itself as a cohesive factor in the life of the international community of Monterrey and San Pedro. For that reason, efforts will be made to keep the community at large informed about the services, accomplishments, needs and goals of ISR, and to involve the community in its work for the benefit of the students.
- All members of ISR staff, and students, are expected to project a positive image of the school and to act in an ethical manner. ISR endorses a policy of active, open communications between the school, the parents, and the community at large and will seek ways to contribute to the community.

12.6. Community Use of School Facilities

- All groups and individuals who wish to use school facilities for academic and non-academic purposes shall know that ISR facilities are to be used primarily to achieve the mission and objectives of the school, always taking into consideration that the fulfillment of the academic program is a school priority, and consider that only non-profit organizations may use the facilities without paying rent. The PBS committee is an organization in this category.
- ISR facilities may be used for purposes other than these stated above, as long as ISR incurs no cost from this use and with prior authorization from the Campus Director, who is responsible for these activities.

12.7. Community and Parents' Complaints and Grievances

- Constructive criticism about our school, our programs or our employees is welcomed when it is motivated by a sincere desire to improve the quality of our school and to help us work more effectively.
- The administration, staff, and entire ISR community will listen attentively and courteously to parents and interested citizens who have a concern or complaint in a spirit of openness and willingness to improve.
- Complaints are best resolved at the level where they arise.
- Should a parent feel that a problem has not been properly resolved, he/she may request a meeting with the teacher, the vice principal and/or the principal.
- The teacher and level vice principal may refer a difficult case to the principal, who may, in exceptional cases, wish to resolve the problem directly. Campus Director and/or General Director may become involved when required by the principal.
- Anonymous complaints will not be considered.
- Complaints are not to be made or discussed in the presence of students.

V. Appendices

N/A