

School-Community Relations

Series 1000

Policy Title: Statement of Guiding Principles

Policy No. 1000

It shall be the policy of the Board of Directors to keep the community informed of the objectives, achievements, needs, and conditions of the school system. The Superintendent of Schools shall be responsible for initiating and administering a continuous program of communication within the community. He/She shall utilize needed school personnel and all media available in discharging this responsibility.

Reviewed & Revised  
Fall of 2013; 2-8-2021

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Policy Title: Board - Community Relations

Policy No. 1001.1

It shall be the expressed policy of the Board of Directors to actively cooperate with official area community agencies and organizations concerned with the welfare of students. All efforts of this school system should be directed toward maintaining an open communication between the school and the public. Community support for the program of the school can best be established through a public that understands and is active in school affairs.

Reviewed & Revised

Fall of 2013; 2-8-2021

School- Community Relations

Series 1000

Policy Title: Releases to News Media-Internal

Policy No. 1001.2

It shall be the policy of the Board to have news releases prepared on internal matters of the school and to disseminate such releases to all news media in the area.

The Superintendent of Schools or a delegated assistant or assistants shall be responsible for clearance of all news releases originating from a school source.

Information not of a personal or confidential nature should be made available to all news media upon their request. In order to establish and maintain a cooperative effort in our public relations program, communication should be held with personnel representing the various news media.

Reviewed & Revised

Fall of 2013; 2-8-2021

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Policy Title: Releases of News Media-Board Matters

Policy No. 1001.3

It shall be the policy of the Board to have news releases prepared upon Board matters and to disseminate such releases to the appropriate news media in the area.

Copies of agendas for regular Board meetings should be supplied to appropriate news media when they are made available to Board members.

The Superintendent of Schools and/or his designated staff should make themselves available to personnel representing the various news media when questions may arise concerning Board Members.

Reviewed & Revised

Fall of 2013; 2-8-2021

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Policy Title: Duplicated or Printed Material

Policy No. 1001.4

Duplicated or printed materials related to or explaining various phases of the school program will be made available for staff and public use as deemed advisable by the Superintendent of Schools. Decisions concerning such publications may be delegated to staff assistants appointed by the Superintendent of Schools.

Rules of good taste, scholarship, and general acceptability should apply to all such publications. Fees for copying materials and time may be charged.

Reviewed & Revised  
Fall of 2013; 2-8-2021

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Series 1000

Policy Title: Board Procedures

Policy No. 1001.5

Agendas for official board meetings shall be submitted to Board members and news media in advance of regularly scheduled Board meetings. Information necessary for the consideration of items on the agenda shall also be made available when possible.

All official proceedings of the Board of Directors shall be made a matter of public record and shall be open for inspection on request of the public. The minutes of regularly scheduled Board meetings shall be a matter of public record.

Reviewed & Revised  
Fall of 2013; 2-8-2021

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Policy Title: Examination of School District Public Records

Policy No. 1001.6

Public records of the school district may be viewed by the public during the regular business hours of the administrative office of the school district. These hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to review the school district's public records shall contact the board secretary and make arrangements for the viewing. The board secretary will make arrangements for anyone to view the records as soon as practicable, depending on the nature of the request.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of data may be assessed a fee for the time of the school district employee to compile such data.

Records defined by law as confidential records shall only be viewed or copied upon receipt of written permission by the board secretary from the person or entity who's confidential records are being requested.

The board secretary shall be the custodian of school district and board records. It shall be the responsibility of the board secretary to respond in a timely manner to requests for viewing and receiving public records of the school district.

Reviewed & Revised  
Fall of 2013; 2-8-2021

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Policy Title: Organization and Dissolution

Policy No. 1002.1

The Board of directors may from time to time appoint Citizens' Advisory Committees to study matters pertaining to the educational programs of the school district. Such committees shall deal with specific areas identified and recognized by school officials.

Such areas may be recommended for study by staff members or groups, interested lay people, and/or community organizations generally related to the school.

The function of a Citizens' Advisory Committee shall be fulfilled upon making a final report to the Board of Directors. Any assembly of any body appointed by the board shall be subject to the Open Meetings Act.

Reviewed & Revised  
Fall of 2013; 2-8-2021



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Policy Title: Membership and Appointment

Code No. 1002.2

Final selection of Citizens' Advisory Committees shall be made by the Board of Directors as a whole. Membership should be limited to individuals who are willing to devote time and attention to the matter under consideration. As a matter of basic policy such committees shall be representative of the community as a whole and should, whenever possible, come from the various areas in the school district.

Committee representation should cut across as many segments of the community population as possible.

Reviewed & Revised  
Fall of 2013; 2-8-2021

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Policy Title: Communications and Recommendations

Code No. 1002.3

The chairperson(s) of the Citizens' Advisory Committee(s) shall convene meetings of the membership and proceed with the work to be done. The chairperson shall maintain liaison with the Superintendent of Schools and shall be responsible for the preparation of a final report to be presented to the Board of Directors.

The committee working through the directives of the chairperson shall have at their disposal such reasonable information and resources as is necessary for the successful completion of their work.

The final report to the Board of Directors should contain the findings of the committee and where appropriate, make suggestions or recommendations for the consideration of the Board.

Reviewed & Revised  
Fall of 2013; 2-8-2021

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Policy Title: Parent –Teacher Association

Policy No. 1002.4

Parent - Teacher associations may be established.

Reviewed & Revised  
Fall of 2013; 2-8-2021

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Policy Title: Participation in Community Life

Policy No. 1003.1

It shall be the policy of the Board of Directors to encourage personnel of the school district to participate in community activities

Reviewed & Revised  
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Policy Title: Gifts to Unit Personnel

Policy No. 1003.2

The Board of Directors discourages staff members and employees of the school district from receiving gifts from students and /or parents.

The acceptance of a token of appreciation is not to be considered in violation of this policy.

Reviewed & Revised  
Fall of 2013; 2-8-2021

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Policy Title: Citizen Assistance to School Personnel

Policy No. 1003.4

The Board of Directors encourages the use of community resources and citizens to assist in furthering the educational program of the school system. One of the greatest resources available may be found in the citizens of the community who have special knowledge and particular talents to contribute to the educational program.

The use of outside personnel and resources will be under regulations approved by the Superintendent of Schools.

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Policy Title: Community Use of School Facilities

Policy No. 1004.1

All local civic, religious, fraternal, patriotic and community welfare organizations, including any individual or group interested in promoting cultural, educational, or recreational activities are eligible to use the auditorium, gymnasium, classrooms and other school properties, providing the activities conducted or to be conducted are not contrary to public interest, as determined by the Board of Directors, or as provided by law.

Groups interested in renting school facilities should make such contract arrangements at the site's Principals office, where a check will be made on the availability of the facilities.

There must be a custodian or some other school authority present when the facilities are being used. Special arrangements are made with the Superintendent of Grounds during the summer when it is impossible to always have a custodian or school authority present.

The group using the facilities must have at least one adult present during the time the facilities are being used.

School sponsored activities will always have priority over outside activities for the use of the school facilities.

The use of the facilities for Scouts, 4H, Patriotic, Community welfare organizations, school endorsed athletic activity clubs, and similar organizations may be exempt from paying the usual fees.

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Policy Title: Use of School Facilities for Private Profit

Policy No. 1004.2

It is not intended that the buildings should be rented to groups for money-making promotions. It is further understood that the facilities will not regularly be rented to any individual for personal gain or profit, that has no substantial school or community benefit.

Reviewed & Revised  
Fall of 2013; 2-8-2021



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Series 1000

Policy Title: Application for Use and Approval

Policy No. 1004.3

Organizations wishing to schedule the use of school facilities will make application through the Principal's Offices. Rental fees are to be paid by check to the MFL MarMac Community School District and handed or mailed to the Business Office.

Reviewed & Revised  
Fall of 2013; 2-8-2021

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Series 1000

Policy Title: Fees for the Use of School Facilities

Policy No. 1004.4

Since it is necessary by law to raise through taxation, funds for the operation of the school's educational program only, the Board may find it necessary to charge a small fee for the use of the school buildings and facilities by organizations not directly associated with the school. These fees will be used to defray a portion of the expense made by the increased use of heat, light, and custodial service.

Following is the schedule of fees for the use of school facilities:

1. Gymnasium.....\$25.00
2. Cafeteria.....\$15.00
3. Kitchen.....\$10.00

Reviewed & Revised  
Fall of 2013; 2-8-2021

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Series 1000

Policy Title: Regulations on Use of School Buildings

Policy No. 1004.5

It is the desire of the Board that maximum use be made of the facilities under its jurisdiction for educational and recreational activities. To extend the privilege of using these facilities, the Board of Directors finds it necessary to seek compliance to its regulations governing the use of the school buildings and facilities.

The Board of Directors will continue to make its facilities available to organizations that cooperate by complying with its regulations

1. Smoking is not allowed in any school building or vehicle.
2. Use of Gymnasium Floor: All persons participating in physical educating or athletic activities will wear approved gymnasium shoes.
3. Moving and Adjusting School Equipment: Moving and adjusting scenery, securing lighting effects, operating public address systems, and similar matters will be accomplished under the direction of an employee of the Board of Directors.
4. Damage to School Property: Writing names on school walls, equipment, or furniture, and in other ways mutilating school property is prohibited. Such use of the buildings and property by non-school organizations will eventually mean that the buildings cannot be used by those organizations.
5. An employee must be present whenever the building is used for non-school purposes.
6. Vehicles: No vehicles (including snowmobiles, go-carts, etc.) are allowed on school property except for access to parking, provision of services, and for instruction under the supervision of school personnel.

Reviewed & Revised

Fall of 2013; 2-8-2021

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Policy Title: Use of School Facilities – Sunday Use

Policy No. 1004.6

No pupils shall be allowed to hold a required practice in any school building on any Sunday except for practice prior to a Monday tournament.

However, building administrators may exercise judgment as to the use of school recreational facilities for Sunday use by students and parents. Availability of adequate supervisory personnel, the nature of the activity, and the physical well-being of the facilities shall be among those things considered in the administrator's judgment.

Administrators and staff, in general, should not regularly schedule school activities for students on Sundays.

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Series 1000

Policy Title: Gratuities to Personnel

Policy No. 1004.7

No gratuities shall be paid to school personnel by organizations using the facilities. The cost-of-service personnel furnished by the school will assessed to the party or parties engaging the use of the facilities. Such costs will be in line with the schools normal operating costs and will be administered in keeping with the general policies governing the use of school facilities.

Reviewed & Revised  
Fall of 2013; 2-8-2021

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Policy Title: Supervision

Policy No. 1004.8

Organizations using the building and facilities must be supervised by an adequate number of adult sponsors to assure proper care and use of school property.

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Policy Title: Loan of School Equipment

Policy No. 1004.9

Equipment of the school district shall not be loaned outside of the district without prior approval of the Superintendent. In the event that equipment is used by organizations within the building, appropriate school personnel shall operate or supervise the use of such equipment. Where a cost is involved, the using organization shall pay the cost. Equipment may generally be loaned to non-profit organizations but generally restricted in situations of individuals and for profit organizations.

Reviewed & Revised  
Fall of 2013; 2-8-2021

## School-Community Relations

Series 1000

Policy Title: Public Performance by Students

Policy No. 1005.1

The Board of Directors recognizes that worthy and appropriate educational values accrue from student participation in civic and community affairs. As such, the Board encourages the use of students for public performances when such performances contribute to the educational processes and objectives of the school, and when it does not unduly interfere with the student program.

1. All such performances shall be approved by the immediate administrator involved.
2. Performances will generally not be scheduled for Sundays.

Reviewed & Revised  
Fall of 2013; 2-8-2021



## School- Community Relations

Series 1000

Policy Title: Contests for Students

Code No. 1005.2

The following policy of the Board of Directors shall govern student participation in local, state, and national contests:

1. Participation

Participation shall be limited to those contests and activities that are educationally sound, worthy, and timely. It should be stimulating for the student and school, a desirable activity for both, and should supplement and not interfere with the regular program. Participation should be voluntary. No contestant shall be excluded because of race, age, color, national origin, marital status, sex, religion, creed, physical disability, GLTB, or payment of an entry fee.

2. Approval

Application for approval shall be submitted to the Superintendent and may be subject to final approval of the Board. The application shall contain information about the nature of the contest, the purpose, the number of students involved, the time required, the means of financing the event, and other pertinent information.

3. Transportation

Appropriate school funds may be used to assume the costs of transportation where students represent the school in competition, but in other events students shall pay their own transportation costs. In some situations, such as cooperative arrangements, the statement may be required to pay their own transportation costs.

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Policy Title: Sales Promotions

Policy No. 1005.3

The Board of Directors recognizes that there may be educational value in limited and judiciously spaced use of sales promotions by student groups. These may be permitted, at the discretion of the Superintendent, where the promotions are necessary for the support of an approved student organization or organized activity.

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## School- Community Relations

Series 1000

Policy Title: Money Raising Activities in the School

Policy No. 1005.4

All fund-raising activities are subject to approval by the administration in accordance to the general policies of the Board.

No activity requiring students and teachers to assist in promoting campaigns (financial, educational, charitable, or otherwise) which demands the time of students and staff shall be permitted, except as hereinafter provided, unless the same shall be determined by the Superintendent to be in accord with the general policies of the Board of Directors.

No agent of person, or persons, shall be permitted to solicit any student or teacher for any purpose, or distribute circulars, handbills, cards or advertisements of any kind or make announcements of any nature, or take up contributions in the school building or on the premises, for any purpose whatsoever, except by approval from the Superintendent of Schools, as being in accord with the general policies of the Board of Directors.

Participation of students in charity activities is considered to be a desirable part of their total education. However, as a matter of basic policy, the Board of Directors will authorize the administration to determine the nature and extent of such activity.

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Policy Title: Participation in Fund Drives

Policy No. 1005.5

Students shall participate only in the community fund drives approved by the administration. those selected by the elementary, Junior High School and Senior High School shall be those that will have an educational value in training the students as future citizens.

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Series 1000

Policy Title: Use of Student Carriers Prohibited

Policy No. 1005.6

The Board of Directors recognizes that effective communications are frequently a part of worthwhile civic and community projects. As such, the danger of using students as carriers may present a problem in conducting a sound program of education within the school.

The policy of the Board of Directors, therefore, prohibits the use of students as carriers except in those cases judged by the Superintendent to be directly related to the educational tasks of the school system.

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## School- Community Relations

Series 1000

Policy Title: Public Conduct on School Premises

Policy No. 1006

The board expects that students, employees, and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity, and respect. Individuals (including students, employees, and visitors) who violate this policy will be subject to discipline. Students who violate this policy will be disciplined consistent with the District's student conduct policies. Employees who violate this policy will be disciplined consistent with the District's employee discipline policies and laws. Visitors who violate this policy will be subject to the consequences set out in this policy.

Individuals are permitted to be present on school premises only as guests of the District, and, as a condition of such permission, they must comply with the District's rules and policies. Individuals will not be allowed to interfere with or disrupt the educational environment, the education program or District activities. Individuals are expected to display mature, responsible behavior.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees, activity sponsors, and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal, or physical conduct of individuals directed at students, school officials, employees, officials, activity sponsors or other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials or activity sponsors will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials, activity sponsors or other individuals will not be tolerated.
- The use of alcohol, controlled substances or products containing nicotine on school grounds is strictly prohibited.

If an individual becomes physically or verbally abusive; uses vulgar or obscene language; uses controlled substances, alcohol or products containing nicotine; or in any way interrupts an activity or disrupts the educational program or the orderly environment of the District, the individual may be removed from school premises by the school official, employee or individual in charge. Law enforcement may be contacted for assistance. The superintendent may exclude an individual who violates this policy from being present on school premises in the future and/or attending future school sponsored or approved activities.

Upon Recommendation of the superintendent, the Board shall cause a notice of exclusion from school sponsored or approved activities, or from the complete school grounds premises. The notice shall advise the individual of the school district's right to exclude the individual from the grounds, facilities, or events as well as the duration of the removal. If the individual disobeys this order, law enforcement will be contacted, and prosecution will be recommended. The school district may obtain a court order for temporary or permanent exclusion from the school premises and/or school events.

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