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9001 School Community Relations

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 that 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: September 21, 2009

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9010 Public Information Program

9010

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

Public's Right to Know (Cf. 1370)

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

School-Sponsored Information Media

The 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: September 21, 2009

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9010-R Public Information Program

9010-R

School-Sponsored Information Media

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

Building Principals may publish and distribute a newsletter or other publication designed for the parent(s)/guardian(s) of that particular school. Copies of such publications shall be forwarded to the Superintendent for distribution or e-mailed directly to Board members.

Communication with the Public

Two-way channels of communication are to be kept open at all times between the school system and the people of the school District. The District will continuously attempt to create and maintain schools that reflect the public's wishes, and will do its best to keep the people informed of the affairs of the school system.

The Superintendent of schools shall:

1. Prepare or guide the preparation of informational materials including newsletters, articles for periodicals, newspapers and/or radio releases, special pamphlets and other assigned material and to maintain close liaison with mass media and publicity organizations.
2. Provide staff members with assistance and materials for working with educational conventions meeting locally and in preparation of material for community and staff consumption (handbooks, recruiting leaflets, etc).
3. Assist in coordinating work with civic and other groups that contribute to school system's values (science fair, art and other exhibits, etc).
4. Serve as community relations counselor to the Board and other staff members.

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9020 News Media Relations (Cf. 1400, 9190)

9020

School Sponsored Media

The Superintendent and staff are encouraged to use all available school-sponsored media, such as publications, radio, and TV, to keep the goals, program, achievements, and needs of the school before the public.

The Superintendent is responsible for all informational services to and from the public, except for such matters as the Board may from time to time wish to deal with itself.

News Releases

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

News Conferences and Interviews

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

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9020-R News Media Relations

9020-R

News Releases

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

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

1. If a staff member is approached by the news media concerning a feature story or program peculiar to that staff member or building, a request for approval shall be made to the building Principal, who shall request authorization from the Superintendent;
2. If a staff member wishes to initiate a feature story for the news media, he/she should discuss the story with the building Principal. If it is agreed that the project will be pursued, the Principal shall seek the Superintendent's approval. If the Superintendent approves, he/she shall contact the appropriate media representative(s) or authorize the Principal to do so; and
3. Teachers are asked not to contact the media directly, but to work through the building Principal on all news releases or feature stories.

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9060 Information and Campaigns

9060

All information campaigns of the District shall be under the direction of the Superintendent. District funds shall not be used to provide persuasive information in millage or bonding 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: September 21, 2009
LEGAL REF: MCL 169.257

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9100 Board-Community Relations

9100

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

Community Involvement in Decision-Making

The Board shall inform the community about, and may involve the 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: September 21, 2009

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9170 Solicitations

9170

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

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

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

Solicitations in Schools

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

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

Solicitation of Students

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

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9170 Solicitations

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Solicitation by Students

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

Approved: September 21, 2009

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9170-R Solicitations

9170-R

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

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

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

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

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

Solicitations of Staff Members

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

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9170-R Solicitations

9170-R-2

The notice will include the name of the vendor, his/her company, and reasons for and length of the suspension. The Superintendent may bar a vendor from soliciting sales from District employees for a period not to exceed 12 months from the date of suspension. Said notice will be sent to the vendor in question and to his/her immediate employer. The rights of the vendor may be restored, at a time sooner, upon petition by the vendor to the Board.

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9190 Interviews with Students

9190

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

Approved: September 21, 2009

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9190-R Interviews with Students

9190-R

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

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9230 School Volunteers

9230

The purposes of the school volunteer program are:

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

General Principles

“Volunteers in 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.

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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.

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.

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9230-R School Volunteers

9230-R

General Guidelines

Each school initiates and directs its volunteer 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 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

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;

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9230-R School Volunteers

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3. To acquaint the staff with the program (goals, services available, ways to use services effectively);
4. To provide whatever orientation is necessary in the acceptance of volunteers by teachers, students and parent(s)/guardian(s);
5. To provide orientation training, placement and evaluation of volunteers within the building;
6. To provide orientation of school policies and procedures to the volunteers;
7. To provide access to the faculty lounge and cafeteria or provide them with similar space;
8. To provide space within the building for volunteer meetings, bulletin boards, assignment box, materials, etc;
9. To provide a sign-in, sign-out sheet for all volunteers; and
10. To 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. Give 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.

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9230-R School Volunteers

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Athletic Department Volunteers

Upon the request of the Athletic Director, and with the approval of the Superintendent, volunteers may be used to assist in crowd control, locker room supervision, ticket selling and taking and other Athletic Department services that may be needed from time-to-time. Volunteers serving in such a capacity shall be authorized by the District to enforce the established rules and regulations of the District. Athletic Department volunteers shall be issued a vest, or other appropriate attire, identifying them as a volunteer. Specific training shall be given to such volunteers on appropriate methods and approaches to be used in supervising student behavior connected with athletic events.

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9250 Use of District Facilities (Cf. 3340)

9250

The facilities of the Pennfield School District are to be available for community use whenever such use does not interfere with the regular school program. To encourage and to regulate such use, a policy has been adopted. The Superintendent shall establish appropriate administrative rules to enforce this policy. A fee schedule for building or facility use shall be presented annually for information and review by the Board. Fees shall be set by the Superintendent and shall not conflict with the intent of this policy.

Philosophy

"The Pennfield Schools belong to the people." The Board encourages the use of buildings, grounds, and facilities by groups at any time when such facilities are not in regular school use.

Intent

It is intended that the public school facilities shall be made available, when practical, to organizations whose primary purpose is community education, community recreation, character building, and/or are philanthropic in nature. 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.

Because vacations are used to repair and renovate buildings and because custodial staffs are not on regular duty, every effort shall be made to keep buildings free of community groups at these times.

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.

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9250 Use of District Facilities (Cf. 3340)

9250-2

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.

Qualifications for Use

The use of school facilities will be given preference in the following order:

1. School Groups: Groups organized and under the direct leadership and supervision of school personnel.
2. Youth-Community Groups: Groups organized to serve specific age levels of boys and/or girls in the Pennfield School District.
3. School-Affiliated Groups: Groups directly related to the school.
4. Adult Community Groups: Community organizations operated for the benefit of the community or its citizens and open to anyone in the community without restrictions. Community groups would be composed of a majority of the membership of residents of the school District.
5. Groups or organization not affiliated with the Pennfield Schools and are in conflict with the mission or goals of the Pennfield Schools.

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)

Approved: October 19, 2009

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

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9250-R Use of District Facilities

9250-R

1. All Schools are available if their use does not interfere with the normal educational process Monday through Saturday. (Sunday permission can only be granted by the Superintendent.)
2. Fees and facilities available for rental are listed below. All Pennfield custodial costs must be paid by the renting group.

3. Gymnasiums

Elementary	\$20.00 - hour
Dunlap School	\$20.00 - hour
Middle School	\$25.00 – hour or 250.00 - daily
High School	\$75.00 – hour or \$300.00 – daily

Classrooms

High School Classrooms	\$20.00 - hour
Middle School Classrooms	\$20.00 – hour

Computer Labs

Middle School Computer Lab	\$50.00
High School Computer Lab	\$50.00

Libraries

Middle School Library	\$50.00
High School Library	\$50.00

Cafeterias

Elementary Cafeteria	\$20.00 – hour or \$150.00 - daily
Dunlap Cafeteria	\$20.00 – hour or \$150.00 - daily
Middle School Cafeteria	\$50.00 – hour or \$275.00 - daily
High School Cafeteria	\$75.00 – hour or \$300.00 - daily

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9250-R Use of District Facilities

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Kitchens

Elementary Kitchen	Negotiated
Dunlap Kitchen	Negotiated
Middle School Kitchen	Negotiated
High School Kitchen	Negotiated

** A cook must attend at all times when kitchens are in use. **

Auditorium \$175.00 - hour

** A stagehand must handle all lights. This cannot be done by any outside group.

Stadiums

Football	N/A
Soccer	N/A
Wrestling Room	\$20.00 – hour

Priorities for Use

The priorities for buildings and grounds use of the Pennfield Schools shall be as follows:

Category I programs and activities do not pay fees for the use of school facilities.

Category I

Groups have scheduling priority over Category II, III, IV groups.

Category II groups may use school facilities at no cost except for costs over and above normal

school operation; i.e. unscheduled custodial services, event manager, etc. Category II groups

have scheduling priority over Category III & IV groups.

Category III groups shall pay a rental/utility fee in addition to other costs over and above

normal school operation. Category III groups have scheduling priority over any unreserved facilities.

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9250-R Use of District Facilities

9250-R-3

Categories for Scheduling:

Pennfield School District programs have first priority in the use of all facilities. The priority of other uses for facilities is divided into four categories. Within each category, the facilities will be made available on a non-discriminatory basis.

Category I – School Sponsored Activities and Programs

- A. All activities related to regular instructional programs.
- B. All continuing and adult education classes and programs.
- C. All school sponsored organizations.

Category II – Pennfield School Groups

- A. School district booster and service organizations.
- B. Parent/Teacher Association Programs.

Category III – Individual Groups and Organizations

- A. Groups operating for profit.
- B. Church sponsored groups.
- C. Individuals or families.
- D. Non-district organizations.
- E. District governmental units

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9250-R Use of District Facilities

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Category IV –Lease Agreements

Annual or seasonal usage agreements will be considered at the discretion and negotiation of the superintendent or designee and presented to the Pennfield Board of Education for final approval.

*In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

*Categories II-IV: Certificate of liability insurance may be required.

*Facilities and personnel are contracted at a two-hour minimum. Additional time is in one-hour increments for all buildings.

*All groups will be required to pay additional fees for staff overtime for events after 9pm or events held on Saturday or Sunday.

*Only Pennfield personnel will be used at events.

*A 50% or negotiated deposit is required at the time of booking.

Regulations

- A. Users must take reasonable steps to ensure orderly behavior and shall be responsible for paying for all loss or damage to District property, including property of students and employees, associated with their use of the facility or equipment.
- B. The District requires a deposit for the use of all reserved facilities.
- C. The use of alcoholic beverages, tobacco and controlled substances will not be permitted on District property at any time in accordance with State law.

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9250-R Use of District Facilities

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- D. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the event manager or building administrator. The use of open flames, such as candles, is prohibited.
- E. Requests for District-owned equipment use are not included in the direct or indirect costs and shall be charged based on the request and type of equipment.
- F. The use of any materials or objects on floors or other parts of the building is strictly prohibited without specific approval in writing from the event manager or building administrator.
- G. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the using group.
- H. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning and renovation programs and will depend on the availability of building service personnel for supervision.
- I. No unauthorized methods of obtaining funds, including any form of gambling, are permitted in District buildings or on District grounds.

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- J. A school custodian, school event manager, and/or other Pennfield personnel shall be on duty to ensure that building facilities are optimally utilized and properly maintained. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate. When kitchen facilities are requested, food-service personnel must be present and the user will be charged the appropriate hourly rate.
- K. Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.
- L. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.
- M. The District will not be responsible for any loss of valuable or personal property.
- N. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- O. Before set-up of event can begin, user must show a signed and approved District Facilities Use form to the custodial/maintenance staff.

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9250-R Use of District Facilities

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- P. All groups, Categories I-IV, will be responsible for all expenses adding to District costs.
- Q. Three days notice must be given for the cancellation of an event. Deposits may be forfeited. Applicant will be responsible for all costs incurred when no timely advance notice of cancellation is received.
- R. Parking is allowed only in designated areas.
- S. The above regulations are not all inclusive. Circumstances may dictate additional regulations.

Section 9000 – General Public and Organizational Relations

9290 Crowd Control at School Sponsored Activities

9290

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

Disorder and disruption of school activities shall not be tolerated, and persons attempting such action shall be held accountable. When it becomes necessary to protect students, personnel, patrons and property, the Board shall seek the enforcement of all laws and prosecution of those who violate the law. Violation of any law and/or 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.

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.

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9290 Crowd Control at School Sponsored Activities

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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.

Approved: September 21, 2009

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9290-R Crowd Control at School Sponsored Activities

9290-R

General Procedures

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

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

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

In the event disturbances are caused by adults or non-students, the appropriate law enforcement officials shall be called for assistance. The chief administrative police officer or his/her 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 Principal shall decide upon a course of action and, to the extent possible, inform the school staff so that all can cooperate in carrying out that decision.

Section 9000 – General Public and Organizational Relations

9290-R Crowd Control at School Sponsored Activities

9290-R-2

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

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

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

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.

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.

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

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

Approved: September 21, 2009

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

Section 9000 – General Public and Organizational Relations

9350 Public Gifts and Bequests

9350

The Board will consider the acceptance of gifts 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 with a value of over \$25 from vendors, or other such representatives.

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

Students' Gifts to Staff Members

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

Section 9000 – General Public and Organizational Relations

9350 Public Gifts and Bequests

9350-2

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: September 21, 2009

Section 9000 – General Public and Organizational Relations

9350-R Public Gifts and Bequests

9350-R

Gifts to Schools

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

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

Students' Gifts to Staff Members

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

Students' Gifts to the School (Cf. 3800)

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

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 person as outlined in the policy on gifts, the Superintendent may recommend to the Board that said employee be subject to disciplinary action.

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

Section 9000 – General Public and Organizational Relations

9350-R Public Gifts and Bequests

9350-R-2

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

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

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

1. 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 that would deny the Board its right and responsibility in setting policy to control said programs as regular school activities;
4. The purpose of the donation must be clearly stated in order that the Board may give full, concise, and timely consideration to the offer;
5. All donations, once received, shall be the property of the school District; and
6. The Board reserves the right to accept or reject any gift or donation, including the right to return the gift or donation after it has been accepted.

Section 9000 – General Public and Organizational Relations

9360 Pennfield Memorial and Scholarship Fund

9360

A non-profit trust is established for the benefit of Pennfield Schools and Pennfield students and that such trust shall be called Pennfield Memorial and Scholarship Fund.

The purpose of this fund is to receive gifts to finance various student awards, scholarships and honors. Where such gifts are made in the name of, or in honor of, a specific person, that name shall be suitably inscribed on a memorial plaque or honor roll.

Gifts from benefactors, not specifically in memory of a single individual, shall be suitably recorded, but not entered on the memorial list.

The Pennfield Memorial and Scholarship Fund shall be administered by a committee of five appointed by the Board of Education who shall serve at its pleasure.

Committee membership shall include:

1. One member of the Board of Education;
2. The Superintendent of Pennfield Schools;
3. The Principal of Pennfield High School;
4. One senior (long-service) Pennfield teacher; and
5. One citizen of the community appointed by the Board.

The Fund Committee shall make use of available Pennfield School and lay talent for recommending the nature and type of awards and for recommendation and/or selection of award winners. The appointment of personnel to assist the Committee shall be subject to the approval of the Superintendent.

All awards, however, shall be made solely by the Memorial and Scholarship Fund Committee.

On its own initiative, but only to the extent it shall be fully funded with uncommitted sums, the Memorial and Scholarship Fund Committee may institute its own awards upon recommendations from the Superintendent.

Section 9000 – General Public and Organizational Relations

9360 Pennfield Memorial and Scholarship Fund

9360-2

Fund procedures shall be such as to insure use of awards for the purpose granted. Scholarships, for example, shall be paid directly to the institution selected by the recipient.

The Memorial and Scholarship Fund may accept monies from contributors for the purpose of funding awards, honors, and scholarships, etc. for Pennfield students of all grades.

The Fund committee may arrange and agree to reasonable specific conditions or designations pertaining to awards and prizes, but may not agree to any condition in violation of Pennfield Schools' policy and procedures or of Michigan Law. It may not agree to any award or conditions that require funds in excess of those initially or subsequently contributed. (i.e., no fund award is to use other fund monies except by free choice of the Committee).

The obligations on any specific agree-upon use of funds shall expire whenever the balance of any specifically supplied funds is insufficient to pay for the next award. (i.e. An agreement to award a \$200 scholarship shall expire when the balance in that specific Memorial and Scholarship account shall drop under \$200).

The Memorial and Scholarship Fund Committee is especially charged with regularly advising contributors or contributing groups of the names of award winners.

The Memorial and Scholarship Fund Committee shall segregate Memorial and Scholarship Fund monies from other official, quasi-official and public funds of Pennfield schools and related activities. All Memorial and Scholarship Funds will be co-mingled. As may be agreed upon, however, separate accounts may be maintained for specific awards.

Books of the Fund shall be audited annually by the Pennfield Schools' auditor, and the Committee shall furnish an annual report of receipts and disbursements, awards, and general comments to the Superintendent and the Board of Education.

Section 9000 – General Public and Organizational Relations

9360 Pennfield Memorial and Scholarship Fund

9360-3

The Pennfield Memorial and Scholarship Fund shall be aggressively invested, but may not be placed on "margin", and may not be irrevocably committed to long-term investments, and may not include minority participation in non-public investments.

Pennfield Schools will encourage participation in the Memorial and Scholarship Fund by seeking tax exempt status, by encouraging relevant publicity, and by encouraging interested citizens and groups to consider the Fund as a beneficiary and/or contingent beneficiary.

Should Pennfield Schools, as constituted in 1972, disappear or be substantially modified through merger, consolidation, etc., this Committee and its award beneficiaries shall continue to be limited to personnel from the area of the present school District. Should such continuation be deemed impracticable or impossible, future disposition of the funds shall be determined by the Board of Education after receipt of a recommendation from the Superintendent.

Amendment of this policy of the Memorial and Scholarship Fund shall require an affirmative vote of at least five members of the Board of Education after at least 30 days prior notice.

Approved: September 21, 2009

Section 9000 – General Public and Organizational Relations

9370 Free Materials Distribution in Schools (Cf. 7770)

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, on the grounds of the District, or on any District websites without prior approval of the Superintendent. The decision of the Superintendent shall be final.

Advertising in student publications or on any District websites shall be regulated by rules and regulations developed by the Superintendent. Ads concerning alcohol, tobacco, controlled substances, weapons, contraceptive devices, pornography, any illegal activity, or drug paraphernalia are prohibited in any school-sponsored publication or school-sponsored website.

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.

Section 9000 – General Public and Organizational Relations

9370 Free Materials Distribution in Schools (Cf. 7770)

9370-2

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: September 21, 2009

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

Section 9000 – General Public and Organizational Relations

9370-R Free Materials Distribution in Schools

9370-R

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

Political Campaign Materials

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

Special Interest Materials

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

Advertising in the Schools

Advertising in the student publications may promote products by brand name except that commercial ads must comply with the policy of the Board as to content and purpose.

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

Section 9000 – General Public and Organizational Relations

9400 Visitors to the Schools

9400

All school buildings shall post the requirement requiring all visitors to make their presence known to the appropriate building Principal first 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 desires.

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.

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

Section 9000 – General Public and Organizational Relations

9400 Visitors to the Schools

9400-2

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

Approved: September 21, 2009

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(s)/guardian(s) does not allow that parent(s)/guardian(s) 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 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. Visitors are required to check in at the school office prior to the start of the class that they wish to observe, and to follow individual school procedures for visitor sign-in, passes, escorts, etc.

Section 9000 – General Public and Organizational Relations

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

9410-2

4. Parent(s)/Guardian(s) in classrooms are there as guests and are asked to behave as quiet observers of classroom activities, unless specifically requested otherwise by the classroom teacher. Visitors should arrive before the start of class and stay until the class is dismissed.
5. Except on special open house or visitation days arranged by the Superintendent, no more than two (2) visitors shall be permitted in a classroom on any given day.
6. To protect the privacy of other students, the principal may limit the parent(s)/guardian(s) of a student are limited to two (2) classroom visits per marking period, and visitors must agree to keep any information gained on the behavior or performance of other students strictly confidential.
7. Visitation shall not be allowed during tests or other student examination/evaluation.
8. 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(s)/guardian(s)-teacher conferences either during or outside of class time. An appointment should be made with the teacher if the parent(s)/guardian(s) wish to discuss their child's educational progress. Teachers shall refrain at all times from discussing the behaviors or achievement of other students with visiting parent(s)/guardian(s).

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

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

Approved: September 21, 2009
LEGAL REF: MCL 380.1137(b)(2)

Section 9000 – General Public and Organizational Relations

9450 Complaints

9450

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

About Policies

Complaints about policies should be directed to the Superintendent.

About Curriculum

Complaints about the curriculum of the District should be directed to the Curriculum Director.

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 process⁶¹ shall be protected at all times.

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

⁶¹ Due process includes both substantive and procedural due process. Substantive due process protects employees from arbitrary, capricious, irrational, or unreasonable action (requires that a rule or a disciplinary decision must be rationally related to a legitimate state interest). Procedural due process includes the concepts of proper notice to the accused and the right to a hearing before a property interest is taken away. The extent of the procedures due depends on the nature of the interest being taken away, i.e., the more that could potentially be taken away, the more procedural protections must be provided. If the maximum penalty that could be imposed is relatively small, only a small amount of procedural due process is required.

Section 9000 – General Public and Organizational Relations

9450 Complaints

9450-2

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

If it appears necessary, the administration, the person who made the complaint or 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: September 21, 2009
LEGAL REF: MCL 15.261 *et seq.*

Section 9000 – General Public and Organizational Relations

9450-R Complaints

9450-R

The Superintendent shall report any unresolved complaint about policies to the Board at the next regularly scheduled Board meeting.

About Curriculum

The Superintendent shall report a failure to resolve any complaint about curriculum to the Board at the next regularly scheduled Board meeting.

About Instructional Materials

The building Principal involved shall report any unresolved complaint about instructional materials to the Superintendent immediately after receiving the complaint.

About Facilities and Services

The Superintendent shall report any unresolved complaint about facilities and services to the Board at the next regularly scheduled Board meeting.

About Personnel

The Superintendent or the building Principal involved shall report any unresolved complaint about personnel to the Board at the next regularly scheduled Board meeting.

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 violation of local disorderly conduct or trespassing statutes and the law enforcement officers shall be notified and requested to remove the individual from the building or grounds.

Approved: September 21, 2009

LEGAL REF: Pennfield Township Ordinance as adopted on the 13th day of September 1971.

Section 9000 – General Public and Organizational Relations

9470-R Loitering - Unauthorized Persons

9470-R

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

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

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

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

Section 9000 – General Public and Organizational Relations

9500 Relations with Other School Districts

9500

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

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

Approved: September 21, 2009

LEGAL REF: MCL 380.1280a

Section 9000 – General Public and Organizational Relations

9500-R Relations with Other School Districts

9500-R

Prior to joining any cooperative programs or participating in any joint educational services with other Districts, the Board shall carefully weigh the desirability and feasibility of such cooperation, and shall ensure that in all instances the best interests of the District's students are served. The financial impact in relation to services received shall be investigated. The Superintendent shall provide as much background information as possible to facilitate the Board's decision-making on such programs.

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: September 21, 2009

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: September 21, 2009

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: September 21, 2009

Section 9000 – General Public and Organizational Relations

9570 Relations with Law Enforcement and Investigating Authorities

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, with the exception of the District's Police Liaison Officer, be undertaken only after the 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 Department of Human Services (DHS) 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 without the presence of the parent(s)/guardian(s). Arrangements shall be made by the building Principal, with the interview being conducted in the presence of the Principal or his/her designated representative.

The District recognizes that the DHS 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: September 21, 2009
LEGAL REF: MCL 722.628

Section 9000 – General Public and Organizational Relations

9600 Relationship with Planning Authorities

9600

The Board shall participate in local planning functions that may directly affect District schools and their immediate environment.

Approved: September 21, 2009

Section 9000 – General Public and Organizational Relations

9600-R Relationship with Planning Authorities

9600-R

The Superintendent shall keep informed of planning matters bearing directly on the operation of District schools or school-sponsored programs, and shall undertake action on behalf of the Board to influence the matter in the best interests of the students, schools, and the District.

The Superintendent shall give particular attention to the following factors when analyzing the impact of local planning proposals:

1. Effect of potential growth on the school and its students in relationship to present and/or planned school facilities;
2. Traffic implications such as noise and air pollution, hazardous crossings, and congested ingress and egress;
3. Overload, deterioration, vandalism, and maintenance of schools and school facilities as neighborhood civic centers; and
4. Need for bikeways, parking and additional bus transportation.

Section 9000 – General Public and Organizational Relations

9610 Relationship with Zoning Authorities

9610

The Board directs the Superintendent to request that notification of zoning proposals and changes that may affect the District be sent to the District by zoning authorities in the county, townships and cities within the District it being understood, however, that only the State Superintendent of Instruction is authorized, by law, to approve building and site plans for public schools.

Approved: September 21, 2009

LEGAL REF: *Charter Township of Northville, et al. v Northville Public Schools*, 469 Mich 285; 666 NW2d 213(2003).

Section 9000 – General Public and Organizational Relations

9610-R Relationship with Zoning Authorities

9610-R

The Superintendent shall keep informed of zoning proposals and shall make recommendations to the Board of any concerns the Board may have or actions the Board should take on these proposals, and shall arrange for Board representatives to discuss their concerns and actions with the proper authorities.

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: September 21, 2009

Section 9000 – General Public and Organizational Relations

9670 Relations with Federal Governmental Authorities

9670

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

Approved: September 21, 2009

Section 9000 – General Public and Organizational Relations

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

9710

Each parent(s)/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 parent(s)/guardian(s) organizations by administrators, teachers, and other employee groups.

Approved: September 21, 2009

Section 9000 – General Public and Organizational Relations

9720 Parent(s)/Guardian(s) and School Partnerships

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: September 21, 2009

Section 9000 – General Public and Organizational Relations

9720-R Parent(s)/Guardian(s) and School Partnerships

9720-R

These sample administrative considerations are offered relative to the existing policy. These procedural considerations center on how schools can improve parent(s)/guardian(s) involvement. Among the ideas are:

1. Schedule parent(s)/ guardian(s)-teacher conferences at times convenient to parent(s)/guardian(s). When possible, offer child care during such meetings and other school functions, and vary the nights on which they take place;
2. Create classes to raise parent(s)/guardian(s) literacy and child-rearing skills;
3. Provide translators and issue newsletters in multiple languages; and
4. Seek out parent(s)/guardian(s) at home and at work.

Section 9000 – General Public and Organizational Relations

9730 Relationship with Booster Organizations (Cf. 9710)

9730

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

Booster organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures. However, each organization shall be required to submit an annual financial report to the Board giving a full accounting of their financial dealings for the year including money raised and expended. No member or officer of any school associated organization shall draw a salary or receive wages of any kind in connection with their work with any school associated organization with the exception that members or officers may be reimbursed for personal expenditures made on behalf of the organization to a maximum of \$1,000.00 per year as verified by actual receipts. Any school associated organization failing to submit an annual financial statement as required by this policy shall be subject to having their Board approval withdrawn and will no longer be allowed to raise funds on behalf of the schools or use the name of any school or of the District in any way to imply or infer that they are a school associated organization.

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: September 21, 2009

Section 9000 – General Public and Organizational Relations

9820 Intermediate District Relations (Cf. 1300)

9820

The Board is committed to cooperating with the Intermediate School District in special programs and services provided by such Districts. 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:

1. The educational value to students;
2. The effect on the efficiency of operation of the school system; and
3. The economic factors involved in relationship to the service and the District's budget.

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

The Board shall also appoint one member as a representative to cast a vote in the biennial Intermediate Board election. The representative shall cast his/her vote(s) according to the will and direction of the majority of the Board. In the event, however, there are three tie votes in an attempt to elect a member(s) of the Intermediate Board of Education, the Board's representative shall be free to cast his/her vote for any candidate of his/her choosing.

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LEGAL REF: MCL 380.624

Section 9000 – General Public and Organizational Relations

9820-R Intermediate District Relations (Cf. 1300)

9820-R

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

Section 9000 – General Public and Organizational Relations

9830 College and Universities

9830

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

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Section 9000 – General Public and Organizational Relations

9840 Student Teaching and Internships

9840

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

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LEGAL REF: MCL 380.1531b

Section 9000 – General Public and Organizational Relations

9840-R Student Teaching and Internships

9840-R

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

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

Student Teacher Selection

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

Supervising Teacher Selection

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

Section 9000 – General Public and Organizational Relations

9840-R Student Teaching and Internships

9840-R-2

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.

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.

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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 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 that might endanger accreditation and shall make recommendations that shall correct such weaknesses.

Approved: September 21, 2009
LEGAL REF: MCL 380.1204a

Section 9000 – General Public and Organizational Relations

9950 State Education Agency Relations

9950

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

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

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