

9000—GENERAL PUBLIC AND ORGANIZATIONAL RELATIONS

- 9001 School Community Relations (Cf. 1220)
 - Goals and Objectives
- 9010 Public Information Program
 - Public’s Right to Know (Cf. 1370)
 - School-Sponsored Information Media
 - Hazardous Materials or Conditions
- 9020 News Media Relations (Cf. 1400, 9190)
 - News Releases
 - News Conferences and Interviews
- 9060 Information and Campaigns
 - Use of Students
- 9100 Board-Community Relations
 - Community Involvement in Decision-Making
 - Student Community Activities and Performances
- 9170 Solicitations
 - Solicitations in Schools
 - Solicitation of Students
 - Solicitation by Students
- 9190 Interviews with Students
- 9230 School Volunteers
 - General Principles
- 9250 Use of District Facilities (Cf. 3340)
 - Fees and Rental Charges
 - Use Fees
 - Lease Arrangements
 - Use of District Facilities for Prayer or Religious Purposes during the School Day
 - Religious Accommodation in the Use of District Facilities
 - Gymnasium and Cafeteria
 - Buildings and Grounds
 - Equipment
 - Federal Compliance
 - Services
- 9290 Crowd Control at School Sponsored Activities
 - Definition of Disturbances or Disorders
- 9300 Tobacco Products On/In District Premises
 - Tobacco Products
 - Alcoholic Beverages
- 9350 Public Gifts and Bequests
 - Gifts to Schools
 - Income from Gifts and Bequests
 - Gifts by District Employees
 - Gifts to District Employees
 - Students’ Gifts to Staff Members
 - Students’ Gifts to the School
 - Faculty Gifts to Students

Section 9000 – General Public and Organizational Relations

TC-9000-2

- 9370 Free Materials Distribution in Schools
 - Political Campaign Materials
 - Special Interest Materials
 - SN Includes advertising in school publications, on school property and sponsored advertising of school events
 - Advertising in the Schools
 - Use of Religious Materials
 - Dissemination of Religious Materials
- 9400 Visitors to the Schools
 - Public/Parent(s)/Guardian(s) Visitors to the Schools
- 9410 Parent(s)/Guardian(s) Visitation of Classrooms
- 9420 Animals on School Premises or Facilities
 - Exceptions
- 9450 Complaints
 - About Policies
 - About Curriculum
 - About Instructional Materials
 - About Facilities and Services
 - About Personnel
- 9470 Loitering - Unauthorized Persons
- 9500 Relations with Other School Districts
- 9520 School-Community Cooperation (Cf. 9250)
- 9530 School-Community Program
- 9540 School-General Government Relations
- 9570 Relations with Law Enforcement and Investigating Authorities (Cf. 8580)
- 9620 Relations with Political Organizations (Cf. 7760)
 - SN For use to record relationships with intermediate governmental bodies between the local and state levels-county, regional, and/or metropolitan
- 9710 Relations with Parent/Guardian(s) Organizations (Cf. 9730)
- 9720 Parent(s)/Guardian(s) and School Partnerships (Cf. 7175)
- 9730 Relationship with Booster Organizations (Cf. 9710)
- 9820 Intermediate District Relations (Cf. 1300)
- 9900 Education Research Agencies
- 9920 School Accreditation

Section 9000 – General Public and Organizational Relations

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 patrons 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 patrons; and
- Solicit input of the District patrons 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: May 14, 2007

Section 9000 – General Public and Organizational Relations

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 Board shall issue a newsletter to all patrons 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.

Approved: May 14, 2007

Section 9000 – General Public and Organizational Relations

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.

Approved: May 14, 2007

Section 9000 – General Public and Organizational Relations

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.

Approved: May 14, 2007
LEGAL REF: MCL 169.257

Section 9000 – General Public and Organizational Relations

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 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.

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: May 14, 2007

Section 9000 – General Public and Organizational Relations

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 during school hours in attendance centers or on school grounds except as approved by the building Principal.

Solicitations from organizations outside the school are forbidden.

All special sales projects by students are subject to the approval of the Board. 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.

Section 9000 – General Public and Organizational Relations

9170 Solicitations

9170-2

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.

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: May 14, 2007

Section 9000 – General Public and Organizational Relations

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: May 14, 2007

Section 9000 – General Public and Organizational Relations

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 Education” is a program of the District and is 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. The volunteers shall never replace the paid school staff, nor will their presence mean that fewer paid staff members will be needed.

Section 9000 – General Public and Organizational Relations

9230 School Volunteers

9230-2

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. The District will bear the cost for criminal background checks if required.

Approved: May 14, 2007

Section 9000 – General Public and Organizational Relations

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 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. The schedule of fees and/or charges for the use of any District facility shall be published by the Board in the District newspaper each year before the beginning of the school year.

Use Fees

Educational, except profit making*, church, or service clubs may be exempt from space fees, provided the use of school facilities is only occasional. Space fees shall be as follows:

Classrooms	\$10.00 each
Cafetorium	\$35.00
Cafetorium/Kitchen	\$550.00
Gym	\$35.00 1 st hour, \$20.00 cash per hour thereafter to a maximum of \$575.00 per day

Section 9000 – General Public and Organizational Relations

9250 Use of District Facilities (Cf. 3340)

9250-2

Gym/Shower \$50.00 1st hour, same as above thereafter.

Plus all actual additional costs to the school system.

*An “educational group” making a personal profit, such as Weight Watchers, etc., shall be charged a space fee, since a person or company is making a private gain.

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, 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 only if approved in advance by the Superintendent. 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.

Section 9000 – General Public and Organizational Relations

9250 Use of District Facilities (Cf. 3340)

9250-3

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 or immediate supervisor 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 comply with all copyright laws.

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: May 14, 2007

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).

Section 9000 – General Public and Organizational Relations

9290 Public Attendance at School Events

9290

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed at any function sponsored by the District.

Crowd Control at School Sponsored Activities

The Board and the administration shall do all in their power to ensure that every student and adult has an opportunity to attend school activities without fear of harm or 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. If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

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 local 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 city, 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.

Section 9000 – General Public and Organizational Relations

9290 Public Attendance at School Events

9290-2

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 city, 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 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.

Individuals with Disabilities

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go.

Section 9000 – General Public and Organizational Relations

9290 Public Attendance at School Events 9290-3

The Superintendent shall ensure that all notices, signs, schedules, and other communications about school events contain the following statement:

"Upon request to the Superintendent, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity."

Video Recordings of School Events

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/ or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of non-district audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the Superintendent.

Approved: August 9, 2011

Section 9000 – General Public and Organizational Relations

9300 Alcohol and Smoke Free Schools, Grounds, Vehicles and Facilities

9300

Tobacco Products

No person, at any time, shall smoke, chew, or otherwise use tobacco products, of any kind, on School District property, on property under the control of the school District, nor in School District vehicles.

Definitions

For purposes of this policy:

- A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth.
- B. "use of a tobacco product" means any of the following:
 - 1. The carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
 - 2. The inhaling or chewing of a tobacco product; or
 - 3. The placing of a tobacco product within a person's mouth; and/or
 - 4. The smoking of electronic, "vapor" or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

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, nor in connection with any District sponsored activity, either on or off District property, at any time.

9300 Alcohol and Smoke Free Schools, Grounds, Vehicles and Facilities

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

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

Approved: July 12, 2011

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 Gifts and Bequests

9350

The Board 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 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.

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 of substantial economic value from vendors, salespersons, or other such representatives which could be viewed as improper influence. Because of the potential for abuse, the giving or receiving of gifts between faculty or staff and students should be discouraged.

Section 9000 – General Public and Organizational Relations

9350 Public Gifts and Bequests

9350-2

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.

Faculty Gifts to Students

Faculty members are discouraged from giving gifts to individual students or to classes of students during school hours in any attendance center or on school property.

Approved: May 14, 2007

LEGAL REF:

MCL 380.15

Section 9000 – General Public and Organizational Relations

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. 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: May 14, 2007

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

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 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:

Parent(s)/Guardian(s) visits shall be scheduled with the teacher and the building Principal.

The Principal or designated representative shall accompany the parent(s)/guardian(s) on the visit if the parent(s)/guardian(s) so desire(s).

Such visits are for becoming acquainted with school instruction, programs, personnel, operation, and/or the facility.

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: May 14, 2007

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 in writing to the Principal no later than 2 days prior to the date of the visit. The Principal should consult with the teacher and respond to the parent(s)/guardian(s) in a timely manner.
3. The Principal or designated representative shall accompany the parent(s)/guardian(s) on the visit if the parent(s)/guardian(s) so desire(s).
4. 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

5. 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.
6. Except on special open house or visitation days arranged by the Superintendent, no more than 2 visitors shall be permitted in a classroom on any given day.
7. To protect the privacy of other students, the parent(s)/guardian(s) of a student are 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.
8. Visitation shall not be allowed during tests or other student examination/evaluation.
9. Visits are for becoming acquainted with school instruction, programs, personnel, operation, and/or the facility. Parent(s)/Guardian(s) shall refrain from giving directions or making evaluations of personnel or operating procedures during their visits. If a school visit leaves the parent(s)/guardian(s) with a concern, this concern should be discussed with the building Principal or Superintendent.
10. 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).
11. 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.

Section 9000 – General Public and Organizational Relations

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

9410-3

12. Parent(s)/Guardian(s), who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the principal. Conditions may be imposed, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.

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 parent/guardian visitors.

Approved: July 12, 2011
LEGAL REF: MCL 380.1137(b)(2)

Section 9000 – General Public and Organizational Relations

9420 Animals on School Premises or Facilities

9420

Marion Public Schools Prohibits the visitations, leashed or otherwise, of animals on school premises.

Exceptions

Exceptions will be made for Seeing Eye dogs, or dogs trained to provide assistance for the physically disabled.

Further exceptions may be made for specific school activities such as show and tell, in which case permission must be applied for and granted by the Building Principal.

Approved: May 14, 2007

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.

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 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.

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: May 14, 2007
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: May 14, 2007

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: May 14, 2007
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: May 14, 2007

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: May 14, 2007

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: May 14, 2007

Section 9000 – General Public and Organizational Relations

9570 Relations with Law Enforcement and Investigating Authorities (Cf. 8580) 9570

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 students outside of school hours and away from the school grounds is the responsibility of the parent(s)/guardian(s) rather than the educational system. It is the feeling of the Board that a student 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(s)/guardian(s). It is the preference of the Board that police questioning of students in the schools and during school hours be undertaken only after the parent(s)/guardian(s) or parent(s)/guardian(s) have been duly notified and are present. The building Principal shall notify an investigating officer(s) of this preference and seek his/her (their) cooperation in waiting until parent(s)/guardian(s) have been duly notified and are present before questioning begins.

Because of the nature of such investigation and because of the statutory authority bestowed upon the Family Independence Agency (FIA) concerning the investigation of child abuse, authorized agents of said department with proper identification shall be permitted to talk with students in school without the presence of the parent(s)/guardian(s).

The District recognizes that the FIA may, lawfully, interview a child alleged to have been abused without the presence of the building Principal or other school personnel. However, in appropriate cases, the Principal may request that he or she, or a designated representative, be present during the interview.

Approved: May 14, 2007
LEGAL REF: MCL 722.628

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.

Approved: May 14, 2007

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: May 14, 2007

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.

The Superintendent is responsible for facilitating parent(s)/guardian(s) involvement in the schools by affording special consideration to single and working parent(s)/guardian(s). Schools should schedule meetings, programs, and events so that working parent(s)/guardian(s) can attend.

Approved: May 14, 2007

Section 9000 – General Public and Organizational Relations

9730 Relationship with Booster Organizations (Cf. 9710)

9730

All school associated organizations, such as booster groups, that 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: May 14, 2007

Section 9000 – General Public and Organizational Relations

9820 Intermediate District Relations (Cf. 1300)

9820

The Board is committed to cooperating with the Wexford-Missaukee intermediate school District in special programs and services provided by that District. The Superintendent shall assume the responsibility of evaluating the various programs and services provided, alerting the Board to such services and recommending to the Board participation in various services and programs. Guidance to the Board shall be given by the:

- Educational value to students;
- Effect on the efficiency of operation of the school system; and
- Economic factors involved in relationship to the service and the District's budget.

Approved: May 14, 2007
LEGAL REF: MCL 380.624

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: May 14, 2007

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 the criteria of the Michigan Accreditation Plan as provided by the Michigan State Board of Education. 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 that may endanger accreditation and shall make recommendations, which shall correct such weaknesses.

Approved: May 14, 2007
LEGAL REF: MCL 380.1204a