

Utica Community Schools
Board of Education Policies
Rules and Regulations

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1100 POLICY - School/Community Relations

School/community relations is a planned, systematic process of regular two-way communication among the board, the district and its internal and external publics. The organization's communication program is intended to stimulate a better understanding of its role, objectives, accomplishments and needs. Educational public relations is a management function which interprets public attitudes and executes a program of action to encourage public involvement, to disseminate public information and to earn public understanding and acceptance.

The board shall, through its staff:

- I. Keep the audiences of the district regularly informed through multiple channels of communication on policies, programs, issues and planning of the school system;
- II. Invite the opinion of the district audiences; and
- III. Solicit input of the district audiences through periodic advisory committees selected from the community.

Policy
Adopted: 10/9/95
Revised: 5/14/07

Board of Education Utica Community Schools



1100 RULES AND REGULATIONS - School-Sponsored Information Media

The superintendent or designee shall be responsible for the content of all district newsletters, bulletins, annual reports, special publications, educational cable, broadcasts and the district web site.

Building principals will publish and distribute newsletters, annual reports, and/or other publications designed for the parents of that particular school. Copies of publications shall be forwarded to the School/Community Relations office. Principals shall also maintain a building website.

Rules and Regulations

Adopted: 10/9/95

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1105 POLICY - Communication Plan

The board accepts full responsibility for providing information about the function and operation of the district. A communication plan for the district shall be developed by the superintendent and the Director of School/Community Relations.

Public's Right to Know: All decisions of the board shall be made in public with full opportunity extended to citizens to be heard prior to the making of these decisions as outlined in Policy #8105. Closed sessions shall be held for specific reasons as provided by law.

School-Sponsored Information Media: The district shall regularly issue a newsletter containing information about the operation and activities of the schools.

Related Policies: Board of Education Policy 8105, Board of Education Meeting Rules and Procedures

Policy
Adopted: 10/9/95
Re-Adopted: 5/14/07

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Rules and Regulations
Adopted: 10/9/95
Re-Adopted: 5/14/07

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1110 POLICY - Print, Broadcast and Digital Media Relations

The Board of Education recognizes and appreciates the role the news media plays in reporting on the programs and activities of the school district. A strong and positive relationship with members of the working press remains a priority.

Therefore, Utica Community Schools will cooperate fully with all responsible print and broadcast media representatives in order that the public may be more fully informed about the operations of its schools.

Legal References: *MCL §380.1261*

Policy
Adopted: 10/9/95
Revised: 3/23/98
Revised: 5/14/07

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1110 RULES AND REGULATIONS - Print, Broadcast and Digital Media Relations

News Releases

Staff members shall observe the following procedure when releasing information to the print or broadcast media:

- I. Utica Community Schools' employees are not required to speak either to print or broadcast media. If a Utica Community Schools employee is approached by the print or broadcast media for comment specific to Utica Community Schools' policies, programs or pending litigation, the employee shall notify the building principal, School/Community Relations or designee before conducting the interview.
- II. If a staff member wishes to initiate a feature story for the print or broadcast media, he/she shall first discuss the story with the building principal and proceed under his/her direction. If a tip sheet or a news release is sent, copies should be sent to the principal and Community Relations office.
- III. Teachers shall work through the building principal on all news releases or feature stories.



1200 POLICY – Use of Facilities

It is the policy of the Utica Community Schools to make school facilities available to the residents of the school district within established regulations intended for the protection of the interest and property of the school district. School facilities are available via the following priority:

INSTRUCTIONAL – Activities directly related to instructional use by students and adults.

COMMUNITY EDUCATION – Activities directly related to enrichment of the instructional program organized by the Community Education Department.

NON-PROFIT ORGANIZATIONS – Any organized non-profit groups or organizations within the school district whose purposes are civic, cultural, fraternal, religious or recreational in character.

OTHER GROUPS/ORGANIZATIONS – Activities for outside groups/organizations willing to follow district guidelines.

Policy 1200
Adopted: 10/14/68
Revised: 08/27/01
Revised: 06/12/06

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1205 POLICY - Use of School Facilities as Voting Precincts

The Board of Education shall make the Public School Buildings available to the local units of government for voting precincts with the following condition:

- I. The local units of government shall be billed for extra services rendered by school employees necessitated by the election.

Policy
Adopted: 3/28/63
Revised: 11/25/02
Revised: 2/11/08

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1210 POLICY - Visitors to School Facilities

The Utica Community Schools maintains a safe and secure environment for our students. Visitors who have appropriate business at any of the Utica Community Schools facilities are welcome. Visitors must register in the office and leave promptly when their business is completed.

Policy
Adopted: 11/12/01
Re-Adopted: 5/14/07

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1210 RULES AND REGULATIONS - Visitors to School Facilities

- I. All visitors must report to the main office or security personnel when entering the building.
- II. All visitors must sign in upon entering and sign out as they leave.
- III. All visitors are required to wear a visitor badge while in the building.
- IV. The Utica Community Schools discourages student visitors during the school day.
- V. School personnel are encouraged to ask visitors without proper identification to go to the main office and register.

Rules and Regulations
Adopted: 11/12/01
Re-Adopted: 5/14/07

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1300 POLICY - Governmental Agencies Rezoning/Property Use

The Superintendent of Schools or his/her designee, has the authority to work in cooperation with governmental agencies conducting business that may impact the school district in matters related to property use including rezoning.

If the Superintendent determines that any one or more of the following criteria are met, the Superintendent or his/her designee is authorized to object to the property use or rezoning on behalf of the school district.

- I. The use of property or rezoning may adversely impact the health, safety welfare and/or education of the students of the Utica Community Schools.
- II. Increased traffic may cause a safety hazard to the children going to and/or from school.
- III. There may be an adverse impact on the safety of students going to and/or from school.
- IV. The proposed rezoning includes use of property that may adversely impact the health, safety, welfare and/or education of students.

Policy
Adopted: 6/23/97
Re-Adopted: 5/11/07

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