

9100 Public Information Program

9100

The board accepts full responsibility for keeping the general public informed about the function and operation of the district. The board shall develop and maintain an effective means of communicating with the community.

School Improvement

The public relations plan will be submitted to the board for approval.

School-Sponsored Information Media

The board shall issue a newsletter to all patrons of the district containing information about the operation and activities of the schools.

Approved: December 16, 1991

Revised: October 16, 2000

LEGAL REF: MCL, 380.1348; 380.1261

9105 Hazardous Materials or Conditions

9105

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.

Approved: December 16, 1991

Revised: October 16, 2000

9110 News Media Relations

9110

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.

The regulatory measures for releasing publicity and information about the district shall be the responsibility of the superintendent. He shall use his best judgment in determining various controls on releases so that the best interest of the school system shall be served.

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.

Approved: December 16, 1991

Revised: October 16, 2000

LEGAL REF: MCL, 380.1261

All information campaigns of the district shall be under the direction of the superintendent.

Approved: December 16, 1991

Revised: October 16, 2000

LEGAL REF: MCL, 380.1261

9120 Board-Community Relations

9120

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 patrons of the district in, the decision-making process. Ideas may be solicited from community patrons in curriculum, program design and delivery, policies, career development, citizenship, funding, and other matters as the board deems necessary.

Citizens' Advisory Committees

The board may appoint, when deemed necessary and advisable, a committee of lay citizens to study a given situation and to make recommendations for action on same. Such committees, when established, shall work with personnel from the schools named by the superintendent and/or the board.

A direct charge outlining the responsibilities and limitations of each committee shall be made. Committees will work within the time limitations established by the board.

All reports and recommendations of such committees shall be made directly to the board.

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: December 16, 1991

Revised: October 16, 2000
LEGAL REF: MCL, 380.1348

9130 Staff Community Relations

9130

All staff members should become well informed concerning the district's educational philosophy, goals, regulations and programs so that questions about the district can be answered accurately and in a straightforward manner.

Approved: December 16, 1991

Revised: October 16, 2000

9170 Solicitations

9170

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.

Approved: December 16, 1991

Revised: October 16, 2000

LEGAL REF: MCL, 380.1300

9180 Interviews with Students

9180

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.

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

Approved: December 16, 1991

Revised: October 16, 2000

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.

General Principles

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 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.

Persons interested in volunteering time or services to the district should contact the building principal 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.

Approved: December 16, 1991

Revised: October 16, 2000

LEGAL REF: MCL, 380.1204a

9250 Use of District Facilities

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.

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

Fees and Rental Charges

The board shall 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.

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.

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

The use of any district facility during the normal school day will not be allowed for prayer or religious purposes. This prohibition against religious use includes the use of district facilities by district personnel, patrons, 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 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 only if approved in advance by the superintendent and/or board. All organizations wanting to use these facilities must contact the superintendent for approval and 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 approved by the appropriate building principal.

Equipment

Permission must be gained from the appropriate building principal before any district equipment may be removed from the school grounds.

The building principal 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 be in compliance with all copyright laws.

Recognized bargaining units may use district equipment as provided for in the

current negotiated master contract.

The superintendent may authorize district employees to utilize district-owned equipment when available to develop software and associated documents outside of their work assignment, provided the development of said software is in the best interest of the district.

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.

Priority of Groups using Facilities

The buildings, grounds and facilities of the district may be used by certain groups and organizations in the following priority:

School sponsored activities; school booster groups; service clubs and similar organizations;

Scouts, local 4-H chapters and other character building groups;

By government groups; and

Community groups (groups which have a majority membership of residents of the district.)

Charges of Use of Buildings and/or Facilities.

1. Groups of the district in priority 1, 2, 3, and 4 shall be permitted to

use facilities at “no charge”, except if there may be a direct expense to the district.

2. When kitchens are used, a regular school cafeteria employee familiar with the equipment must be designated a kitchen supervisor. Also, if facilities are used when custodians are not regularly on duty, one must be hired from the time of opening the facilities to one hour after the groups leave, unless a full-time employee is responsible for the group.
3. When the employment of district personnel is necessary because of the use of the facility, or when the use causes “overtime” by said employee, then except for priority 1, the group shall reimburse the district for the wages paid.
4. The use of the buildings, grounds and facilities by any group or organizations which does not fit into the above listed priorities must be approved by the board. A charge will be established to cover all costs of wages, utilities and any other direct costs, plus whatever additional fee the board deems appropriate.

Gaining Approval

Forms seeking the use of facilities shall be available in each school office. The principal is authorized to grant use of the facilities clearly within the above listed priority groups.

If there is any question as to the appropriateness of the request or if the requested facility is not available, the principal shall forward the form to the superintendent for decision.

Cleaning Charge *

Groups shall be charged a \$25 cleaning fee when anyone of the following criteria are met:

1. A custodian must stay one hour or more beyond his/her regular hours to clean up after a group has left.
2. A custodian must be called in to clean after a group has left and a full-time school employee was responsible for the facility.
3. A group, under priority 1 who has not been charged for a custodian.

*School sponsored groups are exempt from this provision.

Approved: December 16, 1991

Revised: October 16, 2000

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)

9260 Equipment

9260

Permission must be gained from the appropriate building principal before any district equipment may be removed from school grounds.

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

Approved: December 16, 1991

Revised: October 16, 2000

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: December 16, 1991

Revised: October 16, 2000

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, patrons 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 city ordinance shall be referred to the appropriate law enforcement agency, prosecutor and courts for proper disposition.

Prosecution of those causing disorder, disruption or disturbances on school property will be conducted under existing village, county and state laws and ordinances.

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.

Any village, county, or township ordinance in effect at the time of any disturbance at a school activity shall be used by the board to aid in the prosecution of any individual or groups of individuals responsible for such disturbance.

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. The length of the ban shall be determined by the board and shall be based on the seriousness of the act or disturbance. The board authorized 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.

Approved: December 16, 1991

Revised: October 16, 2000

LEGAL REF: MCL, 380.1261; 380.1300

9300 Tobacco Products On/In District Premises

9300

The use of tobacco products in school buildings, in school vehicles and on school grounds is prohibited at all times.

Approved: December 16, 1991

Revised: September 20, 1993

Revised: October 16, 2000

LEGAL REF: MCL, 380.1261; AG Opinion #5336; 750.873

The board will consider the acceptance of gifts from the public.

The board reserves the right to specify the manner in which gifts are made, to define the type of gift or grant considered appropriate and to reject those which are deemed inappropriate or unsuitable.

Gifts to Schools

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

Donors shall be officially thanked, in writing, by the board on behalf of the district 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.

Approved: December 16, 1991

Revised: October 16, 2000

9370 Free Materials Distribution in Schools

9370

The board 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. Advertising in student publications shall be regulated by rules and regulations developed by the superintendent.

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: December 16, 1991

Revised: October 16, 2000

LEGAL REF: MCL, 380.1261; 380.1300

9400 Visitors to the School

9400

All school buildings shall be posted so as to require all visitors to first make their presence known to the appropriate building principal 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.

Approved: December 16, 1991

Revised: October 16, 2000

LEGAL REF: MCL, 380.1261; 380.1300

9410 Parental Visitation of Classrooms

9410

The board recognizes the central role parents play in the education of their children, and supports active parental involvement in the educational process. Parents are encouraged to maintain regular contact with their child's instructors. To familiarize themselves with their child's learning environment, parents are also encouraged to come to parent conferences, school open houses, and visitation days.

Parents may also visit their child's classes on other days, subject to the approval of the school administrators and administrative rules. Parents 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 does not allow that parent to develop inappropriate knowledge of the behavior or academic progress of other students.

Approved: December 16, 1991

Revised: October 16, 2000

9450 Complaints

9450

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

About Policies

Complaints about policies 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 process 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. The employee shall also be given the opportunity to meet with the person(s) making the complaint if the employee so desires. All procedures found in the current negotiated

master contract relative to complaints shall be followed.

If it appears necessary, 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.

Approved: December 16, 1991

Revised: October 16, 2000

LEGAL REF: MCL 15.261 et seq.

9470 Loitering

9470

Unauthorized persons loitering on or 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 guilty of disorderly conduct or trespassing and the law enforcement officers shall be notified and requested to remove the individual from the building or grounds.

Approved: December 16, 1991

Revised: October 16, 2000

LEGAL REF: MCL, 380.1261

9560 Relations With Law Enforcement and Investigating Authorities 9560

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the district schools, and for safeguarding all school property.

The behavior of pupils outside of school hours and away from the school grounds is the responsibility of the parents rather than the educational system. A child under suspicion of having committed a misdemeanor or crime at times or places outside the jurisdiction of the school authorities, is entitled to the guidance, assistance and protection of the parent. Police questioning of children in the schools and during school hours should be undertaken only after the parent or parents have been duly notified and are present.

Because of the nature of such investigation and because of the statutory authority bestowed upon the Department of Protective Services in regard to the investigation of child abuse, authorized agents of said department with proper identification shall be permitted to talk with students in school. Arrangements shall be made by the building principal, with the interview being conducted in the presence of the principal or his designated representative.

Approved: December 16, 1991

Revised: October 16, 2000

9580 Relations With Political Organizations

9580

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 assigned working hours or student's assigned instructional hours.

Approved: December 16, 1991

Revised: October 16, 2000

LEGAL REF: MCL, 380.1261; 1300

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 members of Congress and U.S. Senators either directly or through its state association. Copies of positions sent to members of Congress 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: December 16, 1991

Revised: October 16, 2000

9710 Relations With Parent Organizations

9710

Each parent 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 which they represent in any projects carried on for the benefit of the school or school programs.

The board encourages active support and cooperation with parent organizations by administrators, teachers and other employee groups.

Approved: December 16, 1991

Revised: October 16, 2000

9720 Parent and School Partnerships

9720

The board encourages parental involvement in the schools through programs and activities designed to increase parent-school communications and to involve parents in the development and implementation of educational policies and school programs.

The superintendent is responsible for facilitating parental involvement in the schools by affording special consideration to single and working parents. Schools should schedule meetings, programs, and events so that working parents can attend.

Approved: December 16, 1991

Revised: October 16, 2000

9730 Relationship With Booster Organizations

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: December 16, 1991

Revised: October 16, 2000

9740 Relationship With Youth Organizations

9740

The board is committed to working cooperatively with community organizations which have as their purpose the sponsoring of wholesome and worthwhile activities for the youth of the district.

The board shall consider requests for assistance with such programs as use of school facilities or property, joint sponsorship, and financial assistance in money or in kind. Each project shall be considered on its merits according to the best judgment of the board and its cost to the district in relationship to financial resources available and budget restrictions.

Commitments shall be for a specific period of time, generally for one year. At the expiration of the commitment period, the board, upon request, shall consider renewal.

The board shall strive to be consistent in such relations, but because of financial and other circumstances, a commitment to one group should not be considered as a blanket approval for similar activities sponsored by a similar organization.

Approved: December 16, 1991

Revised: October 16, 2000

LEGAL REF: MCL, 380.1268

Applications are available through the school for any person who wishes to obtain a high school diploma for an individual, living or deceased, who left high school to serve in World War II. The application is to be completed and returned to the school with the necessary documentation to verify service and eligibility.

According to PA 181 of 2001, to be a qualified military veteran eligible for a diploma, all of the following criteria must be met:

- A. The military veteran is at least sixty-five (65) years of age, if living, or had attained at least sixty-five (65) years of age, if deceased.

- B. Before graduation from a high school, the military veteran enlisted in or was drafted in the armed forces of the United States during World War II between December 16, 1940 and December 31, 1946.

- C. At the time s/he was drafted into or enlisted in the armed forces of the United States, the military veteran was enrolled in a high school in the school district to which the application is made.

- D. The military veteran did not graduate from high school.

- E. The military veteran served under honorable conditions during World War II.

The application may be completed by the veteran or the veteran's spouse, brother or sister, children, or grandchildren. The application requires a copy of the veteran's discharge from military service indicating honorable service between the dates of

December 16, 1940 and December 31, 1946. The applicant's signature certifies the remaining information.

Approved: August 19, 2002

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: December 16, 1991

Revised: October 16, 2000

9850 Early Graduation

9850

Students who are accepted for university or college entrance prior to completing all high school graduation requirements may be granted a high school diploma if the following conditions are met:

1. Requests are made to the board in advance for a waiver of completion of high school graduation requirements;
2. Approval by the board of the waiver upon recommendation of the superintendent;
3. Satisfactory completion of all state requirements for graduation at the high school or at the college/university or other institution approved by the board; and
4. Satisfactory completion of sufficient college courses which may be substituted for required or elective courses for which high school credit shall be given in order to meet the high school graduation requirements.

The diploma shall not be granted until all of the above conditions have been met.

The superintendent shall be responsible for developing procedures and criteria to implement this policy.

Approved: December 16, 1991

Revised: October 16, 2000

LEGAL REF: MCL, 380.1282; 380.1300

Dual Enrollment

This shall apply to students who are classified as 11th or 12th grades who are qualified under law.

Dual Credit

Students successfully completing the requirements of a course offered by a Michigan post-secondary institution shall receive high school credit providing all guidelines have been met.

Approved: December 16, 1991

Revised: October 16, 2000

LEGAL REF: MCL, 388.510 et seq.

9870 Educational Accreditation Agency Relations

9870

The board shall make every effort through its policies and decisions to operate an educational program which shall meet the criteria of the Michigan Accreditation Plan as provided by the Michigan State Board of Education and the North Central Association of Secondary Schools and Colleges. District administrators and staff shall cooperate fully with these associations in their periodic evaluations of the schools in the district and shall keep the board informed as to the status of these evaluations. The superintendent shall keep the board informed regarding weaknesses which might endanger accreditation and shall make recommendations which shall correct such weaknesses.

Approved: December 16, 1991

Revised: December 21, 1992

Revised: October 16, 2000