

Section 9000 – General Public and Organizational Relations

TC-9000-1

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9001 School Community Relations (Cf. 1220)

9001

Goals and Objectives

Educational public relations are a planned and systematic two-way process of communication between the Board, the District, and its internal and external publics. Its program serves to stimulate a better understanding of the role, objectives, accomplishments, and needs of the organization. Educational public relations are a management function, which interprets public attitudes, identifies the policies and procedures of an individual organization with the public interest, and executes a program of action to encourage public involvement and to earn public understanding and acceptance.

The Board shall, through its staff:

- Keep the stakeholders of the District regularly informed through available channels of communication on policies, programs, problems, and planning of the school system;
- Invite the advice and counsel of the District stakeholders; and
- Solicit input of the District stakeholders through advisory committees selected from the community and appointed by the Board.

The Board seeks to establish a satisfactory working relationship with all governmental, educational, and private agencies having an interest in the operation of all public schools and whose goals are compatible with those of the District.

Approved: February 22, 2010

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9010 Public Information Program

9010

The Board accepts full responsibility for keeping the public informed about the function and operation of the District.

Public's Right to Know (Cf. 1370)

All decisions of the Board shall be made in public with full opportunity extended to citizens to be heard prior to the making of these decisions. Closed sessions shall be held to a minimum and only for specific reasons as provided by current law.

School-Sponsored Information Media

The Superintendent is responsible for all information services to and from the public concerning the operation of the schools except for those occasional matters the Board wishes to handle publicly.

The District may issue a newsletter to all stakeholders of the District containing information about the operation and activities of the schools.

Hazardous Materials or Conditions

The Superintendent shall be responsible for informing the public about any hazardous materials or conditions in the District under the provision of the Michigan Public Health Code.

The implementation of the public information program of the District shall be the responsibility of the Superintendent.

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9010-R Public Information Program

9010-R

School-Sponsored Information Media

The Superintendent shall be responsible for the content of all District newsletters, bulletins, and special publications and such other District-sponsored information media that he/she deems necessary.

Building Principals may publish and distribute a newsletter or other publication designed for the parent(s)/guardian(s) of that particular school. Copies of such publications shall be forwarded to the Superintendent for distribution to Board members or provided as part of building reports during regular Board meetings.

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9020 News Media Relations (Cf. 1400, 9190)

9020

The Board shall cooperate fully with all responsible news media representatives in order that the public may be more fully informed about the operations of its schools.

News Releases

Routine news and information concerning school events and programs may be released to the press by or with the approval of the administrator of the school or program concerned. All other news releases prepared for public distribution under the auspices of the District by employees or students of the District must have the approval of the Superintendent prior to release. Exceptions shall be writings of athletic events, recreation, or community education activities, and school social events that relate only to a particular school.

News Conferences and Interviews

All news conferences and interviews will be scheduled in such a manner that they do not disrupt the regular learning activities of the schools.

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9020-R News Media Relations

9020-R

News Releases

The Superintendent shall prepare copies of school news releases approved by his/her office for any member of the Board upon request.

Staff members shall observe the following procedure when releasing information to the news media, except concerning athletic events, recreation or community education activities, and school social events:

1. If a staff member is approached by the news media concerning a feature story or program peculiar to that staff member or building, a request for approval shall be made to the building Principal, who shall request authorization from the Superintendent;
2. If a staff member wishes to initiate a feature story for the news media, he/she should discuss the story with the building Principal. If it is agreed that the project will be pursued, the Principal shall seek the Superintendent's approval. If the Superintendent approves, he/she shall contact the appropriate media representative(s) or authorize the Principal to do so; and
3. Teachers are expected to work through the building Principal on all news releases or feature stories.

Sports and Special Events Coverage

Members of the working press shall be admitted free of charge to all sports and special events activities of the District upon recognition or the presentation of proper credentials.

Press Services

Space shall be provided at all sports and special events for members of the working press to cover such activities.

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9020-R News Media Relations

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Broadcasting and Taping

The Superintendent is authorized to approve and establish rules and regulations for the broadcasting and taping of sports and special events activities of the District under control of the Board.

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9060 Information and Campaigns

9060

All information campaigns of the District shall be under the direction of the Superintendent. District funds shall not be used to provide persuasive information in millage campaigns.

Use of Students

Students shall not be used by the Board in any capacity to implement any information program of the District except that notes, attendance center announcements, or related information may be sent home via students.

The Superintendent shall report to the Board upon request on the progress of any information campaigns initiated by the Board.

Approved: February 22, 2010

LEGAL REF: MCL 169.257

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9100 Board-Community Relations

9100

The Superintendent shall seek ways to involve citizens in the work of the school and to stimulate citizens to know more about the schools.

Community Involvement in Decision-Making

The Board shall inform the community about, and may involve the stakeholders of the District in, the decision-making process. Ideas may be solicited from community stakeholders in curriculum, program design and delivery, policies, career development, citizenship, funding, and other matters, as the Board deems necessary.

Student Community Activities and Performances

The Board encourages all students to participate in community activities insofar as such activities do not conflict with their school duties.

Approved: February 22, 2010

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9170 Solicitations

9170

All persons seeking to sell, solicit, or display an item relating directly to expenditures of District funds to any school employee on school premises must first secure permission from the building Principal or Superintendent before any appointment is made. All such appointments approved by the Superintendent or building Principal shall be held before or after regular school hours. All other solicitations of, or by, District employees are prohibited except where expressly approved by the Superintendent.

The Board discourages all solicitations of and by staff members during regular school hours.

The Board discourages all solicitations of and by students during regular school hours.

Solicitations in Schools

Commercial firms shall not be permitted to solicit students without approval by the building Principal.

All special sales projects by students are subject to the approval of the building Principal. This policy shall include sale of advertising, magazines, and merchandise.

Commercial schools, colleges or other agencies shall be permitted to meet with seniors or solicit prospective students only when the invitation and arrangements are approved by the building Principal. Counseling of students relative to continuation of their schooling or to job placement by outside organizations shall be handled through the guidance department under the supervision of the guidance counselor.

Solicitation of Students

Solicitation of students by anyone within the schools or on school grounds for any cause is prohibited. This prohibition includes the selling of tickets to students for any purpose or cause other than for a school sponsored activity.

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9170 Solicitations

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Solicitation by Students

Solicitations by students within the schools or on school grounds for any cause is prohibited except as they relate to school-sponsored activities.

Approved: February 22, 2010

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9170-R Solicitations

9170-R

Agents, solicitors, and salespersons shall not be permitted to take time of teachers or students from normal student or teaching activities.

The students and faculty of the District shall not be used to promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services.

This rule applies to those activities, promotions, and sales originating outside the school. Exception to this rule as written above shall be made in the case of jointly sponsored school activities and school-sponsored parent(s)/guardian(s)-teacher activities.

Materials and projects submitted for consideration under this rule must be made in writing to the Superintendent or his/her designee. Requests shall be considered in light of good taste, appropriateness, and the proposal's direct contribution to the educational values in the school. Consideration shall be given at all times against unreasonably added work and responsibility for staff members.

Any individuals or organizations violating the policy on solicitations shall be reported to the Board by the Superintendent. Violators may be denied further access to school premises by Board action.

Solicitations of Staff Members

All vendors must secure permission from the building Principal or Superintendent to interview a school employee on District property. If any vendor violates this procedure, he/she may be barred from making appointments with school employees. The Principal may also recommend to the Superintendent not to purchase products or other such items from said vendor. If a vendor violates Board policy and is subsequently barred from soliciting in the school system, the Superintendent shall send appropriate notices to each building Principal.

The notice will include the name of the vendor, his/her company, and reasons for and length of the suspension.

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9170-R Solicitations

9170-R-2

The Superintendent may bar a vendor from soliciting sales from District employees for a period not to exceed 12 months from the date of suspension.

Said notice will be sent to the vendor in question and to his/her immediate employer. The rights of the vendor may be restored, at a time sooner, upon petition by the vendor to the Board.

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9190 Interviews with Students

9190

Any representative of the news media seeking to interview any student during regular school hours must first gain the approval of the building Principal or designated representative.

Approved: February 22, 2010

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9190-R Interviews with Students

9190-R

The building Principal shall regulate all interviews with students so that such interviews do not interfere with the educational activities of the students involved.

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9230 School Volunteers

9230

The purposes of the school volunteer program are:

1. To increase the educational attainment of students;
2. To provide enrichment experiences beyond those that the school can provide;
3. To provide more effective utilization of teacher time and skills;
4. To give more individual attention to students who need it; and
5. To promote greater community involvement in the academic and co-curricular programs of the District.

General Principles

Volunteers in the District are at all times guided by the principles and policies of the District.

Volunteers are assigned to a school only upon the request of the teacher or Principal.

Volunteers serve only in an auxiliary capacity under the direction and supervision of the building Principal, Athletic Director or other certified school personnel.

A volunteer is not a substitute for a member of the school staff, but does supply supplemental and supportive services.

A volunteer does not have access to confidential files and records.

Wherever possible, volunteers are assigned to the particular school where they wish to serve.

The relationship between volunteers and the school staff should be one of mutual respect and confidence.

All school volunteers work under the direction of the school staff and provide supportive services to them. Volunteers are not teachers; they assist teachers and will only be assigned to those staff members who request them.

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9230 School Volunteers

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All students are expected to obey and attend to directives and instructions given to them by authorized volunteers of the District. Failure to abide by directives and instructions given by an authorized District Volunteer may result in disciplinary action under the Student Code of Conduct up to and including suspension from school.

Persons interested in volunteering time or services to the District should contact the building Principal or Athletic Director for assignment.

School volunteers serving in the District without financial compensation are bound by the policies, rules/ regulations and procedures of the District. They, as any other employee, are to be supervised by each building Principal or other authorized school employees. All volunteers shall be at least 18 years of age, unless their volunteer work is included as part of a District class offering or recognized student organization (such as a Future Teachers Club) of the District and approved, in advance, by the Superintendent.

At the discretion of the Superintendent, the District may conduct criminal and/or professional background checks on volunteers in the same manner as for employees of the District. Volunteers will be required to complete the Volunteer Information Form provided by the District. (See 9230-R-4-5)

Approved: February 22, 2010

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9230-R School Volunteers

9230-R

General Guidelines

Each school volunteer program is under the direction of the building principal.

Services offered by volunteers may include, but are not limited to:

1. Service offered on a regularly scheduled basis,
2. Compiling the school newsletter, arranging transportation for field trips, supervising the playground or lunchroom, etc.,
3. Working on a one-to-one or small-group basis in the classroom,
4. Assisting the media specialist,
5. Assisting with the clerical load of the school, and
6. Assisting with the athletic program.

The Principal will emphasize the line that separates the certified instructional staff from the volunteers. The following instructional tasks are strictly certified staff responsibilities and not to be performed by volunteers:

1. Diagnosing student needs;
2. Prescribing instructional materials;
3. Selecting appropriate materials;
4. Counseling with students;
5. Evaluating student programs and achievement; and
6. Initiating or determining the why, the how, the where, and the when of any instruction.

The volunteer can be of considerable assistance in accomplishing some tasks; however, it is primarily the teacher's sole duty to initiate and direct such tasks. Volunteers shall not be given the responsibility of administering medications to students.

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9230-R School Volunteers

9230-R-2

The Role of the Principal

It is the Principal's responsibility:

1. To determine the scope and nature of the volunteer program in the building,
2. To designate a staff member within the school to assist with the development of the program,
3. To acquaint the staff with the program (goals, services available, ways to use services effectively),
4. To provide whatever orientation is necessary in the acceptance of volunteers by teachers, students and parents,
5. To provide orientation training, placement and evaluation of volunteers within the building staff,
6. To provide orientation of school policies and procedures to the volunteers,
7. To provide access to the faculty lounge and cafeteria or provide them with similar space,
8. To provide space within the building for volunteer meetings, bulletin Boards, assignment box, materials, etc.,
9. To provide a sign-in, sign-out sheet for all volunteers, and
10. To take responsibility for disseminating information to the volunteer coordinator, volunteers and professional staff and

The Role of the School Staff Member

A teacher should take part in the program only because the teacher has a desire to use the volunteer in an effective way; the teacher shall:

1. Make requests for volunteer services to the Principal,
2. Determine what specific duties a volunteer can perform in the particular classroom/department;

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3. Write a short job description for each volunteer assignment and gives specific instructions when assigning tasks to a volunteer,
4. Help train and use volunteers in any way that will be helpful to the students,
5. Plan ahead to provide meaningful activities for volunteers,
6. Help volunteers feel comfortable among the staff and students,
7. Meet with volunteers to mutually assess the effectiveness of their services, and
8. Have the option to request the Principal to reassign any volunteer.

Athletic Department Volunteers

Upon the request of the Athletic Director, and with the approval of the Superintendent, volunteers may be used to assist in crowd control, locker room supervision, ticket selling and taking and other Athletic Department services that may be needed from time-to-time. Volunteers serving in such a capacity shall be authorized by the District to enforce the established rules and regulations of the District. Athletic Department volunteers may be issued appropriate attire, identifying them as a volunteer.

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9230-R School Volunteers (Cf. 7485)

9230-R-4

Volunteer Information Form and Waiver of Liability

Only one form needs to be completed by a volunteer each school year. Please print clearly in ink:

Information Form

Name: _____
Last First Middle Phone

Address: _____
Street City Zip Code

Personal physician _____ Phone _____

Emergency adult contact _____ Phone _____

Are you now or have you ever been a school volunteer? _____

At which school? _____ Year? _____

The name of any child or ward attending this school: _____

Criminal Conviction Information

Are you a child sex offender? _____

Have you ever been convicted of a felony? _____ *If you answered YES, list all offenses.*

Offense	Date	Place
_____	_____	_____
_____	_____	_____

If requested, are you willing to consent to a criminal background investigation? Yes ___ No ___

Waiver of Liability

The School District does not provide liability insurance coverage to non-District personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer’s acknowledgment that they are providing volunteer service at their own risk.

By your signature below:

1. You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer’s unpaid service to the School District.

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9250 Use of District Facilities (Cf. 3340)

9250

The Board shall encourage the utilization of District buildings and District grounds by properly organized and responsible groups. Such use of any District facility or District grounds, however, shall not interfere with the daily school student routine or any school-sponsored student activity. District facilities and equipment shall not be used or made available for political campaigns.

The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times. The Board directs the Superintendent or designee to develop rules to provide for the use of school facilities.

Recognized bargaining units may use District facilities and equipment as outlined in the current negotiated master contract.

Fees and Rental Charges

The Board may establish reasonable fees and/or rental charges for the use of any District facility or District grounds; such fees and/or rental charges shall cover costs of wages for any school personnel involved and utilities consumed. The fee and/or rental charges shall be adopted by the Board and shall be reviewed at least once each year. The schedule of fees and/or charges for the use of any District facility shall be published by the Board before the beginning of the school year.

Lease Arrangements

Any lease arrangement entered into by the Board shall conform to state law. Any such lease, however, shall not exceed one year, but the Board may extend any such lease if good cause is shown by the Board.

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9250 Use of District Facilities (Cf. 3340)

9250-2

Use of District Facilities for Prayer or Religious Purposes during the School Day

The use of any District facility during that building's instructional time will not be allowed for prayer or religious purposes. This prohibition against religious use includes the use of District facilities by District personnel, stakeholders, and churches or any other individual or groups of individuals.

Religious Accommodation in the Use of District Facilities

The use of District facilities or District grounds by community churches may be allowed by the Board on a temporary basis as is afforded community groups elsewhere in this policy.

Gymnasium and Cafeteria

The District's gymnasium(s) and cafeteria(s) may be rented to community groups with the approval of the Superintendent. All organizations, including religious groups, wanting to use these facilities must contact the Building Use Coordinator for scheduling.

Religious groups are allowed to use these facilities when proper application is made with and approved by the Superintendent and/or the Board.

Buildings and Grounds

Use of the buildings and grounds of the District by individual or outside organizations must be scheduled through the Building Use Coordinator and are subject to approval by the Superintendent.

Equipment

Permission must be gained from the appropriate building Principal or immediate supervisor before any District equipment may be removed from the school grounds.

The building Principal or Superintendent may authorize staff members to utilize District-owned equipment to develop software and associated documents outside of their work assignment, provided the development of the software is in the best interest of the District. Staff using District equipment and software shall comply with all copyright laws.

Section 9000 – General Public and Organizational Relations

9250 Use of District Facilities (Cf. 3340)

9250-3

Recognized bargaining units may use District equipment as provided for in the current negotiated master contract.

Federal Compliance

The District will comply with the provisions of the Boy Scouts of America Equal Access Act, and will not discriminate against or deny access to groups protected by the Act. (Cf. 8720)

Services

A school custodian shall be on duty and shall have instructions to see that the building and equipment are properly cared for and used whenever any school facility is used by non-school groups or individuals.

A school custodian may not be required when, in the opinion of the building Principal, it is not necessary. In this case, the sponsors and the Principal accept full responsibility for the building's use.

Approved: February 22, 2010

LEGAL REF: MCL 333.12601 *et seq.*; OAG, 1987-1988, No 6460, p 167 (August 25, 1987); *Lamb's Chapel v Center Moriches Union Free School District*, 508 U.S. 384 (1993); 20 USCA §4071, *et seq.* (Equal Access Act); 20 USCA §7905 (Boy Scout Equal Access Act).

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9250-R Use of District Facilities

9250-R

Building administrators will have authority for the use of the facility during the regular school day. After regular school hours, the building administrator, in collaboration with the Superintendent, will facilitate the use of school facilities by community groups and volunteers for the benefit of students and the community within the constraints of available funds.

1. The following school functions and activities will be given first consideration for use of facilities:
 - a. Functions that are an extension of school daytime programs (i.e., athletics, drama, and other student activities).
 - b. Evening academic, vocational, technical programs, and Leisure and Enrichment programs sponsored by the Board of Education.
 - c. Parent(s)/Guardian(s)/teacher association business meetings, parent(s)/guardian(s)/teacher/student organizational meetings, or parent(s)/guardian(s) council business meetings.
 - d. Special meetings called by the Board of Education, the Superintendent, or administrative staff.
 - e. Uses for elections and meetings to explain school elections.
 - f. Contractual agreements with employee groups.
2. Local non-profit groups (e.g., youth groups and neighborhood associations) not directly sponsored by the Board will be given reasonable consideration for use of facilities/grounds.
3. Non-local, non-profit, or profit-making groups, including for-profit athletic camps and extracurricular groups, will be given consideration for use of facilities/grounds.

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9250-R Use of District Facilities

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Facilities Requests

1. Written requests for school facility use must be directed to the Building Use Coordinator.
2. All requests should be submitted on the appropriate application form and sent to the Building Use Coordinator at least seven (7) working days prior to the date of use. Forms may be obtained from any building office.
3. The building administrator or his/her designee will ensure that all programs have an appropriate adult supervision and security and will notify the building manager/head custodian which adult will be responsible for the activity, prior to the actual use of the building.
4. If an application is denied by the Building Use Coordinator the applicant may appeal to the Superintendent.

Special Use of Facilities

1. Possessing, using, soliciting, or being under the influence of intoxicants and/or illegal drugs is prohibited.
2. Possession of weapons on school property is prohibited.
3. Facility use will be in accordance with the following guidelines:
 - a. The use will not interrupt or interfere with the regular operations of the schools.
 - b. The use will be in accordance with policies and rules established by the Board, appropriate laws, and regulatory agencies.
 - c. The use will not interfere with necessary repairs or maintenance.
 - d. When appropriate, adequate protection for liability and damage claims must be provided.
 - e. The use will be suited for available facilities:
 1. Does not constitute a clear and present danger to persons in attendance.

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9250-R Use of District Facilities

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2. Does not constitute a clear and present danger to personal and public health, safety, and welfare.
3. Does not constitute a clear and present danger of damage to private and/or public property.
4. Does not violate fire safety laws, contribute to, or result in a fire hazard. Flammable materials shall not be brought into any school without authorization and no pyrotechnic materials or devices will be allowed in any District building or on any District property at any time.
 - f. Individuals, organizations, and groups not under the direct control of the Board may distribute literature and set up exhibits with the written approval of the Superintendent or designee.
4. A deposit fee established by the Superintendent must be made before any school equipment may be removed from the school grounds. The deposit will be given to the Building Use Coordinator and will be returned when the equipment is returned and deemed to be in working order. The following provisions and costs will be the responsibility of the user of school facilities:
 - a. Adequate adult supervision.
 - b. Adequate crowd and traffic control.
 - c. Protection of private and public property. User shall furnish a bond covering liability and property damage, if required.
 - d. Other direct and indirect costs, such as utilities, cleaning, set-up and special equipment, and use fees.
5. Board equipment may be used with approval and only by persons knowledgeable in the operation and safety of its use. Persons qualified will be determined by the building administrator.
6. The personal use of facilities, such as private receptions, etc., will be prohibited.

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9250-R Use of District Facilities

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Charges for Use of Facilities

The decision of whether a school facility request meets the criteria for free use will be determined by the Superintendent's office. Appropriate schedules and rental rates for the use of school facilities will be determined annually by the District.

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9290 Crowd Control at School Sponsored Activities

9290

The Board shall, to the full extent of its legal powers, ensure that every student and adult has an opportunity to attend school activities without fear or harm of injury to person or property. The Board shall not allow persons with disruptive intent to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; or to attempt to close the schools.

Disorder and disruption of school activities shall not be tolerated, and persons attempting such action shall be held accountable. When it becomes necessary to protect students, personnel, stakeholders and property, the Board shall seek the enforcement of all laws and prosecution of those who violate the law. Violation of any law and/or local city ordinance shall be referred to the appropriate law enforcement agency, prosecutor, and courts for proper disposition.

The Board recognizes the right of peaceful dissent providing that dissent does not infringe upon the rights of others. Further, exercising that right encourages open and constructive communication that may lead to improvement and betterment of school activities.

In accordance with administrative guidelines to be developed by the Superintendent, Principals shall be held responsible for providing for the safety and welfare of students and adults and the protection of school property from damages or injury by any person or groups of persons.

Definition of Disturbances or Disorders

For the purpose of this section, state statutes covering disturbance of the peace or disorderly conduct shall be used as a basis for prosecution.

Upon conviction of any disturbance or disorderly conduct, the individual or groups of individuals will be barred by Board action from attending any District-sponsored activity or event held on school property.

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9290 Crowd Control at School Sponsored Activities

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The length of the ban shall be determined by the Board and/or administration, and shall be based on the seriousness of the act or disturbance. The Board authorizes its staff members to enforce the ban, if any, by any reasonable force including calling law enforcement officials to aid them in carrying out their assigned duty.

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9290-R Crowd Control at School Sponsored Activities

9290-R

General Procedures

The following guidelines are for the use by Principals in the event of disturbances, disorder, or demonstration on or near the school site and apply to both students and adults.

The final decision for determining the nature of assistance needed at a disturbance, disorder, or demonstration is the responsibility of the school Principal. In the absence of the Principal, the determination is to be made by the assistant Principal or the person designated to be in charge of the building or activity.

The school administration and staff are responsible for handling any student or problems caused by adults. The Superintendent shall be notified immediately of any serious problem at the school. The Principal shall seek the advice of the Superintendent, as well as inform him/her of any decisions and progress toward resolving the problem.

In the event disturbances are caused by adults or non-students, the appropriate law enforcement officials shall be called for assistance. The local law enforcement agency should be alerted ahead of time when problems are suspected. Such agency shall direct the activities of the police at the scene of any disturbance. The Principal or person in charge of the event shall serve as liaison when police are on the scene.

Specific Procedures

In the event of a disturbance or disorder, the Principal shall make an immediate assessment of the situation to determine the danger or potential danger to students, personnel, stakeholders, or school property. If there is apparent danger to any of the above, steps shall be taken immediately to reduce or eliminate the danger by whatever means necessary as granted under the Principal's authority to discipline or maintain crowd control. The Principal shall decide upon a course of action and, to the extent possible, inform the school staff so that all can cooperate in carrying out that decision.

Section 9000 – General Public and Organizational Relations

9290-R Crowd Control at School Sponsored Activities

9290-R-2

The Principal or official “on the scene” and in charge shall make a report in which are listed the date, time and nature of each incident, the names of persons involved and a description of action taken.

Whenever the situation requires the assistance of the police, the Principal or his/her designee shall request such assistance. Police action will be determined by police officials and their assessment of the situation.

The Board wishes to emphasize that any persons who create disturbances or disorders at any school activity shall be prosecuted to the full extent of the law. The Principal “on the scene” and in charge shall sign the necessary complaint papers or encourage available witnesses of the act to do so. In any event, a complaint will be signed. The Board’s attorney shall take whatever action is necessary to expedite proceedings to prosecute anyone causing a disturbance at a school function.

Section 9000 – General Public and Organizational Relations

9300 Tobacco and Alcohol Products On/In District Premises

9300

Tobacco products shall not be used by any person in District buildings or on District property, except in outdoor areas after 6:00 p.m. on school days, excluding Saturdays, Sundays, and non-school days.

Outdoor Smoking Areas

Outdoor smoking areas may be designated by the Superintendent.

Alcoholic Beverages

No alcoholic beverages, of any kind, nor any “look alike” alcoholic beverages, shall be used by any person in District buildings or on District property.

Notification

Copies of the smoking and tobacco-free products policy and the ban of alcoholic beverages policy shall be made available to all students and visitors and shall be published in student and staff publications.

Signs prohibiting the use of alcohol, tobacco, or tobacco products will be posted on school grounds.

General public violations will be handled in accordance with State Law.

Approved: February 22, 2010

LEGAL REF: MCL 333.12601 *et seq.*; 750.473; OAG, 1977-1978, No 5336, p. 502 (June 28, 1978); 20 USCA§7183.

Section 9000 – General Public and Organizational Relations

9350 Public Gifts and Bequests

9350

A gift is defined as any donation, present, or endowment in the form of cash, merchandise, or personal favor.

The Superintendent will consider the acceptance of gifts to the District from the public.

Gifts to Schools

Any organization or individual wishing to make a gift to the District must have the prior approval of the Superintendent. All gifts will be regarded as gifts to the District. The Superintendent, in general, will not accept gifts with conditions attached, except as otherwise noted in statute.

Donors shall be officially thanked, in writing, by the Superintendent on behalf of the District and the Board, and all gifts shall be publicly acknowledged, if the donor desires.

The Superintendent shall set forth criteria to be met in the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the District.

Income from Gifts and Bequests

Income derived from gifts and bequests shall be credited, if possible, to the fund requested by the donor. If the request of the donor cannot be fulfilled, the gift or bequest shall be deposited in the capital fund of the District or any other fund specified by the Board.

Gifts by District Employees

District employees are discouraged from giving gifts to any student or class of students when such gifts arise out of a school situation, class, or school-sponsored activity unless approved by the Superintendent.

Gifts to District Employees

District employees are prohibited from receiving gifts from vendors, salespersons, or other such representatives that could be viewed as improper influence.

Section 9000 – General Public and Organizational Relations

9350 Public Gifts and Bequests

9350-2

Because of the potential for abuse, the giving or receiving of gifts between faculty or staff and students should be discouraged.

Students' Gifts to Staff Members

Students shall be discouraged from collecting money, allocating activity funds or purchasing gifts for faculty members.

Students' Gifts to the School

Student organizations, with prior approval of the organization's sponsor and building Principal, may donate a portion of the organization's funds to a school or to the District for specific purposes enumerated by them. Such donations must have final approval of the Superintendent or the Board depending on the size of the gift or its potential use.

Any such gift shall become the property of the District upon acceptance.

Faculty Gifts to Students

Faculty members are discouraged from giving gifts to individual students.

Approved: February 22, 2010
LEGALREF: MCL380.15

Section 9000 – General Public and Organizational Relations

9350-R Public Gifts and Bequests

9350-R

Gifts to Schools

Persons or organizations desiring to make gifts to the schools should contact the Superintendent or designated representative to obtain Board approval. Gifts shall not be accepted if excessive costs of installation or maintenance would be involved, unless such costs are determined by the Board to be within certain budget limitations.

Students' Gifts to Staff Members

Nothing in these rules and regulations will be construed to prohibit the giving of gifts where there is a family relationship. If such a gift is contemplated, the giving of said gift shall not be during a school day or school activity.

Students' Gifts to the School (Cf. 3800)

The Superintendent, in cooperation with building Principals and representatives of faculty and students, will develop and determine appropriate forms to be used by student organizations to seek approval from the Superintendent or the Board to donate gifts to the school or District.

Gifts to District Employees

If a District employee is found to have accepted a gift from any person as outlined in the policy on gifts, the Superintendent may recommend to the Board that said employee be subject to disciplinary action.

The Superintendent shall be responsible for the administration of this policy for all Principals, central staff members, certified staff members who travel between buildings, substitute teachers, all supervisors and all non-certified employees not assigned to a building. The building Principal will be responsible for the administration of this policy for all assigned employees.

Section 9000 – General Public and Organizational Relations

9350-R Public Gifts and Bequests

9350-R-2

Donations for Extracurricular Activities (Cf. 9520, 9710, 9730)

The Board may accept donations from school related or community organizations or private individuals or businesses earmarked to support extracurricular activities.

The Board reserves the right to control the conditions under which such donations are accepted and establishes the following criteria to determine the acceptability of such donations:

1. The Board must receive funds provided for support of specific programs before the beginning of that program, and in sufficient time to permit proper planning for the institution of or continuation of the activity. Funds for support or reinstatement of athletic programs may be provided on a seasonal basis;
2. Funds must be provided in sufficient amounts so that equal opportunity and balanced programs for both boys and girls are provided;
3. The control and administration of any programs supported through earmarked donations shall remain with the Board and administrative staff. There shall be no restriction tied to the donation that would deny the Board its right and responsibility in setting policy to control said programs as regular school activities;
4. The purpose of the donation must be clearly stated in order that the Board may give full, concise, and timely consideration to the offer;
5. All donations, once received, shall be the property of the school District; and
6. The Board reserves the right to accept or reject any gift or donation, including the right to return the gift or donation after it has been accepted.

Section 9000 – General Public and Organizational Relations

9370 Free Materials Distribution in Schools

9370

The Superintendent reserves the right to refuse distribution of any material by outside individuals or groups to the students of the District.

Political Campaign Materials

In order to further citizenship training, the Board encourages responsible use of political materials for use in the appropriate classroom setting.

Special Interest Materials

The Principal of each building shall establish rules and regulations governing the distribution of special interest materials in the building.

Advertising in the Schools

No advertising of materials used for commercial purposes shall be permitted in the school buildings or on the grounds of the District without prior approval of the Superintendent. The decision of the Superintendent shall be final.

Advertising in student publications shall be regulated by rules and regulations developed by the Superintendent. Ads concerning drug paraphernalia and any controlled substance are prohibited in any school-sponsored publication or on school property.

Use of Religious Materials

The use of any religious materials may be used in the regular classroom to study the historical or cultural aspects of religion but such material is prohibited if used to indoctrinate the practice of a religion.

Dissemination of Religious Materials

Materials that have a religious content may be made available to students during non-instructional time. The District shall impose content neutral, time, place, and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not being endorsed or sponsored by the District.

Approved: February 22, 2010

LEGAL REF: *Good News Club v. Milford Central Schools*, 121 S.Ct. 2093 (2001)

Section 9000 – General Public and Organizational Relations

9370-R Free Materials Distribution in Schools

9370-R

No student shall be forced to participate in the distribution of any non-school materials in the schools.

Political Campaign Materials

Subject to the approval of the Superintendent, each building Principal shall establish rules and regulations governing the distribution of political campaign materials in the school building during election campaigns in order to afford opportunity for all viewpoints to be considered. No student shall be forced to participate in the distribution or receipt of any political materials.

Special Interest Materials

No mailing lists of students or employees of the District shall be given to individuals, organizations, or vendors for distributing materials.

Advertising in the Schools

Advertising in the student publications may promote products by brand name except that commercial ads promoting the sales of any controlled substance or drug paraphernalia are prohibited.

Distribution or posting of materials that are obscene, libelous or that may inflame or incite students so as to create a clear and present danger of the commission of unlawful acts on school property, or physical disruption to the orderly operation of the District is prohibited.

Section 9000 – General Public and Organizational Relations

9400 Visitors to the School

9400

All school buildings shall be posted to require all visitors to first make their presence known to the appropriate building Principal or designee before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the District will be under the jurisdiction of the building Principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The Principal has the authority to request aid from any law enforcement agency if any visitor to the District's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this Board policy and its rules may be subject to governmental trespass laws.

Public/Parent(s)/Guardian(s) Visitors to the Schools

The Board encourages the public and parent(s)/guardian(s) to visit the District's schools, departments, and classrooms and directs the Superintendent to establish appropriate rules, regulations, and guidelines.

Parent(s)/Guardian(s) visits shall be made in accordance with the following guidelines:

1. Parent(s)/Guardian(s) visits shall be scheduled with the teacher and the building Principal.
2. The Principal or designated representative shall accompany the parent(s)/guardian(s) on the visit if deemed necessary by the Principal or designee.
3. Such visits are for becoming acquainted with school instruction, programs, personnel, operation, and/or the facility.
4. Parent(s)/Guardian(s) shall refrain from giving directions or making evaluations of personnel or operating procedures during their visits.

Section 9000 – General Public and Organizational Relations

9400 Visitors to the School

9400-2

If a school visit leaves the parent(s)/guardian(s) with a concern, this concern should be discussed with the building Principal or Superintendent.

Board members who have students in the schools and therefore have parental/guardian opportunities to converse with their student's teacher, counselor, or administrator shall make it clear that they are speaking and/or visiting as the parent(s)/guardian(s) and not as a member of the Board.

Approved: February 22, 2010
LEGAL REF: MCL 380.1137(2)

Section 9000 – General Public and Organizational Relations

9410 Parent(s)/Guardian(s) Visitation of Classrooms

9410

The Board recognizes the central role parent(s)/guardian(s) play in the education of their children, and supports active parent(s)/guardian(s) involvement in the educational process. Parent(s)/Guardian(s) are encouraged to maintain regular contact with their child's instructors. To familiarize themselves with their child's learning environment, parent(s)/guardian(s) are also encouraged to come to planned conference evenings, school open houses, and visitation days.

Parent(s)/Guardian(s) may also visit their child's classes on other days, subject to the approval of school administration and the following guidelines. Parent(s)/Guardian(s) are asked to understand the Board's responsibility to safeguard the learning environment for all students, and be sensitive to the disruption that can be caused by having strangers frequently observe the classroom and place demands on teacher time. The Board also has an obligation to protect the privacy rights of all students and their families by ensuring that the frequency of visitations by one parent/guardian does not allow that parent/guardian to develop inappropriate knowledge of the behavior or academic progress of other students.

The Board adopts the following regulations for parent(s)/guardian(s) visitations:

1. All parent(s)/guardian(s) visitations are subject to the approval of the school Principal, who is charged by the Board with the responsibility of guaranteeing the learning environment and privacy of students.
2. Parent(s)/Guardian(s) desiring to visit a classroom shall make a request to the Principal to schedule a visit. The Principal should consult with the teacher and respond to the parent(s)/guardian(s) in a timely manner.
3. Visitors are required to check in at the school office prior to the start of the class that they wish to observe, and to follow individual school procedures for visitor sign-in, passes, escorts, etc.

Section 9000 – General Public and Organizational Relations

9410 Parent(s)/Guardian(s) Visitation of Classrooms

9410-2

4. Parent(s)/Guardian(s) in classrooms are there as guests and are asked to behave as quiet observers of classroom activities, unless specifically requested otherwise by the classroom teacher. Visitors should arrive before the start of class and stay until the class is dismissed.
5. To protect the privacy of other students, the parent(s)/guardian(s) of a student may be limited to 2 classroom visits per marking period, and agree to keep any information gained on the behavior or performance of other students strictly confidential.
6. Visitation shall not be allowed during tests or other student examination/evaluation.
7. Teachers are expected to use the time between classes for preparation, meetings with students, and discussion with colleagues. Visiting parent(s)/guardian(s) are to refrain from using classroom observations for impromptu parent/guardian-teacher conferences either during or outside of class time. An appointment should be made with the teacher if the parent(s)/guardian(s) wish (es) to discuss their child's educational progress. Teachers shall refrain at all times from discussing the behaviors or achievement of other students with visiting parent(s)/guardian(s).

Parent(s)/Guardian(s) who fail to abide by these regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

The Superintendent shall ensure that the provisions of this policy are published in the appropriate handbook(s) and that copies are provided to visitors.

Approved: February 22, 2010
LEGAL REF: MCL 380.1137(b)(2)

Section 9000 – General Public and Organizational Relations

9450 Complaints

9450

All complaints regarding the District should be resolved at the lowest possible administrative level.

About Policies

Complaints about policies of the District should be directed to the Superintendent.

About Curriculum

Complaints about the curriculum of the District should be directed to the Superintendent.

About Instructional Materials

Complaints about specific instructional materials should be directed to the appropriate building Principal.

About Facilities and Services

Complaints about facilities and services should be directed to the Superintendent.

About Personnel

Complaints will be investigated fully and fairly, and the employee's rights to due process¹ shall be protected at all times.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the administration for study and possible solution. The employee involved will be informed and shall be given every opportunity for explanation, comment and presentation of the facts as the employee sees them.

¹ Due process includes both substantive and procedural due process. Substantive due process protects employees from arbitrary, capricious, irrational, or unreasonable action (requires that a rule or a disciplinary decision must be rationally related to a legitimate state interest). Procedural due process includes the concepts of proper notice to the accused and the right to a hearing before a property interest is taken away. The extent of the procedures due depends on the nature of the interest being taken away, i.e., the more that could potentially be taken away, the more procedural protections must be provided. If the maximum penalty that could be imposed is relatively small, only a small amount of procedural due process is required.

Section 9000 – General Public and Organizational Relations

9450 Complaints

9450-2

The employee shall also be given the opportunity to meet with the person(s) making the complaint if the employee so desires.

The employee involved may request a closed session of the Board for a full study and decision by this body. Statutory provisions for closed sessions of the Board shall be observed.

Generally all parties involved, including the administration, will be asked to attend such a meeting to present additional facts and clarify the issues. Hearsay and rumor shall be disregarded as will any emotional display.

The Board shall conduct such meetings in as fair and just a manner as possible. The Board may request a disinterested third party to act as moderator to help the Board reach a mutually satisfactory solution.

Approved: February 22, 2010
LEGAL REF: MCL 15.261 *et seq.*

Section 9000 – General Public and Organizational Relations

9470 Loitering - Unauthorized Persons

9470

Unauthorized persons loitering in, about any school building, or on school grounds shall be asked to leave the premises. Any such person failing to leave the premises shall be considered to be in probable violation of disorderly conduct or trespassing statutes and law enforcement officers shall be notified and requested to remove the individual from the building or grounds.

Approved: February 22, 2010

Section 9000 – General Public and Organizational Relations

9470-R Loitering - Unauthorized Persons

9470-R

Employees shall report to the Principal any person loitering on or near school building or school grounds.

The Principal may request such an unauthorized person to leave or remove him/her from the school premises or area.

If the person does not leave voluntarily or resists removal, law enforcement officials shall be notified and requested to assist in the removal.

The Principal's office shall notify the Superintendent's office immediately if such a situation develops.

Section 9000 – General Public and Organizational Relations

9500 Relations with Other School Districts

9500

The Board shall cooperate whenever possible and practicable with other school Districts in matters of common concern.

This cooperation may extend to such areas as joint educational services, research, exchange of data and information, coordination of curriculum, coordination of school activities and calendars, and cooperative use of school facilities.

Approved: February 22, 2010
LEGAL REF: MCL 380.1280a

Section 9000 – General Public and Organizational Relations

9520 School-Community Cooperation (Cf. 9250)

9520

The Board shall seek to foster an atmosphere of cooperation between the schools and all community groups and organizations whose operation is affected by the activities of the schools.

Approved: February 22, 2010

Section 9000 – General Public and Organizational Relations

9530 School-Community Program

9530

The Board shall consider the establishment of programs sponsored jointly by the schools and community groups or organizations whenever, in the judgment of the Board, such programs cannot be or should not be wholly under the control of the Board.

Approved: February 22, 2010

Section 9000 – General Public and Organizational Relations

9540 School-General Government Relations

9540

The Board seeks to establish a satisfactory working relationship and to open lines of communication with all governmental agencies having an interest in the activities of the schools in the District. This may be accomplished through the creation of ad hoc committees, inter-local memberships, or appointment of representatives to serve as liaison with specific organizations.

Approved: February 22, 2010

Section 9000 – General Public and Organizational Relations

9610 Relationship with Zoning Authorities

9610

The Superintendent shall keep informed of zoning proposals and shall make recommendations to the Board of any concerns the Board may have or actions the Board should take on these proposals, and shall arrange for Board representatives to discuss their concerns and actions with the proper authorities. It is understood, however, that only the State Superintendent of Instruction is authorized, by law, to approve building and site plans for public schools.

Approved: February 22, 2010

LEGAL REF: *Schulz v Northville Public Schools*, 247 Mich App 178, 635 NW2d 508 (2001)

Section 9000 – General Public and Organizational Relations

9620 Relations with Political Organizations (Cf. 7760)

9620

Political candidates or political parties shall be prohibited from promoting candidates or political party activities in school buildings during school hours except as they might be invited to speak, either as part of a class project or as part of the instructional program, as provided in the policy on controversial speakers.

Such organizations may use school facilities according to Board policy.

The circulation of petitions is not permissible when done during an employee's or student's assigned working hours or at school functions.

Approved: February 22, 2010

Section 9000 – General Public and Organizational Relations

9670 Relations with Federal Governmental Authorities

9670

The Board shall make every effort to keep its members informed of federal legislative proposals that affect schools. The Board may take positions on such issues and communicate such positions to congressional representatives and U.S. senators either directly or through its state association. Copies of positions sent to congressional representatives and U.S. senators may be sent to the Michigan Association of School Boards as a matter of record. The Board shall encourage its members to take an active role in influencing federal legislation affecting schools.

Approved: February 22, 2010

Section 9000 – General Public and Organizational Relations

9710 Relations with Parent/Guardian(s) Organizations (Cf. 9730)

9710

Each parental/guardian(s) organization should request official recognition by the Board, and in so doing, present its purposes and goals, along with its constitution and bylaws, to assist the Board in its deliberations as to whether or not the organization should be recognized as a bona fide community/school group supported by the Board. Once recognized, such organizations shall work closely with the Board and school personnel in the buildings or the departments that they represent in any projects carried on for the benefit of the school or school programs.

The Board encourages active support and cooperation with parental/guardian(s) organizations by administrators, teachers and other employee groups.

Approved: February 22, 2010

Section 9000 – General Public and Organizational Relations

9720 Parent(s)/Guardian(s) and School Partnerships (Cf. 7175)

9720

The Board encourages parent(s)/guardian(s) involvement in the schools through programs and activities designed to increase parent(s)/guardian(s)-school communications and to involve parent(s)/guardian(s) in the development and implementation of educational policies and school programs.

Approved: February 22, 2010

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Section 9000 – General Public and Organizational Relations

9730 Relationship with Booster Organizations (Cf. 9710)

9730

All school associated organizations, such as booster groups, which are formed to promote and assist in the financing of a given activity for the improvement of student education, shall be approved, and recognized by the Board. These organizations must keep on file in the Superintendent's office a record of officers, bylaws, mailing addresses and other pertinent information.

Booster organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures.

All purchases by such organizations shall be billed directly to them and sent to their mailing addresses and not to the schools or the District.

Equipment and material purchased by these organizations and presented to the school shall become the property of the school and under the control of the Board.

Approved: February 22, 2010

Section 9000 – General Public and Organizational Relations

9820 Intermediate District Relations (Cf. 1300)

9820

The Board is committed to cooperating with the Mason Lake Intermediate School District in special programs and services provided by the MLISD.

Approved: February 22, 2010

LEGAL REF: MCL 380.624

Section 9000 – General Public and Organizational Relations

9820-R Intermediate District Relations (Cf. 1300)

9820-R

The Board shall, through directions to the Superintendent or by specific action, communicate to the Mason Lake Intermediate School District its concerns about intermediate organizational services and suggestions or recommendations of services, which, in its judgment, deserve consideration.

The Board shall appoint annually a member to attend the budget hearing of the MLISD. The Board shall, prior to the budget hearing on the MLISD's budget, secure copies of the budget, review and discuss the budget, and give directions to its representative. Such review and discussion shall be an agenda item at a regular or special meeting of the Board prior to the budget hearing.

The Board shall also appoint one member as a representative to cast a vote in the biennial MLISD Board election.

Section 9000 – General Public and Organizational Relations

9830 College and Universities (Cf. 7648)

9830

The Board shall work cooperatively with post-secondary colleges and universities in order to provide students the opportunities for dual enrollment and dual credit for academic classes.

Approved: February 22, 2010

Section 9000 – General Public and Organizational Relations

9840 Student Teaching and Internships

9840

The Board may consider the use of student teachers and interns in classes and programs maintained by the District upon conclusion of a written contract with area colleges and universities.

Approved: February 22, 2010

LEGAL REF: MCL 380.1531b

Section 9000 – General Public and Organizational Relations

9840-R Student Teaching and Internships

9840-R

When placing student teachers and interns in the District, the Superintendent and staff shall:

1. Provide for placement of student teachers and interns with outstanding teachers who shall serve as supervisors;
2. Protect students from being overexposed to student teaching, and teachers from excessive supervisory responsibilities toward student teachers and interns;
3. Ensure placement of student teachers and interns without regard to race, color, sex, age, creed, national origin or handicap; and
4. Make provisions with higher education institutions to provide for cooperative selection of students to be placed in the District's schools.

Student Teacher Selection

Prospective student teachers shall complete a standard application form and be interviewed by the building Principal who shall determine whether the student is acceptable.

Supervising Teacher Selection

The building Principal shall be responsible in determining those teachers on staff who may be designated as supervising teachers. This shall be done with the approval of the supervising teacher.

The duties and responsibilities of supervising teachers and building Principals regarding student teachers and interns can be found on file in the District and school offices.

If at any time a student teacher or intern becomes unacceptable, the District reserves the right to refuse that student teacher or intern further teaching experience within the District.

Student teachers shall not be used as substitute teachers in case of teacher illness or other personal reason.

Section 9000 – General Public and Organizational Relations

9840-R Student Teaching and Internships

9840-R-2

However, special arrangements may be made with the universities to allow student teachers or interns to substitute in order to provide the opportunity for the supervising teacher to attend approved in-service programs or workshops.

A written contract shall be negotiated with and signed by a duly authorized representative of the university and shall include an agreement whereby the District is relieved of its responsibility and liability for Worker's Compensation claims which may result from accidents to student teachers and interns performing their assigned responsibilities within the District.

In all instances, the student teacher or intern shall be under the direct supervision of the building Principal.

Section 9000 – General Public and Organizational Relations

9900 Education Research Agencies

9900

The contributions of appropriate educational research to teaching and school administration are recognized by the Board. The District shall cooperate when possible with colleges, universities, and other recognized agencies to promote educational research that shall:

1. Increase professional knowledge of teaching and learning processes and the social setting in which they operate;
2. Sharpen perception of instructional and administrative problems;
3. Establish instructional and management objectives; and
4. Assess progress toward accomplishment of District objectives.

All requests for use of District staff, students, or facilities for purposes of educational research shall be submitted in writing to the Superintendent. The Superintendent's decision as to the appropriateness and value of the proposed research and whether or not to engage in the research/study shall be final.

Approved: February 22, 2010

Section 9000 – General Public and Organizational Relations

9920 School Accreditation

9920

The Board shall make every effort through its policies and decisions to operate an educational program that shall meet, at a minimum, the criteria for school improvement as established by controlling government agencies. District administration and staff shall undertake periodic evaluations of the individual schools and District improvement plans to ensure ongoing accreditation compliance.

Approved: February 22, 2010

LEGAL REF: MCL 380.1204a

Section 9000 – General Public and Organizational Relations

9950 State Education Agency Relations

9950

The Board seeks to cooperate fully with the rules and regulations of the Michigan State Board of Education and the Michigan State Department of Education.

The Board shall make every effort to keep its members informed of state legislative proposals that affect schools. The Board may take positions on such issues and communicate such positions to legislators, legislative committees, or through its state association.

The Board shall encourage its members to take an active role in influencing legislation affecting schools.

Approved: February 22, 2010