

9000—GENERAL PUBLIC AND ORGANIZATIONAL RELATIONS

- 9001 School Community Relations
 - Goals and Objectives

- 9020 News Media Relations
 - News Releases
 - News Conferences and Interviews

- 9100 Board-Community Relations
 - Community Involvement in Decision-Making
 - Community Activities and Performances
- 9170 Solicitations
 - Solicitations in Schools

- 9230 School Volunteers (Also 7485) - MCL 380.1204a
 - General Principles
- 9250 Use of District Facilities (Cf. 4145, 3340) - MCL 333.12601 *et seq.*; AG Opinion #6460
 - Fees and Rental Charges
 - 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
 - Services
- 9290 Crowd Control at School Sponsored Activities
 - Definition of Disturbances or Disorders

- 9300 Tobacco Products On/In District Premises - AG Opinion #5336; 750.473
 - Outdoor Smoking Areas
 - Notification
- 9350 Public Gifts and Bequests (Cf. 5270, 8800)
 - 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

TC-9000-2

- 9370 Free Materials Distribution in Schools
 - 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
 - Distribution of Religious Materials

- 9400 Visitors to the Schools
 - Public/Parent Visitors to the Schools
- 9410 Parental Visitation of Classrooms

- 9470 Loitering - Unauthorized Persons
- 9520 School-Community Cooperation

- 9570 Relations With Law Enforcement and Investigating Authorities

- 9670 Relations With Federal Governmental Authorities
- 9710 Relations With Parents Organizations
- 9720 Parent and School Partnerships
- 9730 Relationship With Booster Organizations.
- 9840 Student Teaching and Internships - MCL 380.1516
- 9855 Dual Enrollment and Credit
 - Dual Enrollment
 - Dual Credit

- 9920 School Accreditation - MCL 380.1204a; 380.1280

- 9950 State Education Agency Relations

Goals and Objectives

Educational public relations is 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 is 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.

Adopted April 15, 2002

The board encourages a policy of sound relations with the press and other communication media in the community and surrounding geographical area.

The **superintendent** shall cultivate positive relationships with the press and other communication media, and shall plan for periodic releases which will provide information to the community concerning its schools and various phases of the school program.

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.

Adopted April 15, 2002

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.

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.

Adopted April 15, 2002

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

Except as approved by the building **principal**, commercial firms shall not be permitted to solicit students during school hours in attendance centers or on school grounds.

Solicitations from organizations outside the school are forbidden.

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

Adopted April 15, 2002

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 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 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.

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**.

LEGAL REF: MCL 380.1204a

Adopted April 15, 2002

General Guidelines

Each school initiates and directs its volunteer program with the assistance and cooperation of the school volunteer program district advisor. The district advisor shall work closely with the **principal**, staff and volunteer coordinator in the respective schools to recruit, train and place volunteers. Unpaid volunteers may be invited to provide assistance in each school. Volunteers shall be carefully chosen on the basis of their interest in children and in school-related work. The volunteers' performance will be assessed by the building **principal** for the purpose of continuation in the program. Volunteers unable to carry out their duties as assistants shall not be continued in the program.

Services offered by volunteers:

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 district advisor 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.

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) with help of the volunteer coordinator and the district advisor;
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 within the building with the assistance of the volunteer coordinator, staff and district advisor;
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;
10. To take responsibility for disseminating information to the volunteer coordinator, volunteers and professional staff; and
11. To explore possibilities of providing released time for teacher's initial involvement in the program.

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;
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.

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.

The board encourages the use of facilities under its control by groups and organizations that have as their objective the development of personal character and the civic welfare of the Holly community. Buildings and facilities should be available to the public as much as the statutes and the instructional program will permit. It shall not be the intent of the Holly Area Schools to compete with any private existing agency capable of commercially providing facility usage.

The rules and regulations herein are designed to provide wide community use of school facilities, with necessary restrictions, when alternate commercial space is unavailable. Although the board has adopted an attitude of service, it realizes that service does cost money and budgetary considerations must be recognized. These rules and regulations set forth a priority schedule and usage rate schedules for the use of physical facilities.

The board reserves the right to deny the use of buildings for any purpose that is not, in its judgment, consistent with the best interests of the community. Interpretation of these guidelines is at the discretion of the **superintendent**.

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 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** and/or board. All organizations wanting to use these facilities must contact the **superintendent** for approval and scheduling.

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.

LEGAL REF: MCL 333.12601 et seq.; AG Opinion #6460; Lamb's Chapel v Center Moriches Union Free School District

Adopted April 15, 2002

General Procedures for Facility Application:

- A. Application for use of board facilities shall be filed with the **Principal's** office of the facility to be used at least five (5) days prior to the date when facilities are to be used.
- B. Applicants should complete a rental request specifying facilities and dates required, and the material should be returned to the appropriate **principal**.
- C. Upon approval, a copy of the application shall be returned to the applicant. Receipt of processed application denotes approval of rental agreement.
- D. Rental charges shall be payable before the projected usage. Additional custodial charges may be payable after-the-fact.

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 village 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 may 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.

Adopted April 15, 2002

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 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 chief administrative police officer or his designee should be alerted ahead of time when problems are suspected. Such official shall direct the activities of the police at the scene of any disturbance. The **principal** 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, patrons 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 **principals** 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.

The **principal** “on the scene” and in charge shall maintain a “log” 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 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 may 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 may take whatever action is necessary to expedite proceedings to prosecute anyone causing a disturbance at a school function.

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**.

Notification

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

LEGAL REF: MCL 333-12601 *et seq.*; AG Opinion #5336; 750.473

Adopted April 15, 2002

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

Gifts to Schools (Cf. 8800)

The board reserves the right to accept on behalf of and for the school district any bequest or gift of money or property for a purpose deemed by the board to be suitable, and to utilize such money or property so designated.

The wishes of the donor(s), if specified, as to the use of the gift of money or property will be given consideration. Monies may be donated specifically to the Holly Area Schools Foundation, which is financially administered by the Community Foundation of Greater Flint.

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.

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.

Gifts to District Employees

District employees are prohibited from receiving gifts from vendors, salesmen or other such representatives.

When there is a potential for abuse, the giving or receiving of gifts between faculty or staff and students should be discouraged.

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.

Adopted April 15, 2002

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, upgrading or maintenance would be involved, unless such costs are determined by the board to be within certain budget limitations.

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

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.

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

Gifts to District Employees

If a district employee is found to have accepted a gift from any vendor, salesman or other such representative 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.

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. Funds provided for support of specific programs must be received by the board prior to 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 which 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.

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

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

Except for distribution of information relative to Holly Area Schools or school issues, students and school buildings shall not be used as a means of disseminating advertising unless it involves an educational service approved by the board.

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.

Adopted April 15, 2002

Special Interest Materials

No mailing lists of students or employees of the district shall be given to individuals, organizations or vendors for the purpose of distributing materials without the written approval of the appropriate records custodian.

Advertising in the Schools

Students and the school organization shall not be used as a means of collecting information not directly pertinent to the administration of the school program.

Souvenir programs for athletic, drama, and musical events may contain advertisements when approved by the building **principal**.

Student newspapers, yearbooks, and journals may contain advertising to cover the costs of producing the publication.

Individuals with legitimate business are welcome to the buildings and grounds of the Holly Area Schools, at any time the facilities are open. The public is encouraged to visit the district's programs and activities.

The administrator responsible for a given facility shall have the final decision on the appropriateness of any visit.

Approved visitors will be clearly identified by wearing a Visitors Identification Tag obtained in the school office.

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.

Adopted April 15, 2002

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 planned conference evenings, school open houses, and visitation days.

Parents may also visit their child's classes on other days, subject to the approval of school administration and the following guidelines. 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.

The board adopts the following regulations for parent visitations:

1. All parent 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. Visitors are required to check in at the school office prior to the start of the class which they wish to observe, and to follow individual school procedures for visitor sign-in, passes, escorts, etc.
3. Parents 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.
4. To protect the privacy of other students, the parent(s) of a student agree to keep any information gained on the behavior or performance of other students strictly confidential.

5. Visitation shall not be allowed during tests or other student classroom examination/evaluation.
6. Teachers are expected to use the time between classes for preparation, meetings with students, and discussion with colleagues. Visiting parents are to refrain from using classroom observations for impromptu parent-teacher conferences either during or outside of class time. An appointment should be made with the teacher if the parent wishes to discuss their child's educational progress. Teachers shall at all times refrain from discussing the behaviors or achievement of other students with visiting parents.

Parents 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.

Adopted April 15, 2002

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.

Adopted April 15, 2002

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.

The district shall establish a department of Community Education for the purpose of providing a broad range of educational and recreational programs and services to all ages of school district residents. Community shall have its programs approved by the board. It is the intent that the Community Education program shall be self-supporting through fees, donations, earnings, and State Funding. Its operation may also be subsidized from the district's general fund.

Adopted April 15, 2002

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 parents rather than the educational system. 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. Police questioning of students in the schools and during school hours should be undertaken only after the parent or parents have been duly notified.

Because of the nature of such investigation and because of the statutory authority bestowed upon the Department of Social 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 preferably conducted in the presence of the **principal** or his designated representative.

LEGAL REF: MCL 722.628

NOTE: This is an optional policy which prohibits police officers from questioning students except by parents permission and in their presence.

Adopted April 15, 2002

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 congressmen and U.S. senators either directly or through its state association. Copies of positions sent to congressmen 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.

Adopted April 15, 2002

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.

Adopted April 15, 2002

The board and the administration regard parent and booster organizations as interested friends of the schools and supporters of student activities.

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.

Adopted April 15, 2002

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.

Organizations recognized by the board will conduct their business in an open and democratic manner, including:

1. Meetings shall be open to the public; at a time and place announced in advance in school and/or local publications.
2. Meetings shall be conducted by an agenda and rules-of-order, which provide an opportunity for public comment, discussion and voting on business.
3. Officers shall be annually elected by the membership at a public meeting advertised in advance (as in #1 above).
4. Revenues and expenditures of the organization shall be recorded using an acceptable system of accounting, and shall be audited annually - with a copy to the board office. The school district will offer accounting and audit services to each organization at no cost, but the choice is up to the organizations.

If any project of an organization could result in having the board:

- maintain and/or insure property;
- assume legal liability for something; or
- assure the quality or fairness of something

Then the board has the right to be informed beforehand of any responsibility it may be asked to assume. 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.

Adopted April 15, 2002

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.

LEGAL REF: MCL 380.1531b

Adopted April 15, 2002

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 or not 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 prior approval of the teaching staff.

The duties and responsibilities of supervising teachers and building **principals** regarding student teachers and interns can be found in the appropriate staff/faculty handbooks 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. 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**.

Dual Enrollment

This shall apply to students who are classified as 11th or 12th graders and who have fully qualified for a state endorsement in all subject areas tested under the Michigan Education Assessment Program.

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.

LEGAL REF: MCL 388.510 *et.seq.*

Adopted April 15, 2002

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.

LEGAL REF: MCL 380.1204a; 380.1278a

Adopted April 15, 2002

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. Copies of positions sent to legislators and committees 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 legislation affecting schools.

Adopted April 15, 2002