

Policy #	Policy Name	Date Adopted	Date Revised	Regulation
<b>SECTION 9000 - GENERAL PUBLIC AND ORGANIZATIONAL RELATIONS</b>				
9010	Informing the Public and Parents/Guardians	07/11/01		X
9020	News Media Relations News Release News Conferences	07/11/01		
9030	Social Media Relations	09/18/13		X
9060	Information, Marketing and Promotional Campaigns	07/11/01		
9170	Solicitations Solicitations in Schools Solicitations of Students Solicitations by Students	07/11/01		X
9230	School Volunteers (Cf. 5175)	07/11/01	04/04/07, 03/03/10, 11/03/10	X
9250	Use of District Facilities Priority of Use of Buildings, Facilities and Equipment Fees and Rental Charges Lease Arrangements Use of District Facilities for Prayer or Religion Purposes During the School Day  Religious Accommodation in the Use of District Facilities Gymnasium and Cafeteria Use of Intoxicants and Drugs Responsibility for Damage	07/11/01	04/02/03	X
9290	Crowd Control at School Sponsored Activities Definition of Disturbances or Disorders	07/11/01		X
9300	Tobacco Products On/In District Premises Notification Violations	07/11/01		
9350	Public Gifts and Bequests (Cf. 5270, 8800, 9710, 9715) Income From Gifts and Bequests	07/11/01		
9370	Materials Distribution in Schools Use of Students Political Campaign Materials Appearances by Political Candidates Special Interest Materials Dissemination of Religious Materials Mailing Lists (Cf. 8940)	07/11/01		
9380	Advertising on District Property	07/11/01		
9400	Visitors to the School Board Member Visits To Schools	07/11/01	03/03/10	
9420	Parental/Guardian Visitation of Classrooms	07/11/01		
9425	Possessing, Transporting or Transmitting Dangerous Weapons	07/11/01		
9450	Public Complaints	07/11/01		
9710	Relations With Booster Organizations (Cf. 9350)	07/11/01		

Last updated: 09/18/13

Policy #	Policy Name	Date Adopted	Date Revised	Regulation
<b>SECTION 9000 - GENERAL PUBLIC AND ORGANIZATIONAL RELATIONS</b>				
9715	Relationships With Parent/Guardian Organizations (Cf. 9350)	07/11/01		
9720	Parental/Guardian Involvement	07/11/01	02/20/08	
9840	Student Teaching and Internships	07/11/01		X
9920	School Accreditation	07/11/01		

The District supports the right of the community to know about programs, services, policies and administrative operations of the District. The Superintendent shall develop procedures and techniques for ensuring an open line of communication, subject to legal restrictions, between the staff and District residents.

The District believes it is essential for parents/guardians to be regularly informed of their child's progress in school and to be actively involved in the educational process. Principals and school personnel are encouraged to use a variety of means to keep District parents/guardians informed about student academic achievement as well as District programs and activities.

Approved: July 11, 2001  
Reviewed:

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

#### News Releases

Routine news and information concerning school events and programs may be released to the news media—both print and broadcast—by or with the approval of the administrator of the school or program concerned. Examples of such routine news are: athletic events, recreation or community education activities, and school social events that relate only to a particular school.

All other news releases prepared for public distribution that represent positions of the District and the Board of Education or are otherwise under the auspices of the Flint Community Schools, prepared either by employees or students of the District, shall be coordinated through the Communications Office and must have the approval of the Superintendent prior to release.

#### News Conferences

All news conferences shall be called by the Superintendent and shall be scheduled in such a manner that they do not disrupt the regular learning activities of the schools.

Contacts between the news media and students shall be restricted during periods in which students are in the custody of the Flint Community Schools. Only with the expressed consent of principals and/or parents/guardians shall news media representatives directly interview students. Staff members shall observe the following procedures when releasing information to the news media, except in regard to 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 involving that staff member or his/her 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.

Approved: July 11, 2001  
Reviewed:

*Social Media* encompasses many online tools and activities, such as Facebook, LinkedIn, Twitter, Google+, YouTube, and other services. The District recognizes that many employees and students already participate in Social Media and social networking sites. Flint Community Schools will be engaging in many of these arenas, as well.

*Social Media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or chat room, whether or not associated or affiliated with Flint Community Schools, as well as any other form of electronic communication.

Social Media tools have become a common means of communication. Emerging Social Media platforms have changed the way we engage with colleagues, friends, and the world at large. Social Media will allow Flint Community Schools to publicize and celebrate our successes, and to engage and update our stakeholders more directly and in a more timely fashion.

Flint Community Schools understands that Social Media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of Social Media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of Social Media, we have established regulations for appropriate use of Social Media.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider the risks and rewards that are involved, and be aware of the guidelines established by the regulations. Keep in mind that any of your conduct that adversely affects your job performance, or affects staff, students, and others may result in disciplinary action, up to and including discharge.

Approved: September 18, 2013

All information campaigns of the District shall be under the direction of the Superintendent. District funds shall not be used to produce persuasive information during ballot campaigns.<sup>1</sup>

Approved: July 11, 2001

Reviewed:

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<sup>1</sup> MCL 169.257 (§ 57 of Campaign Finance Act) (“A public body or an individual acting for a public body shall not use or authorize the use of funds, personnel, office space, property, stationary, postage, vehicles, equipment, supplies, or other public resources to make a contribution or expenditure to support a campaign for or against the election of candidates or ballot issues.”).

Section 57 does not prohibit the “production of factual information concerning issues relevant to the function of the public body.” A school board does not exceed its legitimate authority when it uses public funds to finance a presentation of facts to educate voters on the ramifications of a ballot proposal. 1979 OAG 5597.

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

The District 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.

Commercial schools, colleges, or other agencies shall be permitted to meet with seniors or solicit prospective students only when the building principal approves the invitation and arrangements. 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.



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: July 11, 2001

Reviewed:

The Superintendent, central office administrators, building principals, assistant principals, and directors (“collectively “school personnel”) may accept the services of individuals, including members of the Board, who wish to donate their time and talents as volunteers in any school building.

Volunteers may come from all backgrounds and all age groups and may include any persons willing to give their time to one purpose – helping children and school personnel. Volunteers may be involved in virtually every facet of the operation of the school District, working with students on a one-to-one basis or performing tasks not involving children. Tasks may involve services in the library, classroom, school store, athletics, music, school plays, pre-kindergarten programs, or assisting on field trips and similar activities.

The responsible school personnel shall identify appropriate tasks for volunteers, and shall plan in-service activities for them so they may become skilled in performing those tasks.

Volunteers shall be required to make written application for specified services and the appropriate school personnel shall accept such application. The completed form shall be retained in the files of the school personnel accepting the services of the volunteer.

All individuals who wish to volunteer, including members of the Board, shall undergo a criminal history background check through the Michigan State Police criminal history record database and the FBI, and a Central Registry Clearance through the Michigan Department of Human Services. Such individuals shall sign a statement identifying all crimes for which he or she has been convicted, and agreeing that if the criminal history and records check is not consistent with the statement, the individual shall be prohibited from being a volunteer. Furthermore, such individuals shall file a request for a Central Registry Clearance with the Michigan Department of Human Services, and have a copy of the Central Registry Clearance provided to the District. The District may require volunteers to also provide written authorization

for the District to obtain a Central Registry Clearance from the Michigan Department of Human Services. Prospective volunteers shall be required to undergo an additional criminal history check as described in Policy 5175. The information received from a criminal history and background records check of a Board member shall be provided to the Board's attorney who shall notify the Board member and the Board President of the results of the background check.

Any individuals who have been convicted of an offense in any jurisdiction which is described as a listed offense under the Michigan Sex Offenders Registration Act shall not be permitted to volunteer in the district.<sup>2</sup> Individuals shall not be allowed to volunteer in the District unless Central Registry Clearance from the Michigan Department of Human Services has been issued and provided to the District.<sup>3</sup> Volunteers that become aware that they can no longer obtain Central Registry Clearance from the Michigan Department of Human Services shall notify the District.

The District reserves the right to terminate the services of a volunteer, with or without cause, and with or without notice to the volunteer.

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<sup>2</sup> A listed offense includes any of the following:

- 1) Accosting or soliciting a child for immoral purposes (MCL 750.145a-c);
- 2) Sodomy if the victim is an individual less than 18 years of age (MCL 750.158);
- 3) A third or subsequent violation of any combination of the following:
  - a. Being engaged in indecent or obscene conduct in a public place (MCL 750.167(1)(f))
  - b. Indecent exposure (MCL 750.335a)
  - c. A local ordinance of a municipality substantially corresponding to the above;
- 4) Except for a juvenile disposition or adjudication, gross indecency between males, females, or between a male and female, if the victim was under 18 years of age (MCL 750.338-338b);
- 5) Kidnapping (MCL 750.349);
- 6) Kidnapping under age 14 (MCL 750.350);
- 7) Soliciting and accosting (MCL 750.448);
- 8) Pandering (MCL 750.455);
- 9) 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> degree criminal sexual assault, and second or subsequent offenses (MCL 520b-e);
- 10) Assault with intent to commit criminal sexual assault (MCL 750.520g);
- 11) Sexually delinquent persons (MCL 750.10a);
- 12) The attempt or conspiracy to commit any of the above offenses;
- 13) Any other violation of a law of this state or a local ordinance of a municipality that by its nature constitutes a sexual offense against an individual who is less than 18 years of age; and (Continued next page)
- 14) Any offense substantially similar to the above offenses under a law of the United States, any state, or any country or under tribal or military law.

<sup>3</sup> MCL 722.621 et seq,

Violators of this Board Policy and its regulations may be subject to governmental trespass laws.<sup>4</sup>

Approved: July 11, 2001  
Revised: April 4, 2007  
Revised: March 3, 2010  
Revised: November 3, 2010

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<sup>4</sup> MCL 750.522 (“Any person who shall willfully enter, upon the lands or premises of another without lawful authority, after having been forbidden so to do by the owner or occupant, [or] agent . . . of the owner or occupant . . . shall be guilty of a misdemeanor.”).

The District shall encourage the utilization of District buildings and District grounds by properly organized and responsible groups.<sup>5</sup> Such use of any District facility or District grounds, however, shall not interfere with the daily school routine or any school-sponsored student activity. District facilities and equipment shall not be used or made available for political campaigns.

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

#### Priority of Use of Buildings, Facilities and Equipment

Priority of use shall be as follows:

1. Schools;
2. District organizations and District civic and community organizations; and
3. Non-District organizations.

#### Fees and Rental Charges

The District shall establish reasonable fees and/or rental charges for the use of any District facility or grounds; such fees and/or rental charges shall cover costs of wages for any school personnel involved and utilities consumed.

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<sup>5</sup> This policy creates a limited open forum by allowing public use of school facilities by organized and responsible groups. *See Widmar v Vincent*, 454 U.S. 263 (1981). Under this policy, the board may impose reasonable time, place, and manner restrictions on the use of its facilities.

The U.S. Supreme Court has held that denying a church access to school facilities to show a film on family values due to the film's religious viewpoint is unconstitutional. (*Lamb's Chapel v Center Moriches Union Free School District*, 113 S. Ct. 2141). The Supreme Court held that the denial violated the First Amendment free speech clause. The district, however, allowed use for "social, civic, and recreational" purposes, but discriminated on the basis of viewpoint – all views from a religious standpoint were prohibited. This viewpoint discrimination is forbidden by the First Amendment.

The Supreme Court specifically did not address whether permitting a church to use facilities for religious services violates the First Amendment's Establishment Clause.

Lease Arrangements

Any lease arrangement entered into by the District shall conform to state law. Any such lease, however, shall not exceed one year, but the District may extend any such lease if good cause is shown.

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

The use of any District facility during instructional time will not be authorized for prayer or religious purposes. The District operates with no policy that denies constitutionally protected prayer as is outlined in Section 9524 of the Elementary and Secondary Education Act (ESEA) of 1965 as amended by the No Child Left Behind Act of 2001.

Religious Accommodation in the Use of District Facilities

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

Gymnasium and Cafeteria

The District's gymnasiums and cafeterias may be rented to community groups only if approved in advance by the Superintendent. All organizations wanting to use these facilities must contact the Superintendent for approval and scheduling.

Religious groups are allowed to use these facilities when proper application is made with and approved by the Superintendent.

Use of Intoxicants and Drugs

The use of possession of intoxicants and/or drugs by any person within a school building, or on a school premise is strictly forbidden at all times.

The use of intoxicants and/or drugs by regular school students or on school premises is subject to penalties/discipline according to the Code for Student Conduct.

Non-students who abuse the District's policy on the use of intoxicants and/or drugs will be asked to leave the premises..

Students and non-students will be reported to the local police authorities of the possession, use or selling of drugs.

#### Responsibility for Damage

Groups availing themselves of the use of the District's buildings, properties and facilities shall be responsible for any damage incurred through their use beyond reasonable wear and tear and shall be required to reimburse the District for the cost of any repairs made necessary by such damage. They shall be responsible for the good order and conduct of all persons taking part in the activity for which the permit was granted.

Approved: July 11, 2001

Revised: April 2, 2003

LEGAL REF: MCL 380.1268; 333.12601 *et seq.*; AG Opinion #6460; *Lamb's Chapel v Center Moriches Union Free School District*

The District 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 District shall not allow persons with disruptive intent to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; or to attempt to close the schools.

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

#### Definition of Disturbances or Disorders

For the purpose of this section, state statutes covering disturbance of the peace or disorderly conduct shall be used as a basis for prosecution.

Any city, county, or township ordinance in effect at the time of any disturbance at a school activity shall be used by the District 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 from attending any District-sponsored activity or event held on school property. The length of the ban shall be based on the seriousness of the act or disturbance. The District authorizes its staff members to enforce the ban, if any, by reasonable force including calling law enforcement officials to aid them in carrying out their assigned duties.

Approved: July 11, 2001  
Reviewed:



Tobacco products shall not be used by any person in District buildings or on District property except as allowed by law.<sup>6</sup>

Notification

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

Violations

Violation of this policy is a misdemeanor under Michigan criminal law.

Violation by any employee of the District shall be dealt with through progressive discipline.

Students violating this policy may be subject to discipline as determined by the *Code for Student Conduct* or by the courts as a misdemeanor.

Approved: July 11, 2001  
Reviewed:

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

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<sup>6</sup> If a person uses tobacco on school property in violation of MCL 750.473, he or she shall be guilty of a misdemeanor and fined up to \$50.

The District, will consider the acceptance of gifts from the public. A gift is defined as any donation, present or endowment in the form of cash, merchandise or personal favor.

Gifts shall not be accepted if excessive costs of installation or maintenance would be involved, unless such costs are determined to be within certain budget limitations. In instances where the Superintendent doubts the appropriateness or usefulness of an offered gift, the gift may be declined or the matter may be referred to the Board.

Any money gift that implies the matching of funds by the Board on a percentage basis shall require approval by the Board before acceptance

The Superintendent, on behalf of the Board, shall accept all gifts and those gifts shall become the property of the school District, but may be assigned to a particular school, department or program.

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.

Approved: July 11, 2001

Reviewed:

The District reserves the right to refuse distribution of any materials by outside individuals or groups to the students of the District,<sup>7</sup> as well as the distribution of materials unrelated to the instructional program or to other approved activities by the employees or students of the District.

#### Use of Students

In the distribution of informational materials, it is the policy of the District to limit students to be carriers of school news and information only, or information relating to the welfare and education of students.

#### Political Campaign Materials

The District encourages responsible use of political materials as resources for teaching and learning in the appropriate classroom setting or learning environment. Building principals shall establish rules and regulations governing, and monitoring, the distribution and use of political campaign materials—whether for political candidates or ballot issues—during election campaigns to afford the opportunity for all viewpoints to be considered. No student shall be required to participate in the distribution or receipt of any political materials.

#### Appearances by Political Candidates

Appearances by political candidates in the schools during election campaigns are permitted and encouraged, provided that such appearances (1) contribute to the educational process and do not interfere with the education of students, and (2) opposing candidates or views have been given an equal opportunity to participate.

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<sup>7</sup> School boards may refuse to allow the distribution or posting of any material requested by non-school related organizations. *Hedges v Wauconda Community Unit School District No. 18*, 9 F.3d 1295 (7<sup>th</sup> Cir. 1993). Schools are “nonpublic forums,” meaning they need not open their doors to private speakers but may not discriminate against disfavored viewpoints or subjects, e.g. religion.

Political campaign photographic opportunities involving political candidates, school staff and/or students are prohibited within the District's schools during the hours school is in session. Approval may be granted by building principals for candidate photo opportunities on school property after regular school hours. In no instance, however, shall students be photographed with political candidates without the written permission of the student's parents or guardians.

#### Special Interest Materials

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

#### 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.

#### Mailing Lists (Cf. 8940)

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

Approved: July 11, 2001

Reviewed:

LEGAL REF: Family Educational Rights & Privacy Act

The District recognizes the public information—that may not be available through other sources—provided by business and cultural organizations can enhance of education of Flint students.

However, the facilities, the staff or the students of the District shall not be used in any manner to advertise or promote commercial, cultural, organizational or other non-school interests except that the District may:

1. Utilize films and other instructional aids furnished by private sources when the advertising content is reasonable in the judgment of the principal of the school involved;
2. Cooperate through announcements and distribution of program material with nonprofit community organizations that supplement the school program when such cooperation will not interfere with the school program;
3. Permit participation on a student option basis in essay, art, science, and similar contests sponsored by outside interests when such activities parallel the curriculum and contribute to the educational program;
4. Release promotional material for non-school athletic and cultural events only through appropriate school departments;
5. Accept, and within limits solicit, advertising on extracurricular activity schedules and programs at the discretion of the principal of the school involved;
6. Permit other exceptions when, in the judgment of the Superintendent, students of the District will benefit. The Superintendent may refer specific cases to the Board for a decision.

Approved: July 11, 2001  
Reviewed:

School buildings shall post notices informing visitors to make their presence known to the 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.<sup>8</sup>

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 regulations may be subject to governmental trespass laws.<sup>9</sup>

#### Board Member Visits To Schools

Individual Board members who are interested in visiting schools or classrooms shall first notify the building principal or designee of the visit. Necessary arrangements for school or classroom visits by individual Board members shall be made with the building principal. Board members who visit schools or classrooms shall inform the Superintendent about the visit no later than twenty four (24) hours after the visit. These visits shall not be considered as supervisory or administrative in nature, but shall be regarded as informal expressions of interest in the school or classrooms. Board members must be aware that, as individuals on such visits, they are there in

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<sup>8</sup> Unlike Michigan, many states have enacted school trespass or loitering statutes which are specifically directed and limited in scope to school grounds or buildings. The following is an example from Maryland:

*"It is a misdemeanor for any person having no lawful business to pursue at a public educational institution or having acted in a manner disrupting or disturbing to the normal educational functions of the institution to refuse or fail to leave school grounds after being requested to do so by an authorized employee of the institution."*

<sup>9</sup> MCL 750.522 ("Any person who shall willfully enter, upon the lands or premises of another without lawful authority, after having been forbidden so to do by the owner or occupant, [or] agent . . . of the owner or occupant . . . shall be guilty of a misdemeanor.").

the same capacity as any parent, guardian, or citizen of the community. Accordingly, Board members are subject to the same rules, regulations, and directions of the building principal. Board members who wish to interact, in any manner, with students or staff in a school building shall be deemed school volunteers who shall be required to comply with Board Policy 9230.

If, during a visit, a Board member observes a situation believed to be of concern to the Board, it should be reported to the building principal immediately or before the Board member leaves the building, and shall be reported to the Superintendent and the Board President within two (2) business days after the observation.

Approved: July 11, 2001  
Revised: March 3, 2010

The District recognizes the central role parents/guardians play in the education of their children, and supports active parental/guardian involvement in the educational process. Parents/guardians are encouraged to maintain regular contact with their child's instructors. To familiarize themselves with their child's learning environment, parents/guardians are also encouraged to come to planned conferences, school open houses, and visitation days.

Parents/guardians may also visit their child's classes on other days, subject to the following guidelines.

The District adopts the following regulations for parent/guardian visitations:

1. All parent/guardian visitations are subject to the approval of the principal, who is charged by the Board with the responsibility of guaranteeing the learning environment and privacy of students. Parents/guardians are asked to understand the District's responsibility to safeguard the learning environment for all students, and be sensitive to the disruption that can be caused by having visitors frequently observe the classroom and place demands on teacher time. The District 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/guardians to develop inappropriate knowledge of the behavior or academic progress of other students.<sup>10</sup>
2. Visitors are required to check in at the school office prior to the start of the, visitation and to follow individual school procedures for visitor sign-in, passes, escorts, etc.

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<sup>10</sup> The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1332g) protects the privacy interests of parents/guardians and students with regard to education records and defines "record" as *any* information recorded in any way that personally identifies a particular student.



3. To protect the privacy of other students, the parents/guardians shall agree to keep any information gained on the behavior or performance of other students strictly confidential.
4. Visitation shall not be allowed during testing or other student examinations or evaluations.
5. Teachers are expected to use the time between classes for preparation, meetings with students, and discussion with colleagues. Visiting parents/guardians 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 parents/guardians wish to discuss their child's educational progress. Teachers shall at all times refrain from discussing the behaviors or achievement of other students with visiting parents/guardians.

Parents/guardians who fail to abide by these regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

The Superintendent shall ensure that the provisions of this policy are published in the appropriate handbook(s) and that copies are provided to visitors.<sup>11</sup>

Approved: July 11, 2001  
Reviewed:

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<sup>11</sup> Boards should recognize this as a sensitive community issue. MASB encourages boards to consult with teachers, administrators, and parents/guardians before adopting rules on parent/guardian visitation. The board may choose to include all of the above guidelines, or to adopt only a subset.

Depending on provisions in the collective bargaining agreement, some items in this model policy may have negotiation/labor relations implications.

No person shall possess, transport or transmit a dangerous weapon on District property, property used by the District for a school-related purpose, or in a motor vehicle used for a District-related purpose unless: (a) Prior permission has been granted by the Superintendent; or (b) The person is an on-duty law enforcement officer or, if off duty, the officer is otherwise required by the law enforcement agency to carry a weapon.<sup>12</sup>

A dangerous weapon, within the meaning of this policy, shall include but not limited to, by way of description, such things as a firearm, knife, black jack, baton, iron bar, brass knuckles, martial arts devices and incendiary and/or explosive devices. A person who violates this policy will be reported to law enforcement authorities.

Approved: July 11, 2001  
Reviewed:

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<sup>12</sup> MCL 750.237a (“[A]n individual who possesses a weapon in a weapon free school zone is guilty of a misdemeanor punishable by . . . imprisonment for not more than 93 days, community service for not more than 100 hours [or] a fine of not more than \$2,000.”).

The District recognizes that situations may arise that are of concern to parents/guardians and the general public. Such concerns are best dealt with through communication with appropriate staff members of the system – the faculty, principals, or the central office personnel.

The following are considered proper procedures to be followed by persons with questions or complaints:

1. Matters concerning individual students should first be addressed to the student's teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual teachers or other staff members or questions concerning entire school buildings should be directed to the principal of the school.
3. Unsettled matters from (2) above or problems and questions concerning the District in general should be directed to the appropriate administrator via the Superintendent.
4. Matters not settled satisfactorily by the Superintendent may be forwarded to the Board.<sup>13</sup> Complaints to the Board, or appeals from the rulings of the Superintendent will be presented to the Superintendent in writing for presentation to the Board.
5. Complaints to one or more Board members against any action of any employee of the District, or against any administrative regulation or policy will be referred to the Superintendent for investigation, appropriate action, or recommendations as the situation might justify. The Superintendent shall then rely on the hierarchy (1 through 4) above in seeking resolution of the matter.

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<sup>13</sup> Section 8(a) permits closed sessions by a board to hear complaints or charges brought against an employee of board member (MCL 15.268(a)). The relationship between open and closed meetings when dealing with a complaint against an employee is described in a 1986 Attorney General's opinion. A closed session to consider a complaint against an individual is proper only when requested by the individual against whom the complaint has been made. Once the individual makes the request, the public body may meet in closed session to hear and deliberate upon the complaint. However, the public body must meet in open session to make a decision on the matter and any decision or vote by the public body must be reflected in the minutes of the open meeting. 1986 OAG 6353.

The Board, at its next regular meeting, or at a special meeting, will then consider the grievance of the complaint and dispose of the matter according to its best judgment.<sup>14</sup>

The Board considers it the obligation of employees of the District to entertain the questions of parents/guardians or the public. However, the policy shall not be construed to create an independent right to a hearing before the Board.

Approved: July 11, 2001  
Reviewed:

LEGAL REF: MCL 15.261 *et seq.*

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<sup>14</sup> See Note 12.

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

Booster organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures.

Equipment and material purchased by these organizations and presented to the school shall become the property of the school and under the control of the District.

District policy on "Gifts to the School" (9350) shall be followed in all purchases by such organizations for the benefit of the school.

Approved: July 11, 2001

Reviewed:

The District looks upon school/parent/guardian organizations as an integral part of the school community that can aid substantially in promoting a quality educational program.

Each school /community organization should request official recognition by the District 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 District. Once recognized, such organizations shall work closely with the Board and school personnel in any projects carried on for the benefit of the school or school program.

Parent/guardian organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures.

The District encourages active support and cooperation with school /community organizations by administrators, teachers and other employee groups.

District policy on "Gifts to the School" (9350) shall be followed in all purchases by such organizations for the benefit of the school.

Approved: July 11, 2001  
Reviewed:

The Flint Board of Education acknowledges that parents and families are a child's first teachers and in order to assure collaborative relationships between the parents and the schools, they must work together. The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the students' parents / guardians. The Board believes that student academic achievement requires that parents have knowledge an under-standing of the curriculum, academic achievement standards, assessments, district / school policies and procedures, and how to monitor their child's / children's progress.

The Board also supports the development, implementation, and regular evaluation of meaningful parent involvement programs in each school, which include parents in shared decision-making at all grade levels in a variety of roles. This policy shall be posted in every school building in or near the main office. Parent involvement programs will be comprehensive, coordinated and in compliance with all federal, state and local mandates. Flint Community Schools' Parent Involvement Programs shall strive to meet the following expectations:

- All parent involvement programs and activities will be designed to positively impact academic achievement.
- Input will be sought from parent(s) / guardian(s) on significant school-related issues including the development of parent policies, school improvement plans and parent compacts.
- A calendar of events for parents will be established on an annual basis in the individual school buildings and at the district level which will be posted on the web page.
- All parent involvement programs will be evaluated annually to assess their effectiveness.

- Community resources will be used to strengthen schools, families and learning.
- All information which is distributed to parents will be in clear, understandable language.
- Communication with families will take place on a regular basis, in a language that parents can understand, using a variety of means such as mailings of newsletters, radio and television announcements, e-mails, district web site and notices sent home with students.
- Each school and/or program shall establish an action plan for the implementation of parent involvement.
- The district will coordinate and integrate parental involvement strategies under the guidelines of federal, state or locally funded programs, such as Early Childhood, Learning Support Services (Special Education), Indian Education, Title I, “English Plus” and Bilingual and Migrant programs.
- A description and explanation of the adopted curriculum, the form of assessment used to measure student progress and the proficiency levels students are expected to meet will be provided to parents annually.
- As required by Title I of the Elementary and Secondary Education Act of 1965, a parent-student-teacher compact will be distributed that outlines how parents and school staff share the responsibility for improved student achievement.

The Board of Education encourages parents to support their child’s academic achievement in school by:

- A. Supporting teachers and schools in maintaining discipline and a safe and orderly learning environment;



- B. Sending their children to school with proper attention to his / her health, personal cleanliness and dress; and
- C. Reading all communications from the school, signing and return them promptly when required.

The Superintendent shall periodically report to the Board on the implementation of this policy.

Approved: July 11, 2001  
Revised: February 20, 2008

The District recognizes the student teaching program is an important aspect of a future teacher's education. Therefore, the District will cooperate with institutions of higher education in training student teachers.

All persons involved in this program must recognize that the first and primary responsibility of the District is to the students within its schools. If at any time a student teacher become unacceptable, the District reserves the right to refuse the student teacher further teaching experience within the District.

Approved: July 11, 2001  
Reviewed:

LEGAL REF: MCL 380.1531b

The District shall make every effort through its policies and decisions to operate an educational program meeting the criteria of the Michigan Accreditation Plan as provided by the State Board of Education and the North Central Association of Secondary Schools and Colleges. District administrators and staff shall cooperate fully with these associations in their periodic evaluations of the schools in the District and shall keep the Board informed on the status of these evaluations. The Superintendent shall keep the Board informed regarding weaknesses that might endanger accreditation and shall make recommendations for correcting such weaknesses.

Approved: July 11, 2001  
Reviewed:

LEGAL REF: MCL 380.1204a; 380.1278a