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9001 School Community Relations (Cf. 1220)

9001

Goals and Objectives

The Board has responsibility for establishing and maintaining effective relations with the public. An important role of the Superintendent and administrative staff involves the compilation and presentation of accurate information about problems, plans, and programs of the schools. The dissemination of appropriate portions of this information through various communication media is vital to the development of good public relations. The Board will continuously endeavor to keep the public informed and to create and maintain schools that reflect the public wishes.

The Board shall, through its staff:

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

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

Approved: June 18, 2007

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9003 Parent and Legal Guardian Education Rights

9003

The Board has always recognized and esteemed the rights of parents and legal guardians to determine and direct the care, teaching and education of their children. The Board welcomes and encourages parent/legal guardian involvement in the schools and is committed to a partnership to develop each student's intellectual capability and vocational and technical skills in a safe and positive environment.

Parents and legal guardians may upon request review curriculum, textbooks and other teaching materials; and visit classrooms to observe instructional activities of their student if enrolled and present. Instructional activities do not include testing.

The Superintendent shall develop administrative guidelines to protect the rights and privacy of all students and their families to ensure that classroom visits and the review of teaching materials is conducted at a reasonable time, place and manner. This policy and administrative guidelines shall be made available to the public.

Approved: June 18, 2007

LEGAL REF: MCL 380.10; 380.1137

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9003-R Parent and Legal Guardian Education Rights

9003-R

The following procedures shall be observed regarding the rights of parents and legal guardians.

1. A building Principal shall be responsible for ensuring that the rights of parents and legal guardians of students in the building are honored in accordance with the Revised School Code of Michigan.
2. Parents and legal guardians of children in school shall be allowed to review the curriculum, textbooks and teaching materials of the school upon request. Those requesting to review materials shall call the building Principal and request specific materials and a time to come to the school to review.
3. The building Principal shall provide requested teaching materials, curriculum and/or textbooks in a place in the building to review these materials. Materials may only be removed from the building with the permission of the building administrator.
4. A parent or legal guardian of a student who wishes to observe the instructional activity in a class or course in which the student is enrolled and present, shall make arrangements with the building Principal for a time that is appropriate for the parent/guardian and teacher. In scheduling an appointment due consideration shall be given to:
 - A. the parent's/guardian schedule.
 - B. focus of interest of the parent/guardian (which class).
 - C. class activities (Sec. 1137(l)(b) specifically excludes testing as an instructional activity).
 - D. the number of visitors and/or other disruptions to the class day.
 - E. maintaining a positive and safe learning environment for all pupils. (Sec. 1 0)
5. The building Principal shall provide in advance of the visitation, by the parent or legal guardian, written guidelines for the observations which address at least the following issues:

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9003-R Parent and Legal Guardian Education Rights

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- A. that the school welcomes parents and legal guardians to the school and to observe the classroom of their child.
- B. that the visitation should be arranged in advance by calling the building Principal.
- C. that observations are for classes in which their pupil is enrolled and present.
- D. that observations will not be arranged when a class is participating in a test.
- E. that consideration will be given to the number of parents or legal guardians observing the class and the number of times the requesting parent/guardian has visited.
- F. visitations should be arranged so as not to cause undue disruption to a class.
- G. a follow up visitation with the teacher or Principal about the observation should be arranged at a time convenient to both.
- H. consistent with the Family Right's and Privacy Act, parents or legal guardian shall sign an agreement that:
 - 1. They will discuss any activity or behavior of other children observed in the classroom with no other person than the teacher and/or Principal.
 - 2. That they will not audibly or visually tape record or photograph other students.
 - 3. Further, that the parents/guardians will observe but not participate unless invited or mutually agreed upon prior to the class session by the teacher and the observer.

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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

As part of an ongoing effort to keep the public informed, the District will publish the Achieving Excellence newsletter as a regular publication for the public by the District.

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: June 18, 2007

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9010-R Public Information Program

9010-R

School-Sponsored Information Media

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

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

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9020 News Media Relations (Cf. 1400, 9190)

9020

The Board will develop and maintain effective means of communication with the public.

A variety of media will be used regularly and consistently by the District to communicate with the public.

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

News Releases

Releasing publicity and information about the District will be the responsibility of the Superintendent. He will use discretion in determining various controls on releases so that the best interests of the school system will be served.

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

News Conferences and Interviews

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

Approved: June 18, 2007

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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 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: June 18, 2007
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 recognizes the need for citizen involvement in the development of educational programs that are appropriate for the community. The Board shall inform the community about, and may involve the stakeholders of the District in, the decision-making process. Ideas may be solicited from community stakeholders in curriculum, program design and delivery, policies, career development, citizenship, funding, and other matters, as the Board deems necessary.

Student Community Activities and Performances

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

Approved: June 18, 2007

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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

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 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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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: June 18, 2007

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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.

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

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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

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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: June 18, 2007

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9190-R Interviews with Students

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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

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of the schools are considered valuable assets. The Board encourages constructive participation of groups and individuals in the schools.

Recruitment, use, coordination, and training of volunteers are the responsibility of the school administration and will be carried out as directed or delegated by the Superintendent. Every effort should be made to use volunteer resources in a manner that ensures maximum contribution to the welfare and educational growth of students.

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.

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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.

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

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

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

At the discretion of the Superintendent, the District may conduct criminal and/or professional background checks on volunteers in the same manner as for employees of the District.

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9230-R School Volunteers

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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.

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.

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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 parent(s)/guardian(s),
5. To provide orientation training, placement and evaluation of volunteers 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,

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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.

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

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

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

Fees and Rental Charges

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

Lease Arrangements

L'Anse Creuse Public Schools reserves the right to negotiate services/fees for users, by individual lease or contract, by mutual agreement between L'Anse Creuse Public schools and the user, at the total discretion of L'Anse Creuse Public Schools. Any lease arrangement entered into by the Board shall conform to state law. Any such lease, however, shall not exceed one year, but the Board may extend any such lease if good cause is shown by the Board.

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9250 Use of District Facilities (Cf. 3340)

9250-2

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

The use of any District facility during 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, stakeholders, and churches or any other individual or groups of individuals.

Religious Accommodation in the Use of District Facilities

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

Use of School Kitchen Facilities

This procedure will be adhered to when school kitchen facilities are used outside the regular lunch program. This is to provide for security of equipment, supplies, and spaces; and to ensure the safety of personnel using equipment and spaces.

Buildings and Grounds

Use of the buildings and grounds of the District by individual or outside organizations must be approved by the appropriate building Principal.

Equipment

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

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

Federal Compliance

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

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9250 Use of District Facilities (Cf. 3340)

9250-3

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.

Approved: June 18, 2007

Revised: November 16, 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

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

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

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9250-R Use of District Facilities

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Facilities Requests

1. Written requests for school facility use will originate at the office of the administrator directly in charge of that facility. Facility requests for summer use, when a building is typically closed, should be sent directly to the Superintendent's office.
2. All requests should be submitted on the appropriate application form and sent to the building administrator at least ten (10) working days prior to the date of use. Forms may be obtained from the district's website or the district's Support Services Center.
3. The building administrator of his/her designee will ensure that all programs have an appropriate adult supervision and security and will notify the building manager/head custodian which adult will be responsible for the activity, prior to the actual use of the building.
4. If an application is denied by the building/program administrator and/or the Executive Director for Support Services, the applicant may appeal to the Superintendent.

Special Use of Facilities

1. Possessing, using, soliciting, or being under the influence of intoxicants and/or illegal drugs is prohibited.
2. Possession of weapons on school property is prohibited.
3. Facility use will be in accordance with the following guidelines:
 - a. The use will not interrupt or interfere with the regular operations of the schools.
 - b. The use will be in accordance with policies and rules established by the Board, appropriate laws, and regulatory agencies.
 - c. The use will not interfere with necessary repairs or maintenance.

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9250-R Use of District Facilities

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- d. When appropriate, adequate protection for liability and damage claims must be provided.
 - e. The use will be suited for available facilities:
 1. Does not constitute a clear and present danger to persons in attendance.
 2. Does not constitute a clear and present danger to personal and public health, safety, and welfare.
 3. Does not constitute a clear and present danger of damage to private and/or public property.
 4. Does not violate fire safety laws or contribute to or result in a fire hazard. Flammable materials shall not be brought into any school without authorization and no pyrotechnic materials or devices will be allowed in any District building nor on any District property at any time.
 - f. Individuals, organizations, and groups not under the direct control of the Board may distribute literature and set up exhibits with the written approval of the Superintendent or designee.
4. A deposit fee established by the Superintendent must be made before any school equipment may be removed from the school grounds. The deposit will be given to the appropriate building Principal and will be returned when the equipment is returned and deemed to be in working order. The following provisions and costs will be the responsibility of the user of school facilities:
- a. Adequate adult supervision.
 - b. Adequate crowd and traffic control.
 - c. Protection of private and public property. User shall furnish a bond covering liability and property damage, if required.

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- d. Other direct and indirect costs, such as utilities, cleaning, set-up and special equipment, and use fees.
5. Board equipment may be used with approval and only by persons knowledgeable in the operation and safety of its use. Persons qualified will be determined by the building administrator.
6. The personal use of facilities, such as private receptions, etc., will be prohibited.

Charges for Use of Facilities

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

Application Procedures

1. Use of school facilities and equipment will only be with prior approval through use of this form. (Available in all buildings.)
2. The cost of using a building is generally higher on a Saturday and still higher on a Sunday or holiday due to increased labor costs. Try to use the building during weekdays and evenings.
3. All requests should be submitted on the appropriate application form and sent to the building administrator at least ten (10) working days prior to the date of use.

Rental Charge Provisions

1. Organizations directly affiliated with the District, as defined in the Facility Use Fee Schedule, may use facilities free of charge during the time a custodian is normally on duty. If a custodian is not on duty, a charge will be made based on the cost of personnel required (see 4. a.). These groups will have reasonable priority over all others.
2. Organizations may use school facilities at a charge based on the cost of personnel and a use fee (see 4. a. and 4. b.) as defined in the Fee Schedule, as adopted by the Board, and published by the Board before the beginning of the school year.

Section 9000 – General Public and Organizational Relations

9250-R Use of District Facilities

9250-R-5

3. Rental charges will be based on:
 - a. Cost of personnel required prior to, during, and following the usage.
 - b. Use fee for utilities and normal wear as cited on the district Fee Schedule available from the Business department.

Cafeteria/Concession Rental Provisions

1. Equipment and facilities (except as noted in provision 3.) may be used providing a food service employee is present to supervise and assist in approved operations. The sale of concessions in unsealed containers requires supervision by a certified food manager.
2. Refuse and unused foods and materials will be removed by the group using the kitchen. Temporary storage of foods will be for a specific time duration only.
3. Limited use of kitchen facilities, for making tea or coffee and serving from group owned utensils when a building administrator is present, may be granted by building administrator. This will be limited to filling and cleaning containers only.

Other Rental Provisions

1. All accidents and injuries are to be reported to an administrator within 24 hours.
2. Equipment failure or damage to equipment or spaces will be reported to the custodian immediately who will report to the building administrator, who will report same to the non-instructional services office no later than 9:00 a.m. the next work day.
3. No facilities will be rented if payment for past use is delinquent.
4. No rental will be allowed which might interfere with the regular educational program.
5. School buildings may be used only when a regular employee of the Board is on duty.

Section 9000 – General Public and Organizational Relations

9250-R Use of District Facilities

9250-R-6

6. Any group using school facilities is responsible for damage to school property.
7. Vacation periods during the school year will primarily be used for building maintenance functions.
8. The Board reserves the right to: (a) change or revise these rules at any meeting, and (b) refuse any group permission to use school facilities.

Failure to adhere to these rules, willful neglect of posted safety precautions or intentional damage or misuse of equipment or space, will result in a recommendation for the loss of building use privileges and/or assessment of charges necessary to correct damages. Said recommendation to be made cooperatively by the director of maintenance and transportation and building Principal to the Superintendent.

Revised: November 16, 2009

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, stakeholders and property, the Board shall seek the enforcement of all laws and prosecution of those who violate the law. Violation of any law and/or local city ordinance shall be referred to the appropriate law enforcement agency, prosecutor, and courts for proper disposition.

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.

Section 9000 – General Public and Organizational Relations

9290 Crowd Control at School Sponsored Activities

9290-2

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: June 18, 2007

Section 9000 – General Public and Organizational Relations

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

Section 9000 – General Public and Organizational Relations

9290-R Crowd Control at School Sponsored Activities

9290-R-2

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

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

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

Section 9000 – General Public and Organizational Relations

9300 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.

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: June 18, 2007

Revised: July 22, 2010

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

Section 9000 – General Public and Organizational Relations

9350 Gifts and Bequests

9350

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

Gifts to Schools

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

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

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

Income from Gifts and Bequests

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

Gifts by District Employees

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

Gifts to District Employees

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

Section 9000 – General Public and Organizational Relations

9350 Public Gifts and Bequests

9350-2

Students' Gifts to Staff Members

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

Students' Gifts to the School

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

Faculty Gifts to Students

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

Approved: June 18, 2007
LEGAL REF: MCL 380.15

Section 9000 – General Public and Organizational Relations

9350-R Public Gifts and Bequests

9350-R

Gifts to Schools

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

A gift 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.

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

Section 9000 – General Public and Organizational Relations

9370 Free Materials Distribution and Advertising in Schools

9370

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

Political Campaign Materials

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

Special Interest Materials

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

Advertising in the Schools

No advertising of any kind by commercial firms, businesses, individuals, or organizations shall be permitted in the school buildings or on the grounds of the District without prior approval of the Superintendent.

The Superintendent may permit such distribution on the district's website provided the following objectives will be met:

1. The advertising is for a nonprofit organization affiliated with the school district for the benefit of the students. These organizations will be referred to the district's website for distribution;
2. The advertisement should state: "This is not a L'Anse Creuse Public Schools district program nor is the district in anyway affiliated with the advertised program. Registration or distribution of this flier at a district facility is not an endorsement, sponsorship or approval by the district of the activity or program advertised. This is a nonprofit organization."

In no case will any advertising of any kind be allowed in school buildings, on school grounds, or in any District or student publication, that promotes, in any way, the sale or use of a product or service involving alcohol, tobacco, controlled substances, weapons, contraceptive devices, pornography, any illegal activity, or drug paraphernalia.

The decision of the Superintendent shall be final.

Section 9000 – General Public and Organizational Relations

9370 Free Materials Distribution and Advertising in Schools

9370-2

Use of Religious Materials

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

Dissemination of Religious Materials

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

Approved: June 18, 2007

Revised: March 16, 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 and Advertising 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 that are obscene, libelous or that may inflame or incite students so as to create a clear and present danger of the commission of unlawful acts on school property, or physical disruption to the orderly operation of the District is prohibited.

Section 9000 – General Public and Organizational Relations

9400 Visitors to the School

9400

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

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

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

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

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

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

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

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

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

Parent(s)/Guardian(s) shall refrain from giving directions or making evaluations of personnel or operating procedures during their visits.

Section 9000 – General Public and Organizational Relations

9400 Visitors to the School

9400-2

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

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

Approved: June 18, 2007

LEGAL REF: MCL 380.1137(2)

Section 9000 – General Public and Organizational Relations

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

9410

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

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

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

1. All parent(s)/guardian(s) visitations are subject to the approval of the school Principal, who is charged by the Board with the responsibility of guaranteeing the learning environment and privacy of students.
2. Parent(s)/Guardian(s) desiring to visit a classroom shall make a request in writing to the Principal no later than 2 days prior to the date of the visit. The Principal should consult with the teacher and respond to the parent(s)/guardian(s) in a timely manner.

Section 9000 – General Public and Organizational Relations

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

9410-2

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.
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 2 visitors shall be permitted in a classroom on any given day.
6. To protect the privacy of other students, the parent(s)/guardian(s) of a student are limited to 2 classroom visits per marking period, and agree to keep any information gained on the behavior or performance of other students strictly confidential.
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/guardian-teacher conferences either during or outside of class time. An appointment should be made with the teacher if the parent(s)/guardian(s) wish (es) to discuss their child's educational progress. Teachers shall refrain at all times from discussing the behaviors or achievement of other students with visiting parent(s)/guardian(s).

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

Section 9000 – General Public and Organizational Relations

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

9410-3

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: June 18, 2007

LEGAL REF: MCL 380.1137(b)(2)

Section 9000 – General Public and Organizational Relations

9450 Complaints

9450

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

About Policies

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

About Curriculum

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

About Instructional Materials

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

About Facilities and Services

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

About Personnel (Cf. 1370-R)

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

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

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

Section 9000 – General Public and Organizational Relations

9450 Complaints

9450-2

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

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

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

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

Approved: June 18, 2007

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

9450-R Complaints

9450-R –2

Since opinions may differ in a democracy, the following procedures will be observed in recognizing differences in an impartial and reasonable manner:

Level I

In cases where questions arise concerning learning materials in the school, the Principal should attempt to resolve or answer questions and give the complainant a copy of the selection policy, and review the selection process. However, no materials will be permanently removed from use at this level.

Level II

A complainant wishing to register an objection about the appropriateness of learning materials will be directed to the Principal of the building in which the materials are being used. The Principal will confer with the complainant registering the objection and will include in the conference other appropriate school personnel.

If at the conclusion of the conference the complainant withdraws the objection, the matter will be considered closed. The Principal will prepare a written summary of the conference and a copy will be given to all persons present at the conference.

Level III

If the complainant chooses to pursue the objection after the conference with the Principal, the following actions will be taken to prepare for Level III.

The complainant will complete the Citizen's Request for Reconsideration of a Learning Material form which will be available in each school office. The Principal will submit copies of the summary and Citizen's Request form to the Assistant Superintendent for Curriculum and Instruction and the responsible school personnel.

The appropriate assistant Superintendent for Instruction and Assistant Superintendent for Personnel may serve as chairs of the review committee composed of the following persons:

1. Building Principal

Section 9000 – General Public and Organizational Relations

9450-R Complaints

9450-R-3

2. Teacher Leader, Learning Consultant, or Learning Support Specialist as appropriate
3. At least one teacher
4. At least one library media representative of the appropriate level
5. At least one parent/guardian selected by chair of review committee
6. At least one secondary student selected by the building Principal as appropriate

The complainant will have the right to be present at the meeting of the review committee.

At the conclusion of the meeting the committee will make a decision by a simple majority vote. The library media supervisor and/or the director for instruction will forward the written decision of the committee to the complainant and a written report to the Superintendent. If the complainant accepts the decision or the proposed solution, the matter will be considered closed at Level III.

Level IV

If the complainant wishes to appeal the decision of the review committee, he may do so by appealing the decision to the Superintendent in writing within 14 days. The Superintendent's decision may be appealed within 14 days to the Board. All previous reports concerning the matter will accompany the appeal.

Section 9000 – General Public and Organizational Relations

9470 Loitering - Unauthorized Persons

9470

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

Approved: June 18, 2007

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 within the framework of state and federal legislation, 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: June 18, 2007

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: June 18, 2007

Section 9000 – General Public and Organizational Relations

9530 School-Community Program

9530

The Board may 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: June 18, 2007

Section 9000 – General Public and Organizational Relations

9540 School-General Government Relations

9540

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

Approved: June 18, 2007

Section 9000 – General Public and Organizational Relations

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

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

The behavior of students outside of school hours and away from the school grounds is the responsibility of the parent(s)/guardian(s) rather than the educational system. It is the feeling of the Board that a student under suspicion of having committed a misdemeanor or crime at times or places outside the jurisdiction of the school authorities, is entitled to the guidance, assistance and protection of the parent(s)/guardian(s). It is the preference of the Board that police questioning of students in the schools and during school hours are undertaken only after the parent(s)/guardian(s) has been duly notified and is 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) concerning the investigation of child abuse, authorized agents of said department with proper identification shall be permitted to talk with students in school without the presence of the parent(s)/guardian(s).

The District recognizes that the 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: June 18, 2007
LEGAL REF: MCL 722.628

Section 9000 – General Public and Organizational Relations

9570-R Relations with Police Authorities

9570-R

In these rules, the administration is reminded that a student who has attained the age of 18 enjoys the responsibility of speaking for him/herself without the agreement of parent, guardian or representative as to whether or not he will submit to questioning.

The L'Anse Creuse Public Schools school District believes in the importance of working cooperatively with law enforcement agencies.

If a student, regardless of age, is found in possession, under the influence or selling any controlled substance, including alcohol, the administrator is to:

1. Involve a police officer at the earliest time in your investigation. You should first attempt to contact the school safety officer. If not available then call for a patrol car. If you are informed that a student has an illegal substance in their possession and you believe that the time delay in getting a police officer to assist in the search will not jeopardize your ability to recover the substance, then wait for the officer. If you believe time is a problem then proceed with your investigation and search as necessary. If a substance is found, or a student is under the influence, then the student shall be detained and the substance kept in a secure area until the police arrive. In all cases, a police report must be filed as quickly as possible in any incident in which a student possesses or is under the influence of a substance. The sooner police are involved; the better evidence can be secured in case of prosecution. Building administrators do not make a determination regarding whether a student will be charged or not. That decision is made after a review of the student's total record by juvenile authorities.
2. Parents/guardians are to be notified as soon as possible regarding the problem. If possible, the parent/guardians should be present when the

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3. police report is filed. If parents/guardians are not present, the police report should still be filed. The student is not to be released to the parents/guardians until the police report has been filed.
4. An internal record of what occurred should be completed on the Liaison Officer Referral Form (attached) with a copy forwarded to the liaison officer.
5. An appointment should be made between the administrator, the parents/guardians and student at the earliest opportunity to conduct a disciplinary school hearing. If appropriate, this hearing may take place before the student is sent home or at a later time if necessary. During this hearing a factual review of the incident should take place and appropriate disciplinary action should be taken as prescribed in the Student Code of Conduct.

Police Access to District Properties

The District is the owner of several parcels of land, most of which have valuable improvements located thereon, and are described as follows: (Buildings grouped by parcels of L'Anse Creuse Public Schools' land)

CHESTERFIELD TOWNSHIP

1. 9.9 Acre Site:

Chesterfield Elementary School located in Chesterfield Township, Macomb County, Michigan address of which is 25925 Twenty-Three Mile Road, Chesterfield, MI 48051-1906.

2. 7.749 Acre Site:

Green Elementary School located in Chesterfield Township, Macomb County, Michigan, address of which is 47260 Sugarbush, Chesterfield, MI 48047-5155.

3. 23.37 Acre Site:

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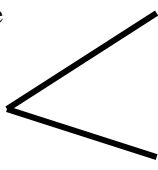
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Joseph M. Carkenord Elementary School located in Chesterfield Township, Macomb County, Michigan, address of which is 27100 Twenty-Four Mile Road, Chesterfield, MI 48051.

4. 63.56 Acre Site:

Total Acreage for these two buildings is 17.55



- a. Anna Mae Burdi Center for Community Development located In Chesterfield Township, Macomb County, Michigan, address of which is 29851 Twenty-Four Mile Road, Chesterfield, MI 48051-1906.
- b. Francis A. Higgins Elementary School located in Chesterfield Township, address of which is 29901 Twenty-Four Mile Road, Chesterfield, MI 48051-1906.
- c. L’Anse Creuse Middle School – East (46.01 acres) located in Chesterfield Township, Macomb County, Michigan, address of which is 30300 Hickey Road, Chesterfield, MI 48051-3911.

CITY OF MOUNT CLEMENS

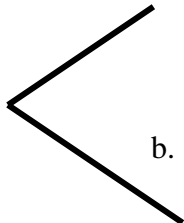
5. 1.31 Acre Site:

L’Anse Creuse-Mount Clemens Adult Education Center located in the City of Mount Clemens, Macomb County, Michigan, address of which is 33 North River Road, Mount Clemens, MI 48043.

CLINTON TOWNSHIP

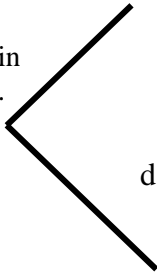
6. 42.571 Acre Site:

15.639 Acres



- a. Harold C. Siebert Special Services located in Clinton Township, Macomb County, Michigan, address of which is 24076 F. V. Pankow Boulevard, Clinton Township, MI 48036-1304.
- b. Transportation and Maintenance Center located in Clinton Township, Macomb County, Michigan, address of which is 24400 F. V. Pankow Boulevard, Clinton Township, MI 48036-1305.
- c. Frederick V. Pankow Vocational and Technical Center located in Harrison Township, Macomb County, Michigan, address of which is 24600 F. V. Pankow Boulevard, Harrison Township, MI, but mailing address is Clinton Township, MI 48036-1306.
- d. John R. Armstrong Performing Arts Center located in Harrison Township, Macomb County, Michigan, address of which is 24600 F. V.

26.932 Acres in Harrison Twp. Adjoining buildings



L’Anse Creuse Public Schools

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Pankow Boulevard, Harrison Township, MI, but mailing address is Clinton Township, MI 48036-1306.

7. 8.0779 Acre Site:

Tenniswood Elementary School located in Clinton Township, Macomb County, Michigan, address of which is 23450 Glenwood Road, Clinton Township, MI 48035-2938.

.53 Acre Site:

24500 Barbret Court, located in Clinton Township, Macomb County, Michigan, east of Gratiot Avenue and south of Hall Road. Property includes 3,200 square foot light industrial building.

1.071 Acre Site:

Vacant parcel, Sidwell #50-11-01-402-009, located in Clinton Township, Macomb County, Michigan, on the south side of Barbret Street, east of Gratiot Avenue and south of Hall Road.

2.24 Acre Site:

Vacant parcel, Sidwell #11-01-331-005, located in Clinton Township, Macomb County, Michigan, on the south side of Barbret Street, east of Gratiot Avenue and south of Hall Road.

2.5 Acre Site:

Lots 46 through 55, Homestead Acres Subdivision, located in Clinton Township, Macomb County, Michigan, north of 15 Mile Road and east of Gratiot Avenue.

3.15 Acre Site:

Part of Lots 16 and 17, East Pointe Industrial Subdivision, located in Clinton Township, located in Macomb County, Michigan, at the southeast corner of Gratiot Avenue and Capital Boulevard.

3.18 Acre Site:

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9570-R Relations with Police Authorities

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Two parcels, Sidwell #'s: 50-11-01-402-014, 50-11-01-402-015, located on Barbret Street, in Clinton Township, Macomb County, Michigan, east of Gratiot Avenue and south of Hall Road.

Adjoining
buildings

3.39 Acre Site:

Four parcels, Sidwell #'s: 50-11-01-402-006, 50-11-01-402-008, 50-11-01-402-011, 50-11-01-402-013, combined February 9, 2005, located on Barbret Street, in Clinton Township, Macomb County, Michigan, east of Gratiot Avenue and south of Hall Road.

.96 Acre Site:

23434 Glenwood, located in Clinton Township, Macomb County, Michigan, north of 15 Mile Road and east of Gratiot Avenue.

HARRISON TOWNSHIP

8. 8 Acre Site:

Emma V. Lobbstaef School located in Harrison Township, Macomb County, Michigan, address of which is 38495 Prentiss Road, Harrison Township, MI 48045-2651.

9. 10 Acre Site:

South River Elementary School located in Harrison Township, Macomb County, Michigan, address of which is 27733 South River Road, Harrison Township, MI 48045-6314.

10. 26.932 Acre Site:

11. 4.6 Acre Site:

- a. L'Anse Creuse Public Schools Administration Building located in Harrison Township, Macomb County, Michigan, address of which is 36727 Jefferson Avenue, Harrison Township, MI 48045-2917.
- b. L'Anse Creuse Childcare Center - SAC located in Harrison Township, Macomb County, Michigan, address of which is 27155 L'Anse Creuse Road, Harrison Township, MI 48045-2593.

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- c. Lakeside Alternative Middle School located in Harrison Township, Macomb County, Michigan, address of which is 27041 L'Anse Creuse Road, Harrison Township, MI, 48045-2917.

12. 53.234 Acre Site:

- a. L'Anse Creuse High School (30.023 acres) located in Harrison Township, Macomb County, Michigan, address of which is 38495 L'Anse Creuse Road, Harrison Township, MI 48045-3483.
- b. L'Anse Creuse Middle School - Central (13.377 acres) located in Harrison Township, Macomb County, Michigan, address of which is 38000 Reimold, Harrison Township, MI 48045-5501.
- c. Marie C. Graham Elementary School (9.834 acres) located in Harrison Township, Macomb County, Michigan, address of which is 25555 Crocker Boulevard, Harrison Township, MI 48045-3443.

13. 34.17 Acre Site:

- a. Donald J. Yacks Elementary School (9.97 acres) located in Harrison Township, Macomb County, Michigan, address of which is 34700 Union Lake Road, Harrison Township, MI 48045-3143.
- b. L'Anse Creuse Middle School – South (24.20 acres) located in Harrison Township, Macomb County, Michigan, address of which is 34641 Jefferson Avenue, Harrison Township, MI 48045-3236.

.47 Acre Site:

Lot 31, Harrison-Clinton River Homes Sub, Harrison Township, located in Macomb County, Michigan. Property includes 1,738 sq ft dwelling.

MACOMB TOWNSHIP

14. 9.604 + Acre Site:

Atwood Elementary School located in Macomb Township, Macomb County, Michigan, address of which is 45690 North Avenue, Macomb, MI 48042-5236.

15. 65.2327 Acre Site:

- a. L'Anse Creuse High School - North (41.12 acres) located in Macomb Township, Macomb County, Michigan, address of which is 23700

L'Anse Creuse Public Schools

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9570-R Relations with Police Authorities

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Twenty-One Mile Road, Macomb, MI 48042-5106.

- b. L'Anse Creuse Middle School - North (24.1127 acres) located in Macomb Township, Macomb County, Michigan, address of which is 46201 Fairchild Road, Macomb, MI 48042-5319.

16. 79.62 Acre Site:

Vacant Twenty-Three Mile Road Site off Twenty-Three Mile Road between Fairchild and North Avenue, as shown on the March 2000 L'Anse Creuse Public School's map, located in Macomb Township, Macomb County, Michigan.

1.49 Acre Site:

Six parcels, Lots 16, 63, 64, 66, 67, 74, Urban Meadows Subdivision, located in Macomb Township, Macomb County, Michigan, north of Hall Road and east of North Avenue.

The buildings above described and the adjoining and appurtenant areas, access routes, parking lots, sports complexes, playgrounds and open areas, etc. are in need of police protection and actions at all times.

The police authorities responsible for enforcing the laws of the state and local units of government require authority from the legal owner of the "school property" and specific authorization to enter upon said property and remove persons thereon who are not authorized to be present on the "school property."

The Board prohibits all unauthorized persons from being present on school property located at the addresses sighted above during the hours of darkness and daylight hours when school buildings are closed; and

All peace officers are authorized to enter upon the property above described to investigate the authority of any person on the property, to remove all unauthorized persons from the property, and to enforce all laws.

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: June 18, 2007

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: June 18, 2007

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: June 18, 2007

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: June 18, 2007

Section 9000 – General Public and Organizational Relations

9710 Relations with Parental/Guardian Organizations (Cf. 9730)

9710

Each parental/guardian 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. Building administrators shall have final approval of all actions or expenditures of the organization.

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

Approved: June 18, 2007

Section 9000 – General Public and Organizational Relations

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

9720

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

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

Approved: June 18, 2007

Section 9000 – General Public and Organizational Relations

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

9720-R

Building administrators, in cooperation with the Superintendent, shall develop appropriate procedures to schedule building activities to accommodate the needs of parent(s)/guardian(s) such as, by way of example: (1) Scheduling parent(s)/guardian(s)-teacher conferences at times convenient to parent(s)/guardian(s). (2) Offering childcare during such meetings and other school functions, and (3) Varying the nights on which they take place.

The following procedures will be followed when parents/guardians participate in conferences as representatives of the District:

Requirements currently in force with regard to professional staff will be used whenever possible with regard to parental/guardianship participation in conferences:

- A. A rate as set by the Internal Revenue Service (IRS) per mile for school related functions will be paid for those who drive. Car pooling is encouraged.
- B. Lodging will be paid when the District requires an individual to stay overnight.
- C. Individuals required by the District to attend the conference will have all conference fees paid by the District.
- D. The reasonable cost of meals during the conference will be reimbursed to the individual using the District plan.

It must be understood that a parent/guardian may be a member of an association but is not automatically included as a delegate to that association's conference; just as all teachers or administrators are not approved for conference attendance even though an association to which they belong is conducting a conference.

The administrator requesting conference attendance will be responsible for making all reimbursements for expenses from their school's account.

All applications will be processed through the building Principal. Conference expenses will be paid after proper reports and expense bills have been filed with the building administrator.

Section 9000 – General Public and Organizational Relations

9730 Relationship with Booster Organizations (Cf. 9710)

9730

All school associated organizations, such as booster groups or parent teacher organizations (PTO), which are formed to promote and assist in the financing of a given activity for the improvement of student education, must obtain prior approval and recognition by the Board before operating.

All school based organizations, as defined hereafter, shall maintain a current file in the Superintendent's office that includes a record of officers, bylaws, mailing addresses, and other relevant information.

Organizations that collect, solicit, or raise funds for or in the name of any school program shall be subject to financial review and audit by or at the request of the Board. Such organizations shall abide by the District's policies and regulations.

All approved organizations must choose on the following organizational structures and establish themselves prior to operating:

1. School-Based Organization (SBO) - transactions are placed in the school's internal funds and the organization is subject to the rules and guidelines set forth in the attached procedure 9730-R, which provides comprehensive internal controls that must be followed.
2. Independent or Not-for-Profit Corporation under Michigan law – This form of organization must maintain an active status at all times. Any autonomous account (autonomous by nature of incorporation or private registration through the Federal or State Governments) is a legal entity, separate from L'Anse Creuse Public Schools. The District has no fiduciary responsibility, nor associated liability, with these types of organizations.

Any independent organization should be aware of the unrelated business tax consequences IRC 513(a)(1) as well as their obligation to assist their donors in determining the proper tax treatment of their contributions.

Approved: June 18, 2007

Revised: December 14, 2009

Section 9000 – General Public and Organizational Relations

9730-R Relationship with Booster Organizations (Cf. 9710)

9730-R

I. School Based Organizations (SBO)

General Guidelines

1. The Board of Education authorizes Principals to give written permission to SBO's to use the name, logo, or trademark of the school as part of the SBO's name or in its fundraising or other activities.
2. The Principal must be provided notice of all SBO activities in advance. Such activities must benefit students and will not conflict with programs administered by the School Board. All activities on school grounds must have the prior approval of the Principal and adhere to the School Board policy governing the use of District Facilities.
3. SBO collected funds are solely the responsibility of the SBO and will not be covered under the District's insurance program. The SBO should purchase a policy that protects the SBO from theft of funds collected from fundraising and other activities. SBO's are also encouraged to purchase Directors and Officers liability coverage for protection against potential lawsuits and any other relevant insurance to cover property and any other potential risk.
4. The Board of Education, through the Superintendent or designee, may revoke the authorization to operate, use the school's name, logo, or trademark if it is determined that the SBO has failed to comply with the terms of these guidelines.
5. All items donated to the school become the property of the district.

II. Financial Controls

The Treasurers are responsible for financial controls and keeping accurate books and records of their respective organization. The following are required procedures to be put in place in each organization:

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9730-R Relationship with Booster Organizations (Cf. 9710)

9730-R-2

1. **Audit Committee.** An audit committee will be formed for each school year and will consist of three members. A Chairman will be named to lead the committee. The Audit Committee will be appointed by the Executive Board of the organization. The Chairman should have a financial background and understand accounting and internal controls. The Audit Committee members cannot hold an officer position in that organization. In addition, an Audit Committee member cannot be related to an officer of that organization. An audit committee member must be a voting member of the organization and may be a school staff member if he/she is an organization member but may not include the Principal. The duties of the Audit Committee are to complete a review of the finances of the organization at the end of the school year and provide a timely report to the organization regarding any exceptions to the Financial Controls outlined below. This review will include the following:
 - i. A review of all bank reconciliations to ensure accuracy and timeliness of the reconciliations for all accounts held.
 - ii. A review of all cash receipts to ensure proper accounting of all cash received by the organization.
 - iii. A review of all cash disbursements to ensure proper documentation and accounting of all expenditures by the organization.
2. **Annual Budget.** The Annual Budget will be prepared by the Treasurer and the Executive Board at the beginning of the school year. The budget will be submitted for approval at the first organization meeting of the school year.
3. **Cash Receipts.** All cash received from all sources (i.e. membership drive, fundraisers) shall be counted immediately at the close of the event, the deposit slip prepared, and the cash deposited in the bank on that same day.

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9730-R Relationship with Booster Organizations (Cf. 9710)

9730-R-3

A Cash Receipts Form will also be filled out. For an event such as a membership drive that takes place over several days, deposits should be made daily where practical. In cases where cash must be held overnight (i.e. a fundraiser held in the evening), all receipts will be placed in a locked moneybag. The bag will then be placed in a locked room or cabinet in the school that is only accessible by a staff member of the school. Ideally, this will be in a locked cabinet within a locked room. All funds will be counted by at least two members. All Cash Receipts Forms will be filed in an orderly fashion.

4. **Check Disbursements:** All disbursements must be approved by the Treasurer before funds are committed to be spent. The Treasurer will ensure that the proposed expenditure is a budgeted item in the organization budget. The Treasurer will then sign the invoice or receipt to authorize payment. All receipts for expenditures will be filed in an orderly fashion for review by the Audit Committee.
5. **Reimbursement for Expenditures.** At times, it may be necessary for members of the organization to purchase items for the benefit of the organization. At no time will a cash advance or a blank check be given to any member, officer, or to a school for a purchase. In these instances, the purchase must be made using the member's or officer's personal funds, and the receipt, along with a Reimbursement Form, must be presented to the Treasurer for payment. The Treasurer will sign the Reimbursement Form to authorize payment of the reimbursement. If a purchase is made for a school through the bookkeeper and a P.O. is issued for the item, a copy of the P.O. should be used as a receipt for the purchase. The amount of the check should reflect the exact amount of the P.O.

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9730-R Relationship with Booster Organizations (Cf. 9710)

9730-R-4

6. **Change Fund.** During a fundraising event where a change fund will be necessary, the Treasurer will authorize the funding of the change fund through the issuance of a Cash Disbursement Form. A petty cash check made payable to “Cash” will be signed by two organization Officers and will be presented to the bank by the Treasurer and one Officer. The Change Fund will be secured in a locked box, and the Treasurer will maintain control of the keys to the locked box. At no time will the locked box be in the sole possession of the Treasurer, but will be held by another Officer until the start of the event. At the beginning of the event, the Treasurer will perform a count of the funds; another officer will observe the collection of money throughout the event, including the counting of the money at the end of the event and the preparation of the Cash Receipts Form and the bank deposit slip.
7. **Financial Reports.** The Treasurer will prepare a monthly summary of cash receipts and disbursements of the organization. These reports will be presented at regular organization meetings for approval by the organization. The Treasurer will ensure that all funds are accounted for and reported accurately.
8. **Misuse of Funds or Violation of Financial Controls.** Immediately upon learning of any inappropriate use of funds or violation of these Financial Controls, an Officer or any organization member will immediately inform the organization’s Audit Committee. The Audit Committee, or its designee will be responsible for investigating the facts regarding the situation.

Section 9000 – General Public and Organizational Relations

9730-R Relationship with Booster Organizations (Cf. 9710)

9730-R-5

A report of the situation will be given by the Audit Committee to the organization Executive Board as soon as is practical. If any officer has knowledge of a misuse of funds or a violation of these controls and does not follow these guidelines in reporting to the organization Audit Committee, they along with the person in violation are subject to removal from their position and banned from holding an office in any L'Anse Creuse Public Schools organization.

III. Independent or Not-for-Profit Corporation

- A. Independent organizations are not allowed to:
 - 1. Deposit funds through the District's internal accounts.
 - 2. Use the name L'Anse Creuse Public Schools within their own name, through solicitations, or advertisements.
 - 3. Use the District tax identification number.
- B. Independent organizations are required to annually submit for review copies of the following to the LCPS Internal Auditor:
 - 1. Liability insurance policy.
 - 2. Updated by-laws.
 - 3. Federal and State tax and registration filings.
 - 4. Annual treasurer's report.
 - 5. End of year reconciled bank statement.
 - 6. List of Officers
 - 7. Proof of organizational status
 - 8. A copy of the Michigan Annual Report for each year
 - 9. A copy of the tax exempt status letter from the IRS
- C. Any non-profit organization that fails to maintain their 501(c)(3) status will be required to record revenue and expenditure transactions through the school's internal funds and follow the guidelines set forth for a School-

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9730-R Relationship with Booster Organizations (Cf. 9710)

9730-R-6

based Organization.

- D. It is the responsibility of independent organizations to be familiar with and comply fully with all applicable governmental regulations and district policies and procedure.
- E. The principal must be provided notice of all activities in advance. Such activities must benefit students and will not conflict with programs administered by the school board.
- F. It is strongly recommended that any independent organization adhere to the internal control regulations developed for LCPS internal accounts to help improve the integrity of its financial systems.

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 the:

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

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.

Approved: June 18, 2007
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 District its concerns about intermediate organizational services and suggestions or recommendations of services, which, in its judgment, deserve consideration.

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9830 College and Universities (Cf. 7648)

9830

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

Approved: June 18, 2007

Section 9000 – General Public and Organizational Relations

9840 Student Teaching and Internships

9840

It is the policy of the Board to cooperate with area colleges in their teacher preparation programs by maintaining and encouraging a pre-service program of supervised teaching in the District in accordance with the teacher-collective bargaining agreement.

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 College and Universities.

Approved: June 18, 2007

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 submit to Director of Personnel 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 teacher.

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. However, arrangements may be made with the universities to allow student teachers or interns to substitute.

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

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9840-R Student Teaching and Internships

9840-R-2

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.

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9900 Education Research Agencies

9900

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

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

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

Approved: June 18, 2007

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9920 School Accreditation

9920

The Board shall make every effort through its policies and decisions to operate an educational program that shall meet the criteria of the Michigan Accreditation Plan as provided by the Michigan State Board of Education and the North Central Association of Secondary School 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 may endanger accreditation and shall make recommendations, which shall correct such weaknesses.

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LEGAL REF: MCL 380.1204a

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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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