

11. To what degree does your school provide for visitation opportunities, such as:

|  | Annually | Semi-Annually | Quarterly | Monthly | None  |
|--|----------|---------------|-----------|---------|-------|
| a) Open house  | _____    | _____         | _____     | _____   | _____ |
| b) Grade level meetings                                | _____    | _____         | _____     | _____   | _____ |
| c) Representatives from business, industry, government | _____    | _____         | _____     | _____   | _____ |
| d) Grandparent day                                     | _____    | _____         | _____     | _____   | _____ |
| e) Neighbor day  | _____    | _____         | _____     | _____   | _____ |

12. Does your school have a referral system for families who may need assistance from community agencies such as:

|                                 | Yes   | No    | No Knowledge Of |
|---------------------------------|-------|-------|-----------------|
| a) Family Counseling            | _____ | _____ | _____           |
| b) Recreational Opportunities   | _____ | _____ | _____           |
| c) Mental Health Organizations  | _____ | _____ | _____           |
| d) Physical Health Organization | _____ | _____ | _____           |

13. If you were a parent at your school, which of the following statements do you think you would check?

- a) The school always keeps us fully informed   J
- b) The school gives us limited information \_\_\_\_\_
- c) The school gives very little information \_\_\_\_\_

14. Overall, how would you rate your school's public relations program?

- a) Needs quite a bit of improvement \_\_\_\_\_
- b) About average, but could be better \_\_\_\_\_
- c) Above average, continue as is   /

ED110471

PROJECT PRIMES  
(Progress Research In Meeting Elementary Standards)  
ESEA Title III  
School/Community Relations  
Evaluation Instrument

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## RATIONALE

The revised 1970 Minimum Standards for Ohio Elementary Schools has mandated that elementary schools evaluate their efforts to attain the minimum level of standards in the area of School/Community Relations. This evaluation instrument was designed to provide the principal, staff, and parents of your building with an overview of your school/community relations program. The information obtained from the instrument can assist you in a variety of ways, including an in-depth look at the strengths and weaknesses of your particular program.

## Project PRIMES

### School/Community Relations General Instructions

The principal shall assume responsibility for activating, implementing, and evaluating the School/Community Relations Program. To provide the information to complete this endeavor, the following sections are included in the evaluation instrument:

Section I -- Staff Opinionnaire - may be completed by staff and principal. The staff may include teachers, aides, clerical, custodial and others as defined by the principal.

Section II -- Parent Survey - may be completed by parents of the local school community.

Section III -- Community Survey - may be used by community members other than parents of children attending the local school. These members will be defined by the building principals and this section may or may not be used, depending on needs.

School/Community Relations  
Evaluation Instrument

Section I - Staff Opinionnaire

1. Which of the following organizations are offered to parents at your school?

(Please check all that apply)

- 1) PTA \_\_\_\_\_
- 2) Advisory Boards \_\_\_\_\_
- 3) Room Mother's Group \_\_\_\_\_
- 4) Mother's Club \_\_\_\_\_
- 5) Father's Club \_\_\_\_\_
- 6) Volunteer Programs \_\_\_\_\_
- 7) Building Evaluation Committee \_\_\_\_\_
- 8) Other (Please specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. To what degree do these organizations have impact on school and community relations in your school community?

- a) Very positive impact \_\_\_\_\_
- b) Positive impact \_\_\_\_\_
- c) No impact \_\_\_\_\_
- d) Negative impact \_\_\_\_\_

3. Of the organization(s) which you checked in #1 above, which one has the

- a) Greatest impact \_\_\_\_\_ (list only one)
- b) Least impact \_\_\_\_\_ (list only one)

4. Please circle the number of the organization(s) listed in #1 above in which you are personally active.

1    2    3    4    5    6    7    8

5. Please list other organizations which are not offered to staff and parents of your school but would play an active part in strengthening the school and community relations program. (i.e., Police Athletic League, Kiwanis, Lions, etc.)

a) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- b) Would you personally participate in these organization(s).

Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe \_\_\_\_\_

6. Does your school have a uniform policy for orienting new students to school policies, (i.e. recess and lunch rules).

Yes \_\_\_\_\_ Yes, but weak \_\_\_\_\_ No \_\_\_\_\_ In planning stage \_\_\_\_\_

7. Does your school have a uniform policy for orienting new parents to school policies (i.e. programs available, grading policies, etc.).

Yes \_\_\_\_\_ Yes, but weak \_\_\_\_\_ No \_\_\_\_\_ In planning stage \_\_\_\_\_

8. Does your school have a uniform policy to include parents in study and discussion groups which deals with:

- a) Curricular programs

Yes \_\_\_\_\_ Yes, but weak \_\_\_\_\_ No \_\_\_\_\_ In planning stage \_\_\_\_\_

- b) Extracurricular programs

Yes \_\_\_\_\_ Yes, but weak \_\_\_\_\_ No \_\_\_\_\_ In planning stage \_\_\_\_\_

9. Each school attempts to communicate to its local community on the topics listed below. Please check the amount of information you feel parents receive from your school on the following topics.

| Topic  | About the right amount of information | Probably should have more information | No Knowledge Of |
|--|---------------------------------------|---------------------------------------|-----------------|
| 1. The school's program in:                                |                                       |                                       |                 |
| a. Math  | 1a _____                              | 1a _____                              | 1a _____        |
| b. Science   | b _____                               | b _____                               | b _____         |
| c. Reading   | c _____                               | c _____                               | c _____         |
| d. Creative Arts   | d _____                               | d _____                               | d _____         |
| e. Social Studies  | e _____                               | e _____                               | e _____         |
| f. Other (Explain)   |                                       |                                       |                 |
| _____  | f _____                               | f _____                               | f _____         |
| 2. The local school's policies and rules.                  | 2 _____                               | 2 _____                               | 2 _____         |
| 3. The school system's policies and rules.                 | 3 _____                               | 3 _____                               | 3 _____         |
| 4. The progress and achievement of children.               | 4 _____                               | 4 _____                               | 4 _____         |
| 5. The quality and achievement of the school's staff.      | 5 _____                               | 5 _____                               | 5 _____         |
| 6. New methods and materials used in the school's program. | 6 _____                               | 6 _____                               | 6 _____         |

10. To your knowledge, which sources are used to communicate to your parents about the following topics?

(Please check all that apply)

|  | Parent Teacher Conferences | PTA Meetings | Special Meetings | Letters or Brochures | Board of Education | Community Newspaper | Daily Newspaper | Radio | No Knowledge Of |
|--|----------------------------|--------------|------------------|----------------------|--------------------|---------------------|-----------------|-------|-----------------|
| a) The school's program in:  |                            |              |                  |                      |                    |                     |                 |       |                 |
| 1) Curriculum areas  |                            |              |                  |                      |                    |                     |                 |       |                 |
| 2) Extra-curriculum areas  |                            |              |                  |                      |                    |                     |                 |       |                 |
| b) The school's policies and rules   |                            |              |                  |                      |                    |                     |                 |       |                 |
| c) The school system's policies and rules                                      |                            |              |                  |                      |                    |                     |                 |       |                 |
| d) Student body activities<br>(i.e., grade level projects,<br>school projects) |                            |              |                  |                      |                    |                     |                 |       |                 |
| e) New methods and materials used in<br>the school's program.                  |                            |              |                  |                      |                    |                     |                 |       |                 |



11. To what degree does your school provide for visitation opportunities, such as:

|  | Annually | Semi-Annually | Quarterly | Monthly | None  |
|--|----------|---------------|-----------|---------|-------|
| a) Open house  | _____    | _____         | _____     | _____   | _____ |
| b) Grade level meetings                                | _____    | _____         | _____     | _____   | _____ |
| c) Representatives from business, industry, government | _____    | _____         | _____     | _____   | _____ |
| d) Grandparent day                                     | _____    | _____         | _____     | _____   | _____ |
| e) Neighbor day  | _____    | _____         | _____     | _____   | _____ |

12. Does your school have a referral system for families who may need assistance from community agencies such as:

|                                 | Yes   | No    | No Knowledge Of |
|---------------------------------|-------|-------|-----------------|
| a) Family Counseling            | _____ | _____ | _____           |
| b) Recreational Opportunities   | _____ | _____ | _____           |
| c) Mental Health Organizations  | _____ | _____ | _____           |
| d) Physical Health Organization | _____ | _____ | _____           |

13. If you were a parent at your school, which of the following statements do you think you would check?

- a) The school always keeps us fully informed   J
- b) The school gives us limited information \_\_\_\_\_
- c) The school gives very little information \_\_\_\_\_

14. Overall, how would you rate your school's public relations program?

- a) Needs quite a bit of improvement \_\_\_\_\_
- b) About average, but could be better \_\_\_\_\_
- c) Above average, continue as is   ✓

15. What suggestions do you have for the improvement of the school/community relations program at your building?

School/Community Relations  
Evaluation Instrument

Section II - Parent Survey

Your local school believes that good communication with parent community is in the best interest of both the child and the development of the school program to meet his individual needs:

With this in mind, would you please take a few minutes to respond to the following questions. Since there is no need to sign the questionnaire, it is hoped you will respond as honestly as you can.

Thank you for your cooperation.

1. Please check the sources where you receive most of your information about your local school.

- a) Newspaper - Daily \_\_\_\_\_  
Weekly \_\_\_\_\_
  - b) Radio \_\_\_\_\_
  - c) T.V. \_\_\_\_\_
  - d) Principal \_\_\_\_\_
  - e) Teachers \_\_\_\_\_
  - f) School Meetings \_\_\_\_\_
  - g) Other parents \_\_\_\_\_
  - h) Your child \_\_\_\_\_
  - i) Printed materials  
from the school \_\_\_\_\_
  - j) The central office  
of the school  
system \_\_\_\_\_
  - k) Other (please  
explain) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. Overall, which of the following statements best describes your local school?

- a) Keeps us fully informed \_\_\_\_\_
- b) Gives us some information \_\_\_\_\_
- c) Gives us little information \_\_\_\_\_
- d) Gives no information \_\_\_\_\_

3. When the local school gives you information about its program, which of the following statements reflects your feelings?

- a) Always complete and accurate information a) \_\_\_\_\_
- b) Usually complete and accurate information b) \_\_\_\_\_
- c) Seldom complete or accurate information c) \_\_\_\_\_
- d) Never complete or accurate information d) \_\_\_\_\_

4. When you have a question or problem about school, whom do you usually contact first?

- a) The principal a) \_\_\_\_\_
- b) A classroom teacher b) \_\_\_\_\_
- c) Someone in the system's central office c) \_\_\_\_\_
- d) Another parent d) \_\_\_\_\_
- e) Someone on the Board of Education e) \_\_\_\_\_
- f) Other (please explain) f) \_\_\_\_\_

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5. Do you usually get action from the person you checked above?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. When the school has a P.T.A. meeting or special program what is your usual reaction?

- a) Try to go because I know it is important. a) \_\_\_\_\_
- b) Try to go when I think the topic is useful. b) \_\_\_\_\_
- c) Try to go but it's usually not worth the time. c) \_\_\_\_\_
- d) It's usually a waste of time so I don't go. d) \_\_\_\_\_
- e) Should go more often but I don't seem to find time. e) \_\_\_\_\_
- f) I usually never attend school meetings for various reasons. f) \_\_\_\_\_

7. How often do you attend Parent-Teacher Conferences?

- a) Every time they are scheduled. \_\_\_\_\_
- b) Only when I think my child is having a problem. \_\_\_\_\_
- c) I have never attended a conference. \_\_\_\_\_

8. Which of the following groups are available for parents at your school? (Please check all that apply)

- 1) PTA \_\_\_\_\_
- 2) Advisory Boards \_\_\_\_\_

8 (Cont'd)

- 3) Room Mother's Group \_\_\_\_\_
- 4) Mother's Club \_\_\_\_\_
- 5) Father's Club \_\_\_\_\_
- 6) Volunteer Programs \_\_\_\_\_
- 7) Building Evaluation Committee \_\_\_\_\_
- 8) Other (Please explain) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Each school attempts to communicate to its local community on the topics listed below. Please check the amount of information you feel you have received from your local school on the following topics.

| Topic  | About the right amount of information | Would like to receive more information | Never receive information |
|--|---------------------------------------|--|---------------------------|
| 1. The school's program in:                                |                                       |  |                           |
| a. Math  | 1a. _____                             | 1a. _____                              | 1a. _____                 |
| b. Science   | b. _____                              | b. _____                               | b. _____                  |
| c. Reading/Language Arts                                   | c. _____                              | c. _____                               | c. _____                  |
| d. Creative Arts   | d. _____                              | d. _____                               | d. _____                  |
| e. Social Studies  | e. _____                              | e. _____                               | e. _____                  |
| f. Other   | f. _____                              | f. _____                               | f. _____                  |
| 2. The local school's policies and rules.                  | 2. _____                              | 2. _____                               | 2. _____                  |
| 3. The school system's rules and policies.                 | 3. _____                              | 3. _____                               | 3. _____                  |
| 4. The progress and achievement of my children.            | 4. _____                              | 4. _____                               | 4. _____                  |
| 5. The quality and achievements of the school's staff.     | 5. _____                              | 5. _____                               | 5. _____                  |
| 6. New methods and materials used in the school's program. | 6. _____                              | 6. _____                               | 6. _____                  |

10. For each of the topics listed below, please check the source of your information. If you receive information about the topics from more than one source please check all that you feel apply.

| Topic   | Source   |                    |            |               |                    |                 |                            |                            |                 |                 |                  |       |      |
|---|----------|--------------------|------------|---------------|--------------------|-----------------|----------------------------|----------------------------|-----------------|-----------------|------------------|-------|------|
| The local school's policies and rules.                  | Teachers | Building Principal | Your Child | Other Parents | Board of Education | P.T.A. Meetings | Parent/Teacher Conferences | Special Meetings at School | Parent Handbook | Daily Newspaper | Weekly Newspaper | Radio | T.V. |
| The school system's policies and rules.                 |          |                    |            |               |                    |                 |                            |                            |                 |                 |                  |       |      |
| The progress and achievement of my children.            |          |                    |            |               |                    |                 |                            |                            |                 |                 |                  |       |      |
| The quality and achievement of the school's staff.      |          |                    |            |               |                    |                 |                            |                            |                 |                 |                  |       |      |
| New methods and materials used in the school's program. |          |                    |            |               |                    |                 |                            |                            |                 |                 |                  |       |      |
| The school curriculum or subject areas.                 |          |                    |            |               |                    |                 |                            |                            |                 |                 |                  |       |      |

11. Do you think your local school does an effective job in its Public/Relations Program?

- A. Needs quite a bit of improvement \_\_\_\_\_
- B. About average, but could be better \_\_\_\_\_
- C. Above average, continue as is \_\_\_\_\_

12. Do you have any suggestions for improving your school's public relations program?

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School/Community Relations  
Evaluation Instrument

Section III - Community Survey

Your local school would appreciate your assistance in conducting an evaluation of its School/Community Relations Program. Because you are a key member of the community, your opinions can be very helpful to us as we attempt to improve our communication with the total community. Please check the answer below that best describes your opinion.

1. Please check the amount of information you receive about the school from various sources.

- A. Quite a bit
- B. A moderate amount
- C. A limited amount
- D. None

2. Please check the sources listed below from which you usually receive information.

- A. Children who attend the school
  - B. Other children in the neighborhood
  - C. Parents
  - D. Local school teachers
  - E. Local school officials
  - F. School officials in the central office
  - G. Daily news sources
  - H. Weekly news sources
  - I. Other (Please specify) \_\_\_\_\_
-



3. Do you ever have occasion to contact the school?

Yes \_\_\_\_\_

No       

If you answered Yes to the above question, which statement below best describes your experience.

- A. Receive a friendly immediate response.
- B. Receive a friendly response, but it takes a while.
- C. Sometimes I get assistance, sometimes I don't.
- D. Receive a response, but it's not very friendly.
- E. Seem to get the run-around.

4. Based on the information you have received concerning the school, which statement best reflects your view.

- A. I have a positive view of the school.
- B. I have a mixed opinion of the school.
- C. I have a negative view of the school.
- D. I have no knowledge of the school.

5. Please circle the point on the scale that best describes your view of the following items.

|  | Positive | Mixed | Negative | No Opinion |
|--|----------|-------|----------|------------|
| A. The school's academic program.                          | 1        | 2     | 3        | 4          |
| B. The school's social program.                            | 1        | 2     | 3        | 4          |
| C. The school's policies and rules.                        | 1        | 2     | 3        | 4          |
| D. The quality and achievements of the school's staff.     | 1        | 2     | 3        | 4          |
| E. New methods and materials in the school.                | 1        | 2     | 3        | 4          |
| F. The behavior and attitude of the students.              | 1        | 2     | 3        | 4          |
| G. The quality and achievements of the school's graduates. | 1        | 2     | 3        | 4          |

6. Do you think your local school does an effective job in its Public/Relations program?

- A. Needs quite a bit of improvement.
- B. About average but could be better.
- C. Above average, continue as is.