

# COMMUNITY RELATIONS

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**SCHOOL COMMUNITY RELATIONS GOAL  
AND PUBLIC INFORMATION PROGRAM**

The Board of Education is the instrument through which the electors of the school district provide and maintain a system of public education. The primary objective of the Board is to transform the educational ideals, values and goals of the community into concepts of policy and, subsequently, to implement the policies.

The Board has the complementary responsibility of interpreting the educational needs and problems of the school system to its constituency in order to gain for the Superintendent and his/her staff the public confidence and support that are necessary to operate the schools effectively and to plan wisely for the future.

Both functions require effective two-way communication between the Board and the public at large, the nurturing of interest in school problems and the maintenance of confidence in the school program and its administration.

The Board of Education therefore shares with the Superintendent of Schools the responsibility for establishing and maintaining effective relations with the public. An important role of the Superintendent and his/her staff in this joint enterprise is the compilation and presentation of accurate information about the problems, plans and conduct of the schools and disseminating appropriate portions of this information through various communications media: school publications, newspaper articles, radio and television. Members of the Board, along with the Superintendent, must assume the important responsibility of making personal contacts with various organized community and professional groups.

It shall be the policy of the Board to welcome the advice and counsel of the residents of the school district. The Board may also solicit input from community residents on critical major issues by the appointment of ad hoc citizen advisory committees, public meetings, and/or periodic surveys.

Board members individually will refer compliments, suggestions, and constructive criticism about operational matters directly to the superintendent of schools for appropriate consideration and action. Unless so authorized by the board, no board member individually will speak for, or in the name of, the total board.

**RESPONDING TO REQUESTS FROM THE GENERAL PUBLIC  
FOR ACCESS TO RECORDS**

The Board believes all persons are entitled to full and complete information regarding the affairs of the schools and the official acts of those who represent the district as elected officials and public employees.

An opportunity to inspect the records of the school district and/or receive copies of the records will be provided upon oral or written request from any person or group of persons. Records which shall be exempt from disclosure include, but are not limited to:

1. Information of a personal nature where public disclosure would constitute an unwarranted invasion of an individual's privacy.
2. Records or information specifically described and exempted from disclosure by statute.
3. A bid or proposal by a person to enter into a contract or agreement (except at the time for the public opening of bids or proposals); or, if a public opening is not to be conducted, until the time for the receipt of bids or proposals has expired.
4. Appraisals of real property to be acquired by the public body until:
  - (1) An agreement is entered into; or
  - (2) Three years has elapsed since the making of the appraisal, unless litigation relative to the acquisition has not yet terminated.
5. Test questions and answers, scoring keys and other examination instruments or data used to administer a license, public employment, or academic examination, unless the public interest in disclosure under this Act outweighs the public interest in nondisclosure.
6. Medical, counseling or psychological facts or evaluations concerning an individual if the individual's identity would be revealed by a disclosure of those facts or evaluation.
7. Communications and notes within a public body or between public bodies of an advisory nature, to the extent that they cover other than purely factual materials and are preliminary to a final agency determination of policy or action. (Instances where this exemption shall not apply are specifically described in P.A. 442, Section 13(n).

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8. Information the release of which would prevent the public body from complying with the Federal Family Educational Rights and Privacy Act of 1974.
9. Information or records subject to the attorney-client privilege, the physician-patient privilege, the psychologist-patient privilege, or the teacher-student privilege.
10. Personal notes of employees and/or Board members

The Superintendent shall assume the responsibility for responding to requests for school records and for certifying the authenticity of such records. He/she shall develop procedures to implement this policy.

LEGAL REF: Michigan Compiled Laws, 15.231-15.246

**RESPONDING TO REQUEST FROM THE GENERAL PUBLIC  
FOR ACCESS TO SCHOOL RECORDS**

**1. Forms**

The following forms shall be used to implement requests for disclosure of school records:

- A. Request for School District Record (Form No. 1)
- B. Denial of Request for School District Record (Form No. 2)
- C. Charge Slip for Providing Record (Form No. 3)

**2. Procedure**

A. All requests to inspect the records of the district's schools shall be made to the Central Office of the school district. Whether oral or written, the requests shall be referred on the day received to the Superintendent of Schools on Form No. 1, Request for School District Record, for reply. Pertinent information or correspondence regarding the request shall be included. Requests shall sufficiently describe the record to enable school officials to identify and find the record. Separate requests shall be made for each record desired and separate forms shall be filed with the Superintendent. If a request is made over the phone, the person receiving the request will inform the person making the request of the guidelines for determining charges for providing records.

Nothing in this procedure shall imply that routine, day-to-day inquiries to the school district for information must be subject to these procedures.

B. Within five business days after the request has been made, unless a single extension of not more than ten (10) business days has been issued or a waiver of the time limits has been agreed to in writing by the requesting person, the Superintendent shall render one of the following responses:

- (1) Grant the Request. Form No. 1, Request for School District Record, shall be sent to the person who maintains the record requested for response as directed on the form.
- (2) Deny the Request. Issue a written notice using Form No. 2, Denial of Request for School District Record, to the requesting person denying the request. The denial of the request shall be signed by the Superintendent stating the reason for the denial, including an explanation of the requesting person's right to seek judicial review of the decision.

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Failure to properly respond to the request constitutes a denial and allows the requester to initiate court action to compel disclosure.

Denial may be made for the following reasons:

(A) The record does not exist

(B) The record cannot be identified from the description on the request

(C) The record is exempt

(3) Grant the Request in Part. Issue a written notice to the requesting person denying such request in part. Material which is partially exempt and partially subject to disclosure shall be separated or deleted and the nonexempt material offered for inspection. A general description of the separated or deleted information shall be provided to the requesting person.

C. Upon receipt of Form No. 1, Request for School District Record, by the person maintaining the requested record, the request shall be filled in one or more of the following ways:

(1) Providing reasonable opportunity and facilities for inspecting and taking notes from the records for the requesting person (this should be done as soon as possible, but within five days (5) of the request). Original records shall not be removed from the area provided for inspection and note taking.

(2) Providing copies of the records if so requested. (If a fee is charged, the copy of the record shall not be released until the fee has been received or the person making the request demonstrates inability to pay or receives public assistance.)

(3) Honoring requests for records which are issued on a regular basis (such as minutes of Board meetings) on a six-month renewable subscription basis. (A listing of the requester's name, address, record subscribed to, charge, and expiration date of the subscription shall be maintained by the person issuing the record.)

(4) The person making the request shall pay a fee equal to the actual cost of mailing, duplication, search and/or compiling the record. (No charge for the first \$10.00 of a fee may be made to an individual who proves indigence or receipt of public assistance. State guidelines for determining free and reduced cost meals to families shall be used as guidelines to determine indigence. At the discretion of the Superintendent, charges may be waived if providing the service free is in the public interest.)

D. If a fee is charged, the person filling the request shall compute the charges and refer completed Form No. 3, Charge Slip for Providing Records, to the business office.

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E. Upon receipt of Form No. 3, the business office shall accept payment for the services rendered and issue a receipt of the same, or, in those few instances where deferred payment is indicated, prepare an invoice and forward it to the requesting person.

F The individual filling the request shall return completed Form No. 1, Request for School District Record, to the office of the Superintendent, indicating compliance with the request.

### **3. Establishment of Fees**

The cost of secretarial time, photocopies, mailing and other requested materials and services necessary to fulfill the request for information shall be determined by the administration and billed to the individual making the request for such records. Costs are to reflect existing district expenses.

Any person on public assistance or unemployed adults will not pay the first \$10.00 of any fee. Any requests that exceed \$50.00 in fees will require a deposit of half the fee.

Cross Reference: School Personnel GBL

**SCHOOL SPONSORED MEDIA**

The school administration is responsible for all information services to and from the public concerning the operation of the schools except for those occasional matters the Board wishes to handle publicly.

The Superintendent shall develop school sponsored media such as parent newsletters, radio and television programs, staff bulletins and special publications which will assist in keeping the public informed.

All publications intended for parents and/or the general public shall include the district's name, the school address and phone number and date of the publication. Copies of all such materials shall be given to members of the Board of Education.

The principal of each school is responsible for routine school announcements to parents such as those concerning closing of school, special conferences, P.T.O. meetings, lunch tickets, etc. He will keep a file copy of all such releases for needed future reference.

**SCHOOL DIRECTORIES**

Directories giving the name, address and phone number of members of the school staff shall be released to members of the staff and to members of the Board of Education. Though such lists shall include the names of all staff members, each shall be given the opportunity to delete his/her address and/or phone number.

Each student's family shall, before a student directory is published, be given the opportunity to delete their address and/or phone number. Before any student directory information (as defined in the Family Educational Rights and Privacy Act) is released, parents will be notified of the information which is anticipated being released and given a reasonable time to voice their objections.

School directories may not be distributed for political or commercial use.

Copies of the directories will always be available in the Central Office for review by interested persons.

LEGAL Ref: Family Educational Rights and Privacy Act

The central office maintains a list of all those entitled to receive the directory, as follows:

1. Members of the board
2. School system personnel
3. Offices of parochial and private schools of the district
4. City and county officials
5. National and state educational associations
6. Superintendents of schools of the state
7. State education department offices
8. P.T.O. officers

Directories may not be distributed to persons or organizations not included in the above categories without the permission of the office of the superintendent.

**SPRING LAKE PUBLIC SCHOOLS**

February 14, 1994

**PUBLICATIONS, RADIO, & TELEVISION**

The board invites and welcomes the active participation of newspapers, magazines, radio, television, and other mass media of communication in promoting the cause of good education in our district and elsewhere.

Suggestions and advice from representatives of such media as to how best to facilitate the flow of information to them by the board and personnel of the school system will be welcomed.

Newscasts, spot announcements, sports, and other school activities coverage, and programs dealing with the schools must be presented in the public interest. No identification of the schools with the promotion of any commercial or political enterprise will be permitted.

It is the responsibility of the principal to be advised of and to supervise all radio, television, or newspaper/magazine interviews, or presentations made in the individual school.

Students who represent the school through such media should have prior permission from the principal, who should obtain full information concerning the presentation.

The principal may assign the responsibility for informing communications media of all worthwhile school activities. Faculties should be informed that suggestions for such releases must be channeled through this individual,

**SCHOOL NEWS RELEASES**

The superintendent, or someone designated by him/her, will be the press liaison person for coordinating the release of information concerning the school system and actions of the board. The principal of each school, or a person designated by him/her, will be responsible for maintaining liaison with information media for the dissemination of information relating to his/her school.

The use of all information media for keeping the public continuously informed concerning schools, cost, curriculum, changes, expansion, special events, and other items of public interest is encouraged. Good relationships with publishers, editors, and reporters are vital not only to the best school interests, but in the best interest of the public, who need to be accurately informed.

All news releases concerning the school system, except the reports of athletic games and information concerning the operation of a particular school, shall be cleared through the office of the superintendent of schools.

Administrators, teachers, and other staff members are urged to write up school news, but such articles, with the exceptions noted above, must be coordinated centrally for the following reasons:

1. Avoidance of duplication of material
2. Maintenance of consistency with respect to school publicity
3. Compilation of a file of releases as a protection to the schools

The principal is responsible for the preparation and distribution of news releases concerning the activities within his/her building, and for seeing that they are cleared with the central office, when necessary.

Legal Reference:    M. S. A.  
                          15.3119    Superintendent and other personnel;  
  qualifications; powers and duties

**INFORMATION AND CAMPAIGNS**

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

**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.

The Board of Education believes that public school students must not be exploited by organizations and individuals in the community. Students who desire to represent a school in an outside school activity must receive permission from the principal of the school before participating in the activity. The student(s) must be supervised by authorized school personnel.

All requests from groups or individuals to distribute materials to people in the community by students will be referred to the office of the superintendent to determine whether the requests comply with overall school purpose and policy.

LEGAL REF: MCL, 380.1261

**PARTICIPATION BY THE PUBLIC**

Residents of the community who are especially qualified because of training, experience, or personal characteristics shall be encouraged to take an active part in school affairs. Such persons shall be invited to act as advisors individually and in groups.

The board and the staff shall give substantial weight to the advice which they receive from individuals and community groups interested in the schools, especially those individuals and groups which they have invited or created to advise them regarding selected problems, but the board and staff shall use their own best judgment in arriving at decisions.

**BOARD OF EDUCATION MEETINGS****Citizen Participation**

The Board of Education shall solicit the advice and counsel of citizens in planning and operating the schools. The meeting of the Board of Education shall be open to the public. All citizen communications shall be addressed to the superintendent of schools, or to the Board of Education, not later than Tuesday of the week preceding the regular monthly meetings of the board. The board president, in cooperation with the superintendent, may place the request on the agenda. The president of the Board of Education shall allot a visitor five minutes for his/her presentation unless the time is increased by a majority vote of the Board of Education.

**Employee Communication**

An employee or a representative of a professional organization composed of employees may present any matter of concern to the Board of Education by mailing a written request addressed to the superintendent of schools not later than Tuesday of the week preceding the regularly scheduled meeting of the board. The board president, in cooperation with the superintendent, may place the communication on the agenda. The president of the Board of Education shall allot an employee five minutes of time for his presentation.

**Board of Education Meetings**

Citizens of the school district have the expressed right and are encouraged to attend meetings of the board and to listen and observe the deliberation of its members. The board will make every effort possible to accommodate all citizens in this respect, including those with disabilities. The following regulations are adopted to preserve the orderly pursuit of business of the board and to provide proper opportunities for legitimate and objective discussion and analysis of the issues presented.

Any citizen may request the opportunity to speak regarding any issue included in the agenda, and may at the appropriate time be recognized to speak regarding issues which are not on the agenda. Every citizen who wishes to speak must be recognized by the president. The president will determine who will speak and recognize the speaker. Should the president recognize the request, he may limit to five minutes the time for the presentation, and if there are numerous requests to address the board on the same subject, the president may select representatives to speak on each side of the issues. The

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speaker may not indulge in insulting, abusive, or offensive language or behavior, on pain of being ejected from the meeting.

The board will not hear oral complaints regarding school personnel except in the manner provided for elsewhere in the policies and regulations.

These regulations are not designed to restrict the scheduled appearance of citizens who have regular business with the board and whose presentations are provided for in the agenda. Participation by citizens who are present as witnesses in any hearing or by vendors or other business representatives who are present for the consideration of bid awards is guided by regulations affecting these special procedures. Participation by employees and their representatives is guided by the personnel policies and regulations, except, of course, that all employees have the right to attend board meetings in the same manner as all other citizens. Recognition of individuals who are not citizens of the school district is determined by the president.

All persons seeking the opportunity to speak at a board meeting are to address the president and may direct questions or comments to board members or other officers of the school district only upon the approval of the president. Members of the board and the superintendent may have the privilege of asking questions of any person who addresses the board.

All meetings of the board are recorded, and it is necessary for every person who wishes to address the board to state his name and address and the subject about which he wishes to speak.

Legal Reference: M.S.A  
15.3561 Transaction of business; public meetings of  
board; temporary officers

**CITIZENS' ADVISORY COMMITTEES**

Special Advisory Committees to the Board

I. PURPOSE

The purpose of this policy is to facilitate the organization and operation of special advisory groups in accord with the Board of Education's policy on special committees.

II. SPECIAL PROBLEM STUDIES

When the board selects a problem area for study by an advisory group, it must define the specific problem area and establish a time schedule in which the study is to be performed.

III. SELECTION OF SPECIAL ADVISORY GROUPS

- A. The Board of Education may choose to appoint or approve the membership of the committee.
- B. A member of the Board of Education, or in special cases, a Board of Education administrative representative shall be an ad hoc member of the special advisory group. The board representative shall not be chairperson of the group.
- C. They shall be comprised of not less than five appointees with no restriction on maximum size.

IV. MEETINGS OF SPECIAL ADVISORY GROUPS

- A. All meetings of special groups must have a majority of the voting committee members present.
- B. The board representative shall participate in all facets of the advisory group activities except that (s)he shall not vote on any issue.
- C. Group members may be replaced prior to completion of the assigned problem upon their written resignation or absence from three consecutive meetings unless waived by the group chairperson and board representative.

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- D. A final report will be due upon completion of the assigned problem or expiration of project time period—whichever occurs first.
- E. The group chairperson may request a project time extension.

**STAFF RESPONSIBILITY FOR COMMUNICATION WITH THE PUBLIC**

Community relations must be an effort of the total school team: Board, administrative staff, teachers, secretaries, aides, maintenance personnel, custodians, bus drivers, food service employees, and all other personnel. The image that each individual gets of the school system is largely determined by his/her contacts with school personnel. The image conveyed by one employee to one citizen could well be the lasting image, good or bad, of the school system, and could well affect the citizen's future opinion about the school system. Good relationships reflect beneficially for the school system and ultimately for each member thereof.

Staff members are urged to become well informed concerning the school district's educational philosophy, goals, policies, regulations and programs so that questions presented to them can be answered accurately and in a straightforward manner. All staff members are urged to show patience, understanding, and good manners when dealing with the public.

Staff members are also encouraged to attend community and school functions in order to show their interest in the community and student activities.

**SOLICITING FUNDS FROM SCHOOL PERSONNEL**

Because fund raising drives divert so much time, energy, and attention of the staff from their educational tasks, the board sanctions only a limited number of such drives per year.

Tickets to affairs sponsored by or for non-school agencies shall not be sold in any public school or on school premises by any school or school organization or by any non-school organizations, except at specified times and places and then by the approval of the administration.

The establishment and administration of "flower funds," "sickness and bereavement funds," "anniversary funds," and the like shall be a matter of employee discretion.

**PUBLIC PERFORMANCES BY STUDENTS**

Participation in community celebrations, patriotic observances, or other special events, by bands, choral groups, athletic teams, or other student groups is recommended by the board as a means for establishment of better relations between the school district and the community. The use of school groups to promote partisan politics, sectarian religious views, non-school money-raising activities, or selfish propaganda of any description is not approved.

School principals are urged to cooperate with any group or groups having promotion of the welfare of the youth of the community as their purpose, provided that youth of every race, religion, nationality, and social stratum benefit equally.

Authority to approve participation in events of the nature described in this paragraph is delegated by the board to the superintendent.

**STUDENT PRODUCTION OF GOODS AND SERVICES**

Students may produce services and materials for community organizations or groups only to the extent that such production furthers such students' educational development. Care must be exercised by the administration in interpreting this policy to avoid pupil exploitation.

**CONTESTS FOR STUDENTS**

The Board of Education approves a selective policy of participation in contests. However, participation by students in any such activities must be on a purely voluntary basis and at no time can such participation interfere with the instructional program. In the high school, the policy of the National Association of Secondary School Principals relative to contests shall serve as a guide.

Where students so agree to participate in any activity sponsored by an outside organization, it shall be the responsibility of the sponsoring organization to assume the management of the contest, providing the students with detailed information, instructions, and rules governing the activity.

At no time will pressure be applied to enjoin students to participate in any contest sponsored by outside organizations,

The primary educational aims of the schools and the needs and interests of their pupils must be the first consideration at all times.

**Criteria for Selection of Educationally Desirable Contests**

1. On a national basis, the schools should confine their participation to those national contests which are currently placed on the approved list published annually by the Committee on National Contests and Activities of the National Association of Secondary School Principals.
2. On a state and local basis, the contest or activity should be
  - a. One that supplements and does not interfere with the regular school program.
  - b. One that is beneficial to youth in educational, civic, social, or ethical development.
  - c. One that makes it possible for individual students to work out contributions by their own efforts and does not invite dishonest collaboration.
  - d. One whose subject is not commercial, controversial, sectarian, or concerned with propaganda. It must emphasize high moral standards, good citizenship, and intellectual competence.
  - e. One from which no contestant should be excluded because of race, color, creed, national origin, or payment of entry fee.

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- f. One which does not place an undue burden on students, teachers, or the school, nor require frequent or lengthy absence of participants from the school.
- g. One sponsored by an organization engaged in a creditable or acceptable enterprise regardless of kind or amount of prizes offered and must not use the contest or activity as a “front” for advertising a company name or product.

**SPECIAL EVENTS ASSISTANCE TO SCHOOL PERSONNEL**

The board encourages the use of community resources and citizens to assist in furthering the educational program.

The school staff should be active in locating and contacting people in many areas of interest—an artist, an editor, a traffic officer, a youth group leader, a toymaker, an astronaut, etc. In addition to seeking out individuals directly, contacts can be made through pupils in the classrooms, and through school/community associations.

Letters or other contacts requesting any voluntary assistance from such a person must be cleared through the office of the school concerned.

A letter of appreciation should always be sent to those members of the community who contribute to the program of the school.

The principal may be asked from time to time to provide the superintendent with a summary of the extent and effect of the use of such volunteers.

**SCHOOL VOLUNTEERS**

Volunteers are encouraged and should be welcomed when they can enhance the educational system.

The purposes of the school volunteer program are:

- To increase the educational attainment of students;
- To provide enrichment experiences beyond those that the school can provide;
- To provide more effective utilization of teacher time and skills;
- To give more individual attention to students who need it; and
- To promote greater community involvement.

**General Principles**

- Volunteers are assigned to a school upon the request of the teacher or principal.
- Volunteers may participate as groups or individuals during and outside of school hours.
- The relationship between volunteers and the school staff should be one of mutual respect and confidence.
- Wherever possible, volunteers are assigned to the particular school where they wish to serve.
- All school volunteers work under the direction of the school staff and provide supportive services to them. Volunteers, while not teachers, may assist teachers and will only be assigned to those staff members who request them.
- Volunteers serve in an auxiliary capacity under the direction and supervision of certified school personnel.
- A volunteer supplies supplemental and supportive services, without substituting for a member of the school staff.
- A volunteer does not have access to confidential files and records.
- Persons interested in volunteering time or services to the district should contact the building principal for assignment.
- School volunteers serving in the district without financial compensation are bound by the policies, rules/regulations and procedures of the district. They, as any other employee, are to be supervised by each building principal.

Approved:

LEGAL REF: MCL, 380.1261

**USE OF SCHOOL FACILITIES**

Recognizing that school district facilities belong to the public, and that the facilities are established, maintained, and operated by funds largely provided by taxes, the Board of Education encourages the use of school facilities by local community groups whenever such use does not interfere with the school program, school sponsored activities and/or require expenditures of school funds. A schedule of fees shall be adopted which reflects this philosophy and encourages the use of facilities by school affiliated and local civic oriented organizations and offers an opportunity by other local groups to utilize facilities without legal or financial liability for Spring Lake Public Schools. Such use should be consistent with the General School Laws of the State of Michigan and policies of the Board of Education. It shall be recognized that no person, group or organization has any vested right to use school property, but the right to use the property for any lawful purposes shall be subject to the approval of the Board of Education or their designee. The Superintendent shall develop rules and regulations to implement this policy.

At the discretion of the Superintendent and using Policy KG as a guideline, the District's facilities and grounds may be rented to community groups, provided that the organization seeking to use the facility has contacted the Superintendent with the appropriate written request form and has received approval from the Superintendent and/or his/her designee.

In any scheduling conflicts, the following organizations have preference in the following order: any school in the district, youth organizations, parents' organizations, other.

LEGAL REF: MCL, 380.1268; 333.12601 et seq.; AG Opinion #6460

**Scheduling/Application Process**

1. The Director of Business shall be responsible for maintaining a master schedule of all after school hours activities, school and community, held at any school district facility.
2. The school district will make every effort to schedule around dates already contracted for by community groups. Written notice of cancellation, should this not be possible, shall be given the canceled contractor no later than two (2) weeks prior to the date for which the contract was issued, unless emergency conditions warrant otherwise.

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3. In all cases, the availability of a facility outside of the custodial staff's regular scheduled hours shall be contingent upon whether or not the necessary custodial help/supervision can be obtained.
4. A written request and contract shall be made for the use of buildings and equipment on forms secured at any school building. Such request must be submitted to the Business Office at least ten (10) days prior to the requested date. (A damage deposit may be required prior to approval of the contract if deemed necessary by the Director of Business.)
5. The application form shall state the purpose for which the property is to be used, the fee to be determined, the area of the building and equipment to be used, person responsible for direct supervision and any further information that may be required.
6. The contract form must be signed by the organization's representative and the Director of Business or his/her representative. A copy of the contract will be given to the building principal whose building's use is being requested before the date is reserved. If for any reason the date must be changed, the procedure must be repeated.
7. Contract holders shall not assign, transfer, or sublet to others the use of school property.
8. The applicant for the use of school facilities assumes all liability and must agree to make prompt restitution for any loss or damage to school or student property occurring during applicant's use of the facilities. In order that the renting party fully accepts the responsibility, proof of liability insurance naming Spring Lake Public Schools as an additional insured must be provided upon the District's request prior to the final agreement.
9. Inaccurate or untruthful statements made in application, or violations of regulations governing the use of facilities may cause the responsible persons or organizations, or both to be excluded from the use of school facilities.

### Rules Covering Use of Facilities

1. All groups must be accompanied by proper adult supervision, eighteen (18) years of age or older. The supervisor's responsibilities shall include discipline, proper use and care of facilities, vacating the facility at the arranged time and making sure all furniture and equipment are left in readiness for regular classes when leaving, unless previous arrangements have been made.

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2. The school reserves the right to determine the amount of supervision necessary. Any additional supervision costs incurred by the school district will be billed to the group being supervised.
3. Groups using a facility will confine their activities to the areas assigned. All changes in areas must be arranged by the Director of Business or his/her designee.
4. A school employee or designee of the Director of Business is required to be on duty at all times when facilities are in use.
5. A person from the cafeteria staff must be present whenever a group uses kitchen facilities to prepare food. Cost for this person is in addition to custodial fees and will be assumed by the renting group or organization.
6. Disorderly conduct or the use of intoxicants/controlled substances on school property is prohibited. The renting party acknowledges that the District and its facilities and grounds are "smoke free," and the use of tobacco products is prohibited. The group, organization or person renting the facility is responsible for removing from the premises any person or persons in violation of these rules. If proper enforcement of these regulations is found to be inadequate, the activity will be immediately canceled and the facility vacated.
7. Nothing will be sold, given away, exhibited or displayed without prior permission from the Director of Business. Such permission must be noted on contract.
8. All ordinances and rules of the police and fire departments regarding public assemblies must be strictly followed and obeyed.
9. Groups shall also be required to abide by any other building use regulations posted in individual school buildings.
10. The use of decorations must be approved by the building principal and Director of Business. If decorations are approved for use, they must be put up in a manner that will not be damaging to school property. All decorations shall be removed from the building at the close of the activity except where other arrangements have been made.

11. No special or extra equipment is included in the facility use contract. If such is desired, it must be requested in writing to the Director of Business. Such equipment may only be used within the school buildings. Extra compensation must be paid for employees to operate or supervise special or extra equipment or transfer of same to another school building. The borrowers shall agree to accept responsibility for repairing or replacing equipment damaged while in their possession.
  
12. When using any school facility for athletic contests or other activities open to the public, the sponsoring group may be required to provide law enforcement personnel. The Director of Business or his/her designee will determine the need.

Rental Schedule/Billing Procedure

Individuals or organizations renting school facilities will be billed according to the following schedule adopted by the Board of Education. The following groups shall determine who will be charged when using school buildings, facilities, and/or equipment:

**GROUP 1:** Applies to school curriculum or co-curriculum groups, township recreation programs (excluding use of the auditorium for a for-profit use), or school sponsored organizations, groups consisting of 50% or more of Spring Lake employees or those closely related to the school programs. School sponsored groups include scouts, PTA's/PTO's, booster clubs, and community education leisure classes.

**GROUP 2:** Applies to resident organized athletics or recreation, religious, or non-partisan civic groups.

**GROUP 3:** Any other group (non-resident, private sector businesses for for-profit institutions).

Additional charges for staff time will be made in accordance with current costs, and will be estimated on reservation confirmations. No money shall be paid directly to school personnel for services by the renting group. All payments for custodial/kitchen services shall be made to the Business Office. When rental fees are assessed, a deposit or payment in full will be required in advance of facility use. All non-school day rentals must have custodial services and appropriate charges as part of the contract.

**SMOKE/TOBACCO FREE ENVIRONMENT**

To provide a positive role model for our students, and to provide a healthy environment for all, the use of any and all smoking materials and other tobacco products is prohibited in all K-12 school buildings, central administration building, administrative support buildings, school vehicles, and on campuses of the Spring Lake Public.

The following regulations have been developed to facilitate the implementation of this policy, "Smoke/Tobacco Free Environment."

1. The use of any and all smoking materials and tobacco products is prohibited in all Spring Lake Public Schools facilities and vehicles.
2. The use of any and all smoking materials and other tobacco products is also prohibited on all Spring Lake Public Schools campuses.

**PUBLIC GIFTS TO SCHOOLS**

The Board may accept on behalf of the school district any bequest or gifts of money or property for a purpose deemed appropriate.

The Superintendent and his/her designee is authorized to accept gifts to the district. In instances where a question exists as to the appropriateness or usefulness of an offered gift, the gift may be declined or the matter referred to the Board. Any gift offered for which there is a specific designation or condition shall require Board approval before its acceptance. In general, the Board of Education will not accept gifts with conditions attached.

Gifts shall not be accepted if excessive costs of installation or maintenance would be incurred, unless such costs are determined to be within budget limitations and justifiable in terms of the gift's use and value to the district. Any money gift which implies the matching of funds by the Board on a percentage basis shall be approved by the Board prior to acceptance.

At times organizations or individuals may propose gifts to the school or propose special fund raising projects to support a specific gift to the school. Prior to communicating their offer to the Board, such donors should consult with the appropriate administrative department of the school. Any fund raising project for the purchase of a gift to the school which proposes matching funds from the school must be approved by the Board in advance.

All gifts shall be accepted in the name of the school district and become the property of the school district, but may be assigned to a particular school or department. Unless a gift is approved by the Board for a specific or limited use, the gift or items purchased therewith may be transferred to other buildings or departments at the discretion of the Superintendent or the Board.

The Board welcomes gifts of books and other materials for use in school libraries provided that they meet the same standards of selection as those applied to the purchase of library material. School libraries may dispose of gifts at their discretion if such items are out of date, of questionable use, or in poor physical condition.

The Board is under no obligation to replace a gift if it is destroyed or worn out.

LEGAL REF: General School Laws 380.1132 and 380.1210

CROSS REF: File KMA (Relations with Parent Organizations)  
              File KMB (Relations with Booster Clubs)

**PUBLIC GIFTS TO SCHOOLS**

An acceptable gift generally must:

1. Have a purpose consistent with those of the school.
2. Be offered by a donor acceptable to the Board.
3. Cause no addition to staff load.
4. Not necessitate the beginning of a program which the Board would be unwilling to take over when gift or grant funds are exhausted.
5. Not bring undesirable or hidden costs to the district.
6. Not place restrictions on the school program.
7. Not be of a nature which could be construed as inappropriate or harmful to the best education of children.
8. Become the property of the school district. (If designated for a specific purpose or building, Board approval is required in advance.)
9. Not endorse any commercial product or service.
10. Not be in conflict with any provision of the School Code or public law.

All donors should consult with the Superintendent or persons designated by him/her to accept gifts to ensure the suitability of gifts.

All gifts designated for a certain department and/or building should have approval of the department and/or building principal before acceptance.

**DONATIONS TO SUPPORT OR REINSTATE  
EXTRACURRICULAR ACTIVITIES OR OTHER SCHOOL PROGRAMS**

Realizing that the opportunity to participate in various curricular and extracurricular activities plays a very significant role in the educational development of young people, but also realizing that the school district may from time to time lack sufficient financial resources to fully fund such programs, the Board may accept donations from school related, community organizations, private individuals and/or businesses, earmarked to support such programs.

The Board will be informed and reserves the right to determine the conditions under which any donations over \$1,000 are accepted. The following criteria should be used to determine the acceptability of such donations.

1. Funds provided for support of specific programs must be received by the Board prior to the beginning of that program, and in sufficient time to permit proper planning for the institution or continuation of the activity.
2. Funds must be provided in sufficient amounts so that equal opportunity and balanced programs for both boys and girls are provided.
3. The control and administration of any programs supported through earmarked donations shall remain with the Board and administrative staff. There shall be no restriction tied to the donation which would deny the Board its right and responsibility to develop policy, to determine the scope and employ personnel for such programs.
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.

**GIFTS TO SCHOOL PERSONNEL**

It is understood that no school employee is to receive any commission, expense-paid trips, or anything of value from individuals or companies on equipment, or materials required in the operation of our public schools. The operation of the schools includes the purchase of materials for the repair and maintenance of the school plant, for the conducting of student classes, for materials and supplies used in school organizations, such as clubs, senior class, and for comparable items.

Students and their parents will be discouraged from the routine presentation of gifts to district employees on occasions such as Christmas. Where a student feels a spontaneous desire to present a gift to a staff member, the gift will not be elaborate or unduly expensive. The board shall consider as always welcome, and most circumstances more appropriate, the writing of letters to staff members expressing gratitude or appreciation.

The provisions herein shall not be interpreted as intending to discourage acts of generosity in unusual situations.

Gifts from the Board

The board will consider as appropriate the presentation of token gifts to retiring members of the staff who have rendered outstanding service for an extended period of time and who have earned the high regard of other staff members and the community.

**ADVERTISING IN SCHOOLS**

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

Posters or advertising material for commercial products or services for the benefit of commercial establishments shall not be displayed or distributed in the school or on school premises. Calendars distributed by local businesses or vendors or suppliers of school equipment or supplies are exceptions to this policy, as are advertisements solicited for school publications, programs, or scoreboards.

Posters or advertising materials for functions sponsored by the school or school related groups may be displayed or distributed upon the approval of the building principal.

All posters or advertising materials displayed or distributed shall be appropriate as to content and size and shall in no way obstruct school activities or traffic patterns.

Display or distribution of political advertising, flyers or other materials designed to promote the political aspirations of an individual or organization shall not be permitted in school or on school premises, except as a part of class instruction according to the Board's policy on teaching about controversial issues.

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

Display or posting of any material which promotes the use of drugs, alcohol and/or tobacco products shall not be permitted in school or on school premises.

The distribution of any religious materials, bound or unbound, is prohibited on district grounds or in any attendance facility before, during, or after the school day or a district activity.

CROSS REF: File GBG (Staff Participation in Political Activities)  
File INB (Teaching About Controversial Issues)  
File INC (Controversial Speakers)  
File KMI (Political Organizations)

**BUSINESS ON SCHOOL PROPERTY**

No staff member shall communicate or distribute, or permit another person to communicate or distribute, to any school any notice relating to other than school matters without first obtaining the principal's permission. Unless authorized by the superintendent, (s)he shall not permit the subscription or collection of money on school premises, or allow any article to be exhibited thereon for the purpose of sale or otherwise, or permit any person to enter the school for the purpose of photographing pupils, securing the names of pupils, or transacting any private business. The making of special appeals in the classroom for charitable relief shall be permitted at the discretion of the superintendent and in accordance with board policy.

**VISITORS TO SCHOOLS**

The Board of Education recognizes the importance of developing and maintaining open lines of communication between the home and school.

The Board encourages parents and other citizens to visit the schools. At all times, visitors shall be treated courteously and made to feel welcome in the school. Persons entering a school building shall immediately make their presence known to the building principal's office. In order to avoid interruption of instruction at the expense of the children in the classroom, anyone desiring to visit classes shall obtain the principal's permission. Parents are urged to make arrangements in advance to meet their child's teacher or the principal, or to visit their child's classroom.

In general, the Board discourages students from other schools from visiting the district's schools. In cases in which such permission may be granted, visiting students shall first report to the principal's office. If the principal approves the visit, he/she will clear visits to the classrooms with the individual teachers concerned. Generally, such approved visits will be limited to out-of-town visitors to students of the district's schools. Students from neighboring schools will generally not be accorded visitation privileges.

**VISITORS TO SCHOOLS**

1. The parents should be allowed to visit their child's class except when, in the principal's judgment, the visit would destroy or interfere with a specific class activity, such as testing. In the interest of all students, parents should not be permitted to visit a classroom on a continuing basis.
2. Persons who are not parents of children attending a given school but who desire to visit a particular classroom or classrooms, should communicate this desire and receive approval from the principal before their visit.
3. Visitors to classrooms shall not interrupt or interfere with classroom activities. If they wish to confer with the teacher, they may make arrangements for a conference during non-instructional time.
4. Students shall not be excused to leave the building with a parent or other person except through arrangements with the principal's office. The principal will notify the teacher, who will send the student to the office from where he/she will be allowed early dismissal.
5. Teachers and other school employees are to report any person suspected of being in the building without permission to the principal's office for investigation.
6. Visitors are not to make contact with teachers or other employees who are in the process of performing their teaching or other duties, except under emergency situations and with the permission of the administrator in charge of the building.
7. Building principals shall have complete authority to exclude from the school premises any person they have reason to believe is disrupting the educational programs in the classroom or in the school, is distracting teachers or children on the premises, or the principal suspects is on the premises for the purpose of committing an illegal act.
8. Building principals are authorized to establish rules and procedures for allowing student visitors in their buildings and shall have full authority to control such visits to the benefit of the school and its students.

**LOITERING**  
(Unauthorized Persons)

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

**LOITERING**

(Unauthorized Persons)

Employees in school buildings shall report to the principal any person loitering on or near school buildings or grounds.

The principal may request such an unauthorized person to leave or remove him/herself 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.

**DISRUPTIVE ACTIVITIES BY GROUPS**

The basic objective of some groups is to disrupt school by passing out literature, getting the students out of doors for speeches, recruiting memberships or to participate in inappropriate behavior.

Procedures to follow should such an attempt at disruption occur:

1. Notification of teachers and students will be done through the public address system or through teacher runners.
2. Local police will be called by the secretaries.
3. The Superintendent will be called by the principal or assistant principal.
4. All classes in session shall remain in session with the teacher in charge ensuring that no student leaves.
5. Doors may be locked, though students should be allowed to return to class.
6. All teachers not in a classroom shall report to the office.
7. The building should be checked periodically for disruptive activities and unauthorized persons in the building.

Local police will determine the seriousness of the event as to whether fire or other law enforcement agencies are needed.

**PUBLIC COMPLAINTS**

No member of the community shall be denied the right to petition the Board for redress of grievances, complaints or grievances which fall within the realm of definite established policy or procedure. Those dealing with school personnel shall be referred back through the proper administrative channels for solution before investigation or action by the Board. Complaints which raise questions as to the desirability or wisdom of a given policy or specific action of the Board are appropriate matters for the Board to consider on policy grounds. The complainant should be advised to address a communication to the President of the Board.

The proper channeling of complaints involving instruction, discipline, learning materials, personnel or day to day school operation is as follows:

1. Teacher or specific employee concerned
2. Principal
3. Superintendent
4. Board of Education

Board members receiving complaints shall make no commitment to the complainant, but shall refer the complainant to the above procedure. The member may call and inform the Superintendent of the complaint if he/she believes it is of sufficient magnitude to justify the call.

As a matter of policy, the Board shall not consider a complaint at a meeting at which it is introduced unless it is an emergency issue. Generally, such complaints shall be referred to the administration for investigation and information and for possible placement on a future agenda.

CROSS REF: File IB (Academic Freedom)  
File IIAA (Textbook Selection and Adoption)  
File IIAB (Library Materials Selection and Adoption)  
File INB (Teaching About Controversial Issues)  
File INC (Controversial Speakers in Schools)

**COMPLAINTS ABOUT SCHOOL PERSONNEL  
AND INSTRUCTIONAL MATERIALS**

School Personnel

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of education and to equip the school to perform its tasks more effectively. The Board, however, places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful or unjustified negative criticism or complaints.

Whenever a complaint is made to the Board as a whole or a Board member as an individual, it will be referred to the administration for study and possible solution before investigation or action by the Board. It is the intent and the desire of the Board to have problems solved as close to their source as possible.

The Michigan Attorney General has issued the opinion that a citizen has the right to complain about how school employees are performing their duties at the public comment section of an open meeting as long as comments made would not be an unwarranted invasion of privacy. However, though the Board will listen to such complaints at the open meeting, it may choose to not make comments on them at that meeting.

If it appears to the Board that further investigation of the complaint is needed, the complainant shall be asked to put the complaint in writing.

If it appears necessary, the administration, the person who made the complaint, or the employee, may request a meeting with the Board for the purpose of further investigation or study of the complaint, but only after going through the progressive steps of inquiry established in Policy KL. Generally, all parties involved, including the school administrator, will be asked to attend such a meeting for the purpose of presenting additional facts, making further explanation and clarifying the issues. Hearsay and rumors, as well as personal feelings, shall be discounted.

The meeting shall be open or closed at the option of the employee against whom the complaint was made.

Instructional Materials

The following procedures have been established to provide a system for receiving, considering, and acting upon written complaints regarding instructional materials used by the school district.

## **COMMUNITY RELATIONS**

**File:           KLD (Cont.)**

All complaints must be presented in writing to the building principal and will include the name of the author, title, the publisher, and the objections by pages and items; or in case of materials other than printed material, written information specifying the precise nature of the objection shall be given. The statement must be signed and identified in such a way that a proper reply will be possible.

When a complaint is received by a principal, the principal will acknowledge the receipt of the complaint and answer any questions regarding procedure. The principal will then notify the administrators, the department chairperson, and the teacher or teachers involved. The administrators will determine whether the complaint should be considered an individual request or if a building or district level review committee should be activated to reevaluate the material.

An individual student may be excused from using challenged materials after his parent or guardian has filed a written complaint. The teacher will then assign the student alternate materials of equal merit.

The building level review committee will be under the direction of the building principal assisted by four or more members selected by him from school or district personnel directly concerned.

The district level review committee will be under the direction of the superintendent or his designee and five or more members selected by him from the administrative and instructional areas directly concerned.

The use of challenged materials by class, school or district will not be restricted until final disposition has been made by the appropriate review committee, but individual pupils may be excused from using challenged materials by written request of their parents.

In the deliberations of challenged materials, the review committee will consider the educational philosophy of the school district, the professional opinions of other teachers of the same subject, and of other competent authorities, reviews of the materials by reputable bodies, the teacher's own stated objectives in using the materials, and the objections of the complainant .

The findings of the building review committee and/or district review committee will be a matter of written record and transmitted to the superintendent who will determine how interested parties will be notified.

LEGAL REF: Michigan Compiled Laws 15.268(b)  
Attorney General's Opinion No. 5332

CROSS REF: File KL (Public Concerns)

**HANDLING BOARD CORRESPONDENCE**

Correspondence addressed to the Board of Education or to an officer of the Board shall be called to the attention of the Board either through reading the correspondence at a Board meeting or through providing copies to individual Board members. The President of the Board shall use his/her discretion as to whether a specific item of correspondence is read at a Board meeting.

The Superintendent may answer such correspondence or handle the situation expressed therein. However, he/she shall inform the Board of such action taken, either by verbal report or by providing Board members with copies of responding written communication.

Correspondence addressed to the Superintendent concerning school operations shall be handled by the Superintendent, who shall use his/her discretion as to whether specific communication should be called to the attention of the Board. However, such communication along with written responses or notation of disposition shall be kept on file for a minimum of three (3) years.

No action shall be taken or considered on anonymous correspondence nor shall such correspondence be officially acknowledged or read at a Board meeting.

**COMMUNITY RELATIONS**

**File: KM**

**POLITICAL ACTIVITIES**

**Board of Education Endorsement**

The Spring Lake Board of Education will not endorse any candidate for the office of trustee of Spring Lake Board of Education.

**SCHOOL/COMMUNITY ASSOCIATIONS**

The board looks upon school/community associations such as the parent clubs as integral parts of the school community which can aid substantially in promoting a finer educational program.

Among the many services which such associations can offer, the board especially endorses any assistance which they can give in developing and maintaining a voluntary aid program in our schools.

The board encourages active support of a cooperation with school/community associations by teachers and other employee associations.

**RELATIONSHIPS WITH BOOSTER CLUBS**

The Board recognizes that the endeavors and objectives of booster organizations can be a valuable means of stimulating interest in and support for recognized activities of the Spring Lake Public Schools.

Care must be taken to avoid compromising or diluting the responsibilities and authority of the Board. Specifically, booster organizations are without authority to commit the schools or the Board through the organizations' activities.

Booster organizations will handle their own accounting and bookkeeping procedures and maintain their own accounts for income and expenditures, unless the organization is using the school district federal tax identification number. In this case, accounting and bookkeeping procedures will be handled by the school district, through the Activities Account. All direct purchases are to be billed directly to the organization; however, this does not prohibit the reimbursement of school expenditures by such organizations.

The organization will work with the school personnel to comply with all appropriate health and safety standards.

Equipment and material purchased by booster organizations and presented to the school shall become property of the school and under the control of the Board of Education.

**RELATIONS WITH POLITICAL ORGANIZATIONS**

Political candidates or political parties shall be prohibited from promoting candidates or party activities in school buildings during school hours except as they might be invited to speak as part of a class project or the instructional program as provided for in Board policy.

Employees may not circulate petitions during working hours.

CROSS REF: File GBG (Staff Participation in Political Activities)  
File INB (Teaching About Controversial Issues)  
File INC (Controversial Speakers)  
File IGDD (Student Performances)  
File KJ (Advertising in the Schools)  
File KBE (Information and Campaigns)

**RELATIONSHIPS WITH LOCAL GOVERNMENTAL AUTHORITIES**

It is desirable for the Board of Education to maintain liaison with other local governmental and community agencies, such as township offices, planning commissions and those agencies dealing with county or area development. This may be accomplished through the creation of ad hoc committees, interlocking memberships or appointment of representatives to serve as liaison with specific organizations.

**RELATIONSHIPS WITH LAW ENFORCEMENT AUTHORITIES**

(Questioning Students at School)

The schools shall cooperate with the local agencies, or any law enforcing bodies, in promoting the safety, health and general welfare of students. The following regulations refer to the questioning of students at school by police officers and others:

1. Permission must be obtained from the parent or guardian before a student is removed from the school premises. The only exception to this relates to cases of felony or to cases of misdemeanors committed in the presence of a law enforcement officer. In such cases the school should inform the parent or guardian of the action immediately by telephone, if possible.

When students are to be interviewed and/or interrogated by a police officer, parents will be contacted. The parents or legal guardian and/or school administrator should be present during the interrogation. However, if reasonable efforts to notify parents and/or a guardian of an impending interview of a child fail, the interview may be conducted without the parents provided a school official is in attendance.

2. Members of the police department or the sheriff's department must always be properly identified by the principal or person in charge of the building. Plain clothes officers must show their identification cards, which are authorized by the sheriff, police or other governmental departments.
3. Police officers may be permitted to come to the schools and to question a student who in their opinion may be involved in or have information concerning a subject under investigation; and when in the opinion of the school person in charge, such questioning in school is proper.
4. In all cases, the officer shall agree to question the student in the office and in the presence of the principal or a designated representative. The presence of the school representative during the entire time of questioning is left up to the discretion of the principal or his/her designated representative. The principal or the designated agent shall assure that the student is told of his/her right to remain silent or to speak through counsel.
5. The authority of any member of the school staff extends to all students of the school while such students are on the school premises. The same situation prevails for students being transported and from school on regularly authorized school transportation vehicles. Other children on the way to and from school are not necessarily the responsibility of the school, but their safety and/or behavior are of concern to school authorities.

**COMMUNITY RELATIONS**

**File:           KNAJ-R (Cont.)**

While this policy applies chiefly to police officers and the schools, it shall be followed in all other cases where persons wish to talk with or investigate students at school. The principal shall assure him/herself that the person is a parent, guardian or someone authorized to interview the student.

LEGAL REF: Attorney General Opinion No. 3537  
Attorney General Letter Opinion  
dated September 8, 1961

**RELATIONSHIPS WITH LAW ENFORCEMENT**  
**AND INVESTIGATING AUTHORITIES**

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.

This cooperation must recognize the function of the schools and the district's legal responsibility for pupils during the school day and must be in harmony with the Constitution of the United States and the laws of the state.

The Board also recognizes the potential enrichment that law enforcement agencies can make in the educational program.

Efforts should be made to maintain a healthy attitude toward law enforcement agencies and personnel in order to promote better understanding and communication.

Because of the nature of such investigations and because of the statutory authority bestowed upon the Department of Social Services in regard to the investigation of child abuse, authorized agents of said department with proper identification shall be permitted to talk with students in school. Arrangements shall be made by the building principal.

LEGAL REF: Michigan Compiled Laws, 722.628

**RELATIONSHIP WITH PLANNING AUTHORITY**

The Board of Education will participate in local planning functions that could directly affect district schools and their immediate environment.

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

The Superintendent will 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.
4. Need for bikeways, parking and additional bus transportation.

**RELATIONSHIPS WITH STATE AND GOVERNMENTAL AUTHORITIES**

The Board declares its desire to work in close cooperation and harmony with the State Board of Education and the Michigan Department of Education. The Superintendent is instructed to make every effort to establish healthy communication and relationships with these agencies and work cooperatively with them in order to advance the educational opportunities for the students.

The Board will 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 or legislative committees either directly or through its state association. Copies of positions sent to legislators and committees shall be sent to the Michigan Association of School Boards. The Board shall encourage its members to take an active role in influencing legislation affecting schools.