

SECTION H

COMMUNITY AND AGENCY RELATIONS

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Community and Agency Relations Goals H5010

The Board, in an effort to ensure and enhance the possibilities for excellence in the education of our children in a free society, presents and endorses this statement of policy on school and community relations because of its conviction that (a) the public schools belong in every sense to the people who created them by consent, and support them by taxation; (b) the schools are only as strong as the intelligent and informed support of the people of the community, and never any stronger; and (c) the support of the people must be based upon their knowledge of, their understanding about, and their participation in the aims and efforts of the public schools.

The Board therefore reaffirms and declares its design and intent:

- To keep the citizens of the District regularly and thoroughly informed through all the channels of communication on all the policies, programs, problems, and planning of the school system, and to carry out this policy through its own efforts and the offices of the Superintendent of Schools and his administrative team.
- To invite the advice and counsel of the people of the School District at all times and especially at all monthly meetings of the Board, except at executive sessions.
- To solicit the sound thinking and studied counsels of the people through advisory committees selected from the community and appointed by this Board to consider those problems which vitally affect the future of our children.
- To encourage liaison with other educational and noneducational agencies.
- To supply educational services to and/or share them with other educational and non-educational agencies as financial resources permit.

Information Services H5020

The School District is committed to a two-way flow of information and interaction between the Board and all groups affected by and interested in the educational programs in our community.

The Board recognizes that all aspects of a public school system are of public interest and concern and believes that an open news policy is essential for public confidence in the schools. It acknowledges responsibility for informing the public of all its actions, its policies, and details of its business and educational operations.

The Board also recognizes its responsibility to keep employees informed and to stress to employees the importance of their individual roles in school-community relations.

The Board of Education recognizes that it has the responsibility to:

1. Keep community and staff fully informed on school issues, the school program, and what can and should be done for children.
2. Encourage community involvement in educational affairs.
3. Determine community attitudes and goals for the schools.

In turn, the Board is hopeful that staff and community will assume the responsibility of seeking out the information the Board makes available.

Freedom of Information Act H5030

Policies for Implementation

It is the policy of the Board to provide all persons with full and complete information regarding the affairs of the School District and the official acts of those who represent them as elected officials and public employees. This statement of policy is made in compliance with state and federal statutes, including Public Act No. 442 of the Michigan Public Acts of 1976 (the “Act”). The District shall comply with, and incorporate all amendments and revisions of law, and the district shall comply with them. The District shall appoint a Freedom of Information Act coordinator. The Superintendent or his/her designee shall ensure compliance and appropriate guidelines for responding to requests to access to records. This shall include appropriate and timely response to all requests, an appropriate development of forms and procedures to be consistent with the law and regulations.

School-Sponsored Information Media H5100

Publications issued by and in the name of the schools of this District shall reflect the high regard and aspirations of our people for their schools. The exercise of appropriate economy in materials and production is expected so long as the main purpose is not jeopardized.

All publications shall include the name of the Board, Superintendent’s name, the phrase “An Equal Opportunity Employer” either above or below “Bay City Public Schools,” and the date of publication.

Regular and special radio and TV programs shall be consistent with the goals of our schools and the instructional guides approved by the Board. It is important that such programs also reflect the high regard and aspirations of our people for their schools.

News Media Relations/News Releases H5110

Information concerning the District’s schools and their operation is public information. The news media represent the public interest in reporting information concerning the District’s schools. It is therefore in the interests of both the education community and the citizen-taxpayers of the School District that there is free and open communications at all times with news media.

The Board encourages a policy of sound relations with the press and other communication media in the community and surrounding geographical area. The Superintendent shall plan for periodic releases to the press and other communication media which will provide information to the community concerning its schools and various phases of the school program.

Official news releases regarding the physical operation and/or the educational programs of the schools issued to the news media shall be through the office of the Superintendent. Items that have possible legal complications shall be screened and approved by the Board’s attorney before release.

Administrative or staff personnel are not restricted in the release of items of community or school interest with regard to approved programs or activities unless such item is contrary to written policy or unless such release commits the Board to a policy yet undetermined. When there is possibility of a contradiction to existing policy or a commitment to same, it shall be the duty of the person releasing such information to obtain approval of the Superintendent before release.

Broadcasting Sports and Special Events News Coverage
(Radio and TV Broadcasting Including Cablecasting)

H5120

All rights for radio broadcasting and telecasting of any school sponsored events of the District are inherent in the rights and responsibilities of the Board.

Exclusive of regularly scheduled newscasts, all radio broadcasting and telecasting, either live or delayed, of athletic games and contests or musical and dramatic performances sponsored by schools in the District shall be prohibited, unless arranged and conducted in accordance with official policies of the Board.

Arrangements for radio broadcasting and telecasting of school sponsored events other than athletic games and contests, exclusive of regularly scheduled newscasts, shall be prohibited, unless presented to and approved by the administration, each event being considered individually.

There shall be no advertisement of tobacco, beer, or other alcoholic beverages in connection with any radio broadcast or telecast of any event originating in the School District and involving teams or organizations representing the District.

Broadcasts and telecasts shall be arranged and conducted without cost to the District or to individual schools within the District.

Failure by a station to comply with the terms of this policy and its procedures shall be considered due cause for the termination of all agreements between the station and the Board.

Additional Provisions Concerning Radio Stations and Broadcasting

These policies shall apply to all radio broadcasts, whether live or delayed, in which schools within the District are competing in home games:

1. **Delayed Broadcasts:** Identical arrangements must be made for delayed broadcasts as for live broadcasts.
2. **Out-of-Town Stations:** All policies, rules, and regulations governing broadcasts, either live or delayed, of student activities by local radio stations shall also apply to approved broadcasts by out-of-town stations.
3. **Michigan High School Athletic Association:** Policies, rules, and regulations governing broadcasts of football games and basketball games are subject to revision as might be necessary in order to conform to rules and regulations of the Michigan High School Athletic Association. Tournaments and other events sponsored by the Association are subject to the rules and regulations of the MHSAA.

Use of Students in Public Information Program **H5125**

The participation of pupils in interpreting the educational program of the schools to the community shall be encouraged, with the understanding that:

1. Pupils shall not be exploited for the benefit of any individual or group.
2. Pupils shall participate only in appropriate situations.
3. The use of pupils shall always be evaluated in terms of the effect on the child.
4. Pupils shall not solicit or promote School District issues without approval of the Superintendent.

5. The best possible community relations grow from a superior teaching job in the classroom. Enthusiastic pupils with serious intentions, well directed by sympathetic and capable teachers, are certain to communicate with the parents and the community. The Board believes this is the cornerstone of good community relations.

Printed material, being distributed by way of students, will be limited to that prepared by and related to the activities of the schools and the various school-related school support groups. Other materials to be distributed must have the approval of the Superintendent or his designee.

Gifts to the Schools H5160

The District may receive gifts, which may serve to enhance and extend the work of the schools. Donors shall be advised that gifts become the outright property of the District and will be generally dispersed and provided for, in all respects, consistent with law and administrative guidelines. The Superintendent or his/her designee shall be responsible for developing appropriate reporting and compliance procedures regarding any gift receipts.

Solicitations in the Schools H5170

Solicitations in the school shall not be encouraged. The superintendent may develop appropriate administrative guidelines to provide for consistent and equal treatment of solicitation requests.

Advertising in the Schools H5180

Neither the facilities, the name, the staff, nor the children of the schools, school system, nor any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that:

1. The school may cooperate in furthering the work of any nonprofit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.
2. The schools may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools.
3. The Superintendent may, at his or her discretion, announce or authorize to be announced any lecture or other community activity of particular educational merit.
4. The schools may, upon approval of the Superintendent, cooperate with any governmental agency in promoting activities in the general public interest which are nonpartisan and noncontroversial and which promote the education or other best interests of the pupils.
5. School publications may accept and publish paid advertising under established procedures.

(See also I6180 — Contests for Students.)

Visitors to the Schools H5200

The Board recognizes that many persons other than our own students and staff have legitimate reasons to be on school premises.

The Board encourages visits by citizens, taxpayers, and parents to all of our school buildings. The Board urges the taxpayers of Bay City to visit our school facilities in accordance with reasonable procedures to control such visits and to evaluate the quality of education, determine its needs, and to join with the Board in improving our system. The Board also believes that the parents of children attending the schools have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed as to the day to day operation of the schools.

Principals are requested to continue strong efforts to ensure that parents of school children are not only aware of the above policy but that they are cordially invited to visit our schools and to thereby develop a spirit of mutual cooperation which will inure to the benefit of the children involved.

Visitors are required to report to the principal's office for his authorization for visitation. Persons refusing to obtain authorization will be asked to leave. Refusal to leave will be just cause for the principal to call proper authorities.

Tobacco Use Prohibited H5240

In the interest of providing a safe, clean and healthy environment for employees, students and visitors, the use of tobacco and non-tobacco nicotine products on school property is prohibited at all times. Examples include, but are not limited to: cigarettes, cigars, spit tobacco, snus, tobacco strips & sticks, dissolvable tobacco products and e-cigarettes.

Complaints from the Public H5300

Constructive criticism of the schools is welcomed by the Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has, however, confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible solution.

The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. If resolution of the problem seems unlikely at the building level, either party is encouraged to refer the matter to the Superintendent for his review.

The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

Complaints About School Personnel H5340

Whenever a complaint is made to the Board it may be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he or she sees them.

The employee involved may request an executive session of the Board for the purposes of study presenting additional facts, making further explanations, and clarifying the issues before a decision is made by the Board. Rumor shall be discounted as well as emotional feelings except those directly related to the facts of the situation.

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

Community Organizations Relations H5350

A school can only be as successful as the chief administrative officer is skillful in utilizing the talents of parents and other members of the community in a decision making capacity. For this reason, it is vital that community groups and associations play a strong role in the local school.

1. Each school should make a systematic effort to identify community groups and organizations which are interested in schools and have resources that would enhance the learning program. Plans should be made to cooperate with and to involve such groups in the school program.
2. Parents should play a meaningful role in school life. The decision making process must take into consideration appropriate involvement of parents and other citizens. The local school should include citizen groups and their representatives on advisory committees, operation involvement groups, and in other appropriate advisory roles.

Parent Organizations Relations H5360

The Board endorses the creation of parents organizations such as PTA and PTO units and parents advisory councils as appropriate means of achieving effective and maximum feasible involvement of mothers, fathers, and other guardians of students in the affairs of our schools. The Board expects all staff members — but most particularly principals to work closely and in harmony with the officers and directors of all parents organizations in the pursuit of the following goals:

1. To involve parents and school personnel in a cooperative and sustained system of activities which will increase the educational opportunities of the children both in school and at home.
2. To improve school-home relationships by enabling parents and school personnel to (a) define their relationship to each other; (b) define their roles as they pertain to the children served by the schools; and (c) identify family needs and resources, including those of community, as well as school needs and resources.
3. To provide teachers and administrators with opinions and viewpoints that will lead to a better analysis of the needs of students and more relevant program planning.
4. To sustain parental interest through a program of training and consultative services.
5. To develop the skills needed by school personnel to function effectively in a working relationship with parents and other community members.

Booster Organizations Relations H5370

The Board recognizes the valuable services rendered by the booster organizations affiliated with our schools. Further, the Board welcomes said participation and commends the organizations for their contributions and services to our youth and our schools as it believes that the inherent value of academic and athletic booster organizations must be considered for positive school-community relations. These organizations shall maintain a close liaison with the Board through the staff who shall recognize and adhere to established School District policies. No administrative authority shall be delegated in connection with the operations of the schools. All matters needing District action by the Board shall first be considered by the Superintendent and submitted for consideration when necessary. The Superintendent shall communicate directly with the organization whenever Board action is taken on their proposal. Student involvement with programs in fund-raising shall follow Board policy and administrative regulations.

Administrative guidelines for handling requests or proposals from booster organizations and other outside groups for specific projects or recommendations will be the responsibility of the Superintendent or his/her designee.

Governmental Authorities Relations H5400

The Board and its administrative officers welcome all who seek to serve the residents of the District to participate with them in the planning and execution of such projects as will be mutually beneficial to the residents of the area.

Police Authorities Relations H5410

It is the policy of the Bay City schools to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. (*See also J7310 — Rights with Responsibilities, re. Investigation and Arrest.*)

Other Schools and School Districts Relations H5430

It shall be the policy of the Board to cooperate with other school departments, and with other local, state, and regional agencies and organizations in the solution of educational problems of common concern. This cooperation shall extend to such areas as research, exchange of information and data, coordination of curriculum, purchasing, coordination of school calendars and activities, construction of facilities which may be efficiently utilized on a cooperative basis.

The Board will cooperate with non-public schools in matters of mutual benefit where not expressly prohibited by law.

The Superintendent is encouraged to explore areas of mutual benefit with the administrative officers of such schools and to recommend desirable courses of action.

Intermediate School District Relations H5435

The Board of Education is committed to cooperating with the Bay-Arenac ISD (intermediate school district) in special programs and services it provides. The Superintendent shall assume the responsibility of evaluating the programs and services provided by the ISD, alerting the Board to such services and recommending to the Board whether or not the District should participate in or avail itself of those programs and services. Decisions regarding participation shall be guided by: (1) the educational value to the District students, (2) the effect on the efficiency of operation of the District, and (3) the economic factors involved in relation to the service and the School District budget.

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

The Board also shall encourage its professionals to take an active part in the deliberations of the Bay-Arenac ISD for the purpose of enhancing education and educational services throughout the entire intermediate district.

Local school districts have a responsibility of authorizing a representative who, in consortium with representatives from other constituent districts, shall review the budget of the ISD and shall determine the maximum amount of said budget. The Board shall appoint such a member annually to serve in this capacity.

In addition, the Board shall encourage one of its members to run for membership on the governing board of the Bay-Arenac ISD.

Education Research and Service Centers Relations H5440

The Superintendent is authorized to cooperate as far as possible with colleges, universities, and other recognized research agencies in promoting potentially useful research. Because of the large number of requests for studies in our schools it is necessary to limit the number and establish guidelines for the approval of studies. Any research conducted within the School District must be approved by the Superintendent or his designee.

Decisions in connection with research involving students, teachers, or other employees will be influenced by the following factors:

1. The objectives of the research should be clearly stated and the design should produce valid and reliable results which will then be made available to the Bay City schools.
2. The research should be expected to contribute to the improvement of education or the general welfare of children.
3. Data derived from school records, interviews, or questionnaires which have potential for invasion of the privacy of students or their families must have advance written authorization of parents or guardians even though the data are to be collected and reported under conditions of anonymity.
4. Research proposals should be of sufficient scope and depth to justify the time and effort of those involved.
5. In general, instructional activities will not be interrupted unless there is a clear significance for the educational program of the Bay City schools.
6. Projects involving student researchers must have prior written approval by a faculty member of the institution in which the student is enrolled. This faculty member must have direct responsibility related to the student's research.

College and University Relations H5445

The Board desires that staff and students of this District benefit in every feasible way from resources provided by the colleges and universities of our area. The Superintendent is to keep the Board informed of all opportunities for shared and cooperative services between the District and institutions of higher learning. Additionally, staff members are encouraged to seek out and utilize the services of college and university faculty members who are willing to serve our schools as instructional resource persons.

Student Teaching and Internships H5450

The Board, recognizing its responsibility to improve the quality of teacher training and the contributions student teachers can make to the Bay City Public Schools, encourages and authorizes the Superintendent or his designee to arrange for the supervision and training of a reasonable number of such student teachers in the schools each year.

The importance of the teacher training function to the future of education and the need to assure high quality performance in our schools require student teachers to be placed with experienced teachers of demonstrated competence. While no staff members of the Bay City Schools will be required to supervise student teachers, it is felt that professionally interested teachers will volunteer to do so from time to time. Teachers new to the District and those having three years or less of teaching experience normally will not be asked to undertake such responsibilities. Only exceptionally strong teachers will be permitted to take the responsibility of supervising student teachers for more than one semester during a school year.

Recognizing the special skills and expertise of the teacher training institutions and their staff, the Board authorizes the Superintendent to honor those reasonable rules, regulations, and training guidelines of the teacher training institution.

The teacher training institution will be expected to provide liaison personnel who will discuss with the building principal and with the teacher to whom the student is assigned the broad objectives which the institution believes should be sought for the student. Such personnel are free to visit the classrooms to observe the student teacher at work.

It is expected that the teacher training institution will arrange the schedule of the student teacher to provide sufficient time in the classroom in order that continuity of experience for the practice teacher and the students is insured. Any stipend paid by the university for student teachers shall be administered in conformity with agreement between the Board and the BCEA.

State Education Agency Relations H5455

The Board declares its desire to work in close cooperation with the State Board of Education and the State Department of Education. The Superintendent is instructed to pay close attention to this matter and to establish healthy communications and relationships as well as to work cooperatively in every way for the advancement of education.

Federal Education Agency Relations H5460

In addition to its interest in being informed of the availability of federal education funds, the Board is also desirous that the administrative and instructional staffs be fully informed concerning any services or publications beneficial to our District that may be available from federal education agencies such as the U. S. Office of Education, the National Institute for Education. The ERIC Clearinghouses, and the Bureau of Indian Affairs.

Accreditation Agencies Relations H5470

It shall be the policy of the Board to seek the highest status of membership for its schools in the North Central Association of Colleges and Secondary Schools through cooperation in this agency's evaluations of the school system and considering its recommendations.