



# **BOARD OF EDUCATION**

## ***BYLAWS AND POLICIES***



### **Miller Johnson School Policy Services**

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## INTRODUCTION

### 0001 Name and Legal Status

The legal name of the School District is Farmington Public Schools. The School District is a general powers school district within the meaning of the [Michigan Revised School Code \(RSC\), MCL 380.1 et seq.](#)

### 0002 The Board of Education

The School District is governed by the Board of Education (the Board). A principal function of the Board is to adopt Bylaws and Policies that are reasonable and necessary to guide present and future Board and School District decision making and operations. The adoption, amendment or repeal of Bylaws or Policies requires the vote of a majority of the Board members elected and serving.

Bylaws and Policies supplement the wide body of federal and state statutory and regulatory law that applies to public school districts in the State of Michigan. Federal and state law supersede these Bylaws and Policies, to the extent of any inconsistency. The Board has determined that it is not reasonable or necessary to attempt to replicate federal or Michigan statutes or regulations in these Bylaws and Policies.

### 0003 The Superintendent of Schools

The Board will employ a Superintendent of Schools in conformity with the [RSC](#) and other applicable laws. The Superintendent will serve as the School District's chief administrator and is responsible for the development and implementation of Administrative Regulations that give operational effect to the Board Policies. Regulations are to be consistent with these Bylaws and Policies and, except as otherwise agreed by the Board, will not be effective for a period of one month from the date they are provided to the Board. The Board may, but is not required to, formally approve Administrative Regulations. A reference to the Superintendent in these Bylaws and Policies (and in any Administrative Regulations that may be promulgated) means the Superintendent or his/her designee, unless otherwise expressly stated.

The Board is represented in all labor negotiation proceedings by a negotiating team. The Board approves all members of the team prior to the start of negotiations. All agreements negotiated by the team are subject to ratification by the Board.

The Board has adopted these Bylaws to define the manner in which the Board meets, operates and conducts its business. Bylaws are intended to provide for the Board's own internal governance, providing the basic framework for Board operations.

## 1001 Organization and Functioning of the Board

**Composition** The Board of Education is comprised of seven (7) members, elected or appointed in accordance with the [RSC](#) and the [Michigan Election Law](#).

**Term of Office** The term of office of each member is six (6) years.

**Oath of Office** Newly elected, reelected and appointed members of the Board will take the required oath of office before being seated.

**Vacancies** In the event of a vacancy on the Board, the Board may appoint an eligible person to fill the position consistent with Michigan law.

**Duties and Responsibilities of Board Members** Board members are elected to serve the interests of the School District and the entire school community. These interests may not be subordinated to any partisan principle, group or interest. Board members are expected to be and remain informed about issues that may come before the Board for decision. Regular attendance at Board meetings is necessary to fulfill the obligations of a Board member.

**Role of Individual Board Members** The Board acts as a whole, and only at properly convened Board meetings. An individual Board member lacks independent authority and may not act for or on behalf of the Board unless he/she has been specifically delegated authority by the Board to act in a particular instance.

**Code of Ethics** Each Board member will be asked to acknowledge and sign the following code of Ethics:

As a member of the Board, I will promote the best interest of the School District as a whole and will adhere to the following ethical standards and principles:

1. I will represent all School District constituents honestly and equally and refuse to surrender my responsibilities to any partisan principal, group or interest.
2. I will avoid any conflict of interest prohibited by law or appearance of such that could result from my position, and will not use my membership on the Board for personal gain, where contrary to the interests of the School District.
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public meeting of the Board.
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.

6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in School Board meetings.
8. I will become sufficiently informed about and prepared to act on the specific issues before the Board.
9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire school community.
10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the School District.
11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, including those sponsored by state and national school board associations, and encourage my fellow Board members to do the same.
12. I will strive to keep the Board focused on its primary work of clarifying the School District purpose, direction and goals, and monitoring District performance.

**Confidentiality** Board members will receive information that is not available to the general public. This includes information that is received during a closed session of the Board. In order for the proper functioning of the Board, an individual Board member will not share confidential information without the prior authorization of the Board or as may be required by law.

**Conflict of Interest** Board members are expected to conduct themselves in a manner that does not create or give the appearance of a conflict of interest prohibited by law. No relative (father, mother, son, daughter, sister, brother, or spouse; father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law; step-father, step-mother, step-son, step-daughter; step- or half-brother; step- or half-sister; or any other person who resides in the same location as a Board member) of a Board member shall be hired by the District in any capacity during the term of office of the member. If a family member of a newly elected Board member is already an employee of the District, such Board member shall abstain from voting on any matter affecting the employment status of the employee.

**New Members** Board service requires considerable preparation and study. New Board members are strongly encouraged to participate in orientation and educational activities to acquaint themselves with the duties and responsibilities of a Board member.

**Committees** The Board may create various committees to gather information for the Board. Committee members will be appointed by the Board President. A committee will not consist of more than three (3) Board members.

**Election of Officers of the Board** The President, Vice President, Treasurer and Secretary of the Board will be elected at the Board's annual organizational meeting. The vote of a majority of the Board members elected and serving will be necessary for election to these offices. The elected officers will hold office for one year, and continue in office until their successors are chosen and take office. Board officers are eligible for reelection to their office.

**President** The President of the Board will preside at all meetings of the Board and conduct meetings in the manner prescribed by these Bylaws. The President will prepare the agenda for Board meetings in



consultation with the Superintendent and may perform such other tasks as are reasonably necessary to facilitate Board meetings.

The President, or his/her designee, functions as the official spokesperson for the Board. The President will be the official recipient of correspondence directed to the Board and will provide copies of School District related correspondence to all other Board members and, in his/her discretion, to the Superintendent. Board members who receive School District related correspondence that was not addressed to the President will promptly provide a copy to the President.

The President will sign all papers and documents required by law or otherwise authorized by action of the Board.

The President, on behalf of the Board, is authorized to consult with the Superintendent and/or School District legal counsel prior to presentation of an issue to the full Board.

**Vice-President** The Vice-President of the Board will have the powers and duties of the President during the temporary absence or disability of the President. The Vice-President will also have such other powers and duties as the Board may from time to time determine.

**Treasurer** The Treasurer of the Board will sign all School District documents required by law or otherwise authorized by action of the Board and perform other duties required by law and/or assigned by the Board.

**Secretary** The Secretary of the Board will be responsible for taking and keeping the Board minutes in conformity with applicable legal requirements and performing such other duties as the Board may from time to time determine.

**Vacancies in Officer Positions** In the event of a vacancy in a Board office, the Board will elect a successor to serve for the balance of the term.

**Removal from Office** The Board may remove a person from an elected Board officer position by a majority vote of the serving members. Removal from an office does not constitute removal from the Board.

**Compensation** Board members will be paid a stipend, as determined by the Board, for attendance at meetings of the Board, including committee meetings and Board study sessions. Board members will be paid a stipend once per day, regardless of the number of meetings attended on a single day.

**Reimbursement of Expenses** In addition to compensation for meeting attendance, Board members will be reimbursed for actual and necessary expenses incurred in the discharge of their official duties, as well as for attending Board approved activities and functions. Board members are expected to exercise good judgment, and ensure that expenditures incurred are reasonable, necessary, and in the best interest of the School District. Board members will not be reimbursed for entertainment expenses or the purchase of alcoholic beverages.

**Indemnification** The School District will indemnify the Board and individual Board members to the extent permitted by law. The School District will also purchase and keep in effect insurance policies for the defense and indemnification of the Board and individual Board members.

**Discipline and Removal** By a majority vote, the Board may censure an individual Board member or members for violating federal or Michigan law, these Bylaws or Board policy, or otherwise acting in a manner inconsistent with the office of a Board member. By a majority vote, the Board may petition the Governor to remove an individual Board member or members from the Board for any reason permitted by law.

**Professional Services** The Board may select and appoint qualified individuals or firms to provide professional services to the District for legal, architectural, auditing/accounting services, and other professional services. In making such selections, the Board will consider certifications, licenses, training and experience. Other criteria may be considered at Board discretion.

## **1002 Meetings of the Board of Education**

**Michigan Open Meetings Act** The [Michigan Open Meetings Act \(OMA\), MCL 15.261 et seq.](#), governs many aspects of Board of Education meetings. These Bylaws supplement the requirements of the [OMA](#).

**Annual Organizational Meeting** An organizational meeting will be held annually in the month of June or July. The business of the meeting will include:

- The election of Board officers; the establishment of a schedule of regular Board meetings for the year; and,
- Such other business as the Board may choose to address.

**Regular Meetings** Regular meetings of the Board will be held in accordance with the schedule established by the Board at the organizational meeting. The agenda for each regular meeting will be developed by the President of the Board in consultation with the Superintendent.

**Special Meetings** Special meetings of the Board may be called by the President or any three (3) Board members by providing not less than 18 hours' notice to all Board members. The notice to Board members and the public shall be consistent in manner and form with the requirements of the [OMA](#).

### **Meeting Procedures**

**Quorum.** Unless otherwise required or permitted by law, a majority of the serving members will constitute a quorum.

**Voting.** Unless otherwise required or permitted by law, the affirmative vote of a majority of the serving Board members is required to exercise the Board's authority.

**Remote Participation.** Board members, including those who are absent due to military duty, may participate in Board meetings remotely on the following conditions: at least a quorum of Board members are present for the Board meeting; any absent Board member discloses the reason for his or her absence and the location from which he or she is participating; the absent Board member may hear and be heard by other Board members and those in attendance at the Board meeting; the absent Board member notifies the Board President of his or her anticipated absence at least 3 business days before the meeting, so the Board President may make arrangements to notify the general public of the means by which it may contact the Board member prior to the meeting; and, the Board President takes steps to ensure the general public is aware of the manner any absent Board member voted on any and all matters brought before the Board for a vote, such as requiring roll call voting.

**Guidelines for Public Participation at Board Meetings.** The Board will establish guidelines concerning public participation at Board meetings. The guidelines will include, but not be limited to:

- Limiting the time any individual may address the Board.
- Requesting individuals who wish to address the Board to identify themselves, their address, and any organization they may represent.

- Advising the public that, generally, the Board and individual Board members will not directly respond to comments or questions that arise during the public participation portion of the meeting.
- Requiring individuals who wish to address the Board to direct their comments to the entire Board and not to individual Board members, the Superintendent, other School District employees or members of the audience.
- Prohibiting behavior that is intemperate, abusive, defamatory or discourteous or that otherwise interferes with the orderly conduct and timely completion of the Board meeting.
- Excluding from the meeting an individual who engages in conduct that constitutes a breach of the peace.

**Rules of Order.** Disagreements concerning the rules of order for a meeting will be resolved according to the latest edition of *Robert's Rules of Order*. The Board may, however, suspend the Rules for a particular meeting or vote by action of a two-thirds (2/3) vote of those members present.

**Suspension or Waiver of the Bylaws.** Bylaws may be suspended by general consent or a two-thirds (2/3) vote of the Board members present at a properly constituted meeting. The suspension will apply to a particular instance and matter only and will not otherwise be applicable to subsequent actions or events.

## **1003 Adoption or Amendment of Bylaws and Policies**

The Board will adopt or amend Bylaws and Policies after readings at two separate Board meetings. The Board may, by a majority vote of members elected and serving, waive a first reading.

## 2001

## Admission and Enrollment

**Resident Students** Michigan law establishes which students have the right to attend school in the School District. The Superintendent will develop and implement regulations for the enrollment of resident students and their assignment to School District schools, facilities and programs. The Superintendent may also develop and implement regulations for intra-district open enrollment.

**Nonresident Students** Nonresident students may be permitted to enroll in the School District, as described below.

**Schools of Choice.** The Board may choose to permit the enrollment of nonresident students pursuant to a schools of choice program. If such a program is adopted, the Superintendent will develop and implement regulations for the enrollment of nonresident schools of choice students. Students duly enrolled pursuant to a schools of choice program will, thereafter, be considered School District students for all curricular and extracurricular purposes.

**Tuition Students.** The Board may choose to permit the enrollment of nonresident students pursuant to a tuition program. If a tuition program is adopted, the Superintendent will develop and implement regulations for the enrollment of nonresident tuition students. Students duly enrolled through a tuition program will, thereafter, be considered School District students for all curricular and extracurricular purposes.

**Foreign Exchange Students.** The Superintendent may develop and implement regulations for the enrollment of foreign exchange students.

**Homeless Students.** The School District will comply with applicable legal requirements concerning the enrollment of students defined as homeless under federal law. The Superintendent will appoint a designee to serve as the District's liaison with homeless students and their parents or guardians. The liaison will coordinate and collaborate with state and local officials, as necessary. Students duly enrolled as homeless students will, thereafter, be considered School District students for all curricular and extracurricular purposes.

**Children of Non-resident Employees.** A child of a non-resident employee of the School District may be permitted to enroll in the School District without the payment of tuition, provided the enrolling student is enrolling in the K-12 program. Once enrolled, such a student will be permitted to continue to attend the School District through graduation or receipt of a certificate of completion. This policy does not, however, bar the long-term suspension or expulsion of a student for a violation of the Student Code of Conduct.

**Shared Time Instruction** Under certain circumstances, students enrolled in non-public schools located within the geographic boundaries of the School District, as well as eligible students who are being home-schooled, are permitted to participate in non-core elective classes offered by the School District.

## 2002

## Learning and Achievement

The core function of the School District is to educate students to prepare them to become productive and responsible citizens and adults. All other policies and considerations are secondary to this objective.

**Assessments** The Superintendent, in consultation with selected School District personnel, is responsible for developing and implementing legally compliant student assessments. These assessments are to be designed to accurately measure the degree to which students of the School District are progressing in the School District's curriculum, in general, and how each individual student is progressing within the curriculum.

The Superintendent, in consultation with selected School District personnel, is also responsible for developing and implementing an assessment reporting system. The purposes of the reporting system include informing the Board, School District staff, parents,<sup>1</sup> and the community, at large, about student progress within the School District's curriculum, in general; informing the Board, School District staff, parents and the community at large about student progress relative to their peers in other school districts and communities; and, notifying parents and students of the particular student's individual progress in the School District's curriculum. All School District personnel are responsible for faithfully and effectively administering the School District's assessments and following the prescribed system of assessment reporting.

**Progress Reports and Grades** The Superintendent, in consultation with selected School District personnel, is responsible for developing and implementing a system of legally compliant periodic progress reporting and grading that accurately reflects the degree to which students are progressing within the School District's curriculum, in general, and relative to their peers, as well as how each individual student is progressing. All School District personnel are responsible for consistently and effectively implementing the School District's progress reporting and grading system.

**Placement** The Superintendent and building administrators, in consultation with parents, are responsible for placing students in schools, grades and courses consistent with the School District's core function of preparing students to become productive and responsible citizens and adults. Where agreement cannot be reached, following consultation, placement decisions may be made notwithstanding parental objection.

**Graduation Requirements** In order to graduate and receive a high school diploma from the School District, a student must successfully complete all coursework required by law, all credits, coursework and assessments required by the School District and all other requirements that may be established and published from time to time by the Board.

## 2003 Education Records

**Generally** The Superintendent will develop and implement legally compliant regulations covering the creation, maintenance, preservation and confidentiality of student records. The Superintendent will notify parents annually of their rights with respect to student records and related matters, as required by the [Family Education Rights and Privacy Act](#) (FERPA) and [Pupil Privacy Rights Amendment](#) (PPRA).

**Directory Information** The Board designates the following student record information as *directory information*:

- A student's name, address and telephone number;
- A student's photograph;
- A student's birth date;
- A student's participation in School District related programs and extracurricular activities;

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<sup>1</sup>The word "parents," when used in these policies, includes legal guardians and, where required by law, those acting in the place of parents.

- A student's academic awards and honors;
- A student's height and weight, if a member of an athletic team;
- A student's honors and awards; and
- A student's dates of attendance and date of graduation.

Such information may be released by the School District, upon request, unless a parent or adult student has made timely objection, in writing, in accordance with [FERPA](#).

**Student Surveys** Parents may inspect all materials used for any student survey, analysis or evaluation conducted by the School District in connection with a program that is funded by the United States Department of Education. The School District will not, without the consent of the parents of a student, require the student to participate in such a survey, analysis or evaluation that reveals or is intended to reveal information concerning the student's or the student's parents':

- Political or religious affiliations, beliefs or practices;
- Mental or psychological problems;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom the student or the student's parents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers;
- Income, other than when required by law to determine eligibility for programs or financial assistance.

## 2004 Extracurricular Activities

The Board strongly encourages the participation of School District students in extracurricular activities. Such activities are intended to supplement the School District's curriculum and provide opportunities for student enrichment. While important, it must be emphasized that participation in extracurricular activities is a privilege; not a right.

**Student Fundraising** Fundraising can serve as a learning experience for students. With this objective in mind, it is essential that fundraising activities not interfere with the education of the students. Moreover, participation is to be voluntary and not a condition of membership in any District group. Student fundraising must be conducted in a manner that will not result in embarrassment to any individual student, or group of students. The Superintendent shall establish procedures governing the fundraising by students and the accounting for such funds.

**Athletics** The Superintendent, in consultation with the Board and selected School District personnel, will develop and administer a robust program of interscholastic athletics. The athletic program must, at all times, adhere to the principle that participants are students first and athletes second.

**School District Clubs and Other Activities** The Superintendent, in consultation with the Board and selected School District personnel, will develop and administer a program of curricular and extracurricular student clubs and other activities.

**Student-Initiated Clubs** School District secondary students may also initiate clubs and other activities to be held on School District premises, subject to such rules and regulations as may be established by the Board, the Superintendent or District personnel consistent with the federal [Equal Access Act](#) and its Michigan equivalent. The School District will not discriminate among such student-initiated clubs and activities based on the religious, political or philosophical content of their meetings, provided the following conditions are met:

- Club meetings and events may not take place during instructional time.
- Club meetings and events must, in fact, be student initiated and student participation must be voluntary.
- Club meetings and events will not be sponsored by the School District or School District employees or agents.
- School District employees and agents may be present in only a supervisory capacity. They may not otherwise participate in club meetings and events.
- Persons not affiliated with the School District may not direct, conduct, control or regularly attend club meetings and events.
- Club meetings and events must not materially or substantially interfere with the orderly conduct of School District educational programs or activities.

## 2005 Communication

**Closed Forum** The School District is a closed forum, dedicated to the education of School District students based on the School District's curriculum. Where deemed necessary, the School District reserves the right to prohibit communication by students or others while observing all applicable legal requirements.

**Student Publications** The School District supports and encourages student publications that are part of the School District's curriculum, including school newspapers, yearbooks and similar publications.

**Distribution and Posting of Materials** The posting and distribution of materials on School District premises is prohibited, unless the materials are generated by the School District itself or provides factual information about School District academic or extracurricular activities. All postings and materials to be distributed require the prior written approval of the building administrator or his/her designee.

The Superintendent, in consultation with building administrators, may develop and implement regulations for the posting and distribution of other information. In all cases, the School District prohibits the posting or distribution of literature that:

- Is libelous, defamatory, obscene, lewd, vulgar, or profane;
- Violates federal, state or local laws;
- Advocates the use or availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol or illegal drugs;

- Incites violence;
- Interferes with or advocates interference with the rights of any individual or the orderly operation of the schools and their programs;
- Is primarily of a commercial nature, including but not limited to material that primarily seeks to advertise products or services; or
- The primary purpose of which is fundraising, except as approved in advance by the Superintendent.

## 2006

## Behavior

**Introduction** The Board of Education is committed to providing a school environment in which staff may deliver and students may receive educational services without disruption or interference. Expectations for students are based on principles of civility, mutual respect, and otherwise doing what is necessary to be a functioning member of a school community. These expectations apply to conduct on School District premises, while en route to and from school, while in attendance at school functions, as well as when off-campus, to the extent the off-campus behavior is likely to or does substantially disrupt District academic or extracurricular activities or programs.

**Attendance and Truancy** The School District requires its students to attend school every day school is in session, except when excused by the School District. The School Administrator is responsible for enforcing this policy. In cases where the School Administrator concludes a parent is failing to comply with Michigan's compulsory school attendance law, [MCL 380.1561](#), s/he may refer the matter to Child Protective Services or the appropriate police agency or prosecutor's office.

**Student Appearance** Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency.

**Student Code of Conduct** The Superintendent, in consultation with selected School District personnel, will develop and implement a legally compliant Student Code of Conduct. The Student Code of Conduct will apply to student behavior on school premises, while en route to and from school, at School District related events, as well as to off-campus behavior, to the extent the off-campus behavior is likely to or does substantially disrupt District academic or extracurricular activities or programs, or to the extent the District is legally required to consider the off-campus behavior, such as criminal sexual conduct and cyberbullying.

- Principals are delegated the authority to suspend a student from school for misconduct for a period not to exceed ten (10) school days. The Student Code of Conduct to be developed by the Superintendent is to include the due process protections that will apply in connection with such suspensions.
- The Student Code of Conduct will include a procedure for considering and disposing of recommendations by the administration for long term suspensions (in excess of 10 school days) and expulsions. The procedure will be consistent with this policy.

**Long Term Suspensions and Expulsions.** The Board of Education delegates to the Superintendent the authority to issue long-term suspensions and expulsions, pursuant to legally compliant procedures set forth in the Student Code of Conduct.

- **Appeals.** A student who has been suspended for more than ten (10) school days or expelled by action of the Superintendent or his/her designee may submit a written appeal



to the Board. The Board will decide, in each instance, whether or not it will consider the appeal. In the event the Board decides to permit an appeal to proceed, an appeal hearing will be scheduled before the Board or a committee of the Board.

During the appeal hearing, no further testimony or new evidence will be permitted. The Superintendent or his/her designee will share the results of the hearing at his/her level. The student, parent(s) or guardian(s) or a legal representative will have an opportunity to address the Board or the committee and explain why, in their opinion, the disciplinary action is unjust. The Board or committee may ask questions of either the Superintendent or his/her designee or the student and will render a written decision on the appeal within fourteen (14) school days.

The Superintendent may also develop and implement an Athletic and Extracurricular Code of Conduct. The Code will be developed on the foundational basis that participation in athletics and extracurricular activities is a privilege; not a right. The Superintendent will post the School District's Student Code of Conduct and Athletic and Extracurricular Code of Conduct on the School District's web site and take other reasonable measures to assure that students and parents are aware of their existence.

**Other Student Behavior** Michigan law requires that the Board adopt policies concerning bullying, "verbal assault" and locker searches. The Board adopts the following policies, which the Superintendent is to incorporate into the Student Code of Conduct.

**Student Bullying** The Board recognizes that bullying and cyberbullying significantly interfere with the learning process. Through this Policy, the Board prohibits bullying "at school," as defined below, as well as off-campus conduct that is likely lead to a material or substantial disruption of the school learning environment for one or more students.

This Policy is intended to protect *all* students from bullying, including cyberbullying, regardless of the subject matter or motivation for the behavior. The Board, through this Policy, also prohibits retaliation or false accusations against a target of bullying, as well as a witness or another person with reliable information about an act of bullying. The identity of an individual who reports an act of bullying shall remain confidential.

In order that this Policy be properly implemented, the Board directs that:

### **Implementation**

*Responsible School Official.* The Principal of each school building is primarily responsible for implementing this Policy for the school to which he or she is assigned.

*Publication.* The Superintendent shall revise the District's Student Code of Conduct, consistent with this Policy, to specifically prohibit bullying and cyberbullying, as defined below. The Superintendent is directed to post this Policy on the District's website.

*Reporting.* The Superintendent shall report to the Board of Education, on an annual basis, all verified incidents of bullying, and the resulting consequences that were imposed.

*Administrative Regulations.* The Superintendent shall promulgate such administrative regulations as he/she may deem necessary for the implementation of this Policy. The regulations shall include all of the following:

- A procedure for an individual to report an act of bullying;
- A procedure for the prompt investigation of a report of an act of bullying by the building principal or his/her designee;

- A procedure for providing notification to the parent or guardian of both the claimed victim of an act of bullying and the parent or guardian of the alleged perpetrator;
- A procedure to protect the confidentiality of a person making a report of bullying;
- A procedure for documenting any prohibited bullying incident that is reported; and
- A procedure for the Superintendent to report to the Board of Education, on an annual basis, all verified incidents of bullying, and the resulting consequences that were imposed.

**Definitions.** The following definitions shall apply for purposes of this Policy:

*“Bullying”* means any written, verbal or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more District students, either directly or indirectly, by doing any of the following:

- (i) Substantially interfering with educational opportunities, benefits or programs;
- (ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
- (iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or,
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

*“At school”* means in a classroom, anywhere else on school premises, on a school bus or other school-related vehicle and at a school-sponsored activity or event, whether or not the activity or event is held on school premises. *“At school”* includes the off-premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the District.

*“Cyberbullying”* means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- (i) Substantially interfering with educational opportunities, benefits or programs;
- (ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
- (iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

**Accountability.** Each student in the School District is accountable for his/her own behavior, based on age-appropriate expectations. Respect for all students is part of a safe and healthy learning environment. Each student is expected to demonstrate respect through their interactions with the give-and-take of friendships, group cooperation, social interaction, compromise and acceptance of differences among other students and staff.

**Retaliation.** Retaliation against a target of bullying, a witness, another person with reliable information about an act of bullying or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy independent of whether a complaint is found to have been substantiated. Suspected reprisal or retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated.

Retaliation and intentionally false reports may result in disciplinary action.

The Superintendent is directed to implement this Policy and is authorized and directed to promulgate such administrative regulations as may be deemed necessary.

**Verbal Assault** A verbal assault is a communication or series of communications that does or is intended to put a reasonable person in fear of harm to himself/herself or his/her property. The Superintendent will address verbal assault within the Student Code of Conduct.

**Locker and Other Searches** Lockers provided to students are the property of the School District and students and others have no expectation of privacy with respect to the lockers or their contents. School District principals and their designees may search student lockers at any time for any reason and may request the assistance of local law enforcement personnel. When conducting locker searches, School District personnel will respect the privacy rights of students regarding items found that are not illegal or possession of which is not in violation of School District policy. Any searches of personal property on school grounds will be conducted in a manner consistent with applicable legal standards.

**Personal Electronic Devices** Students may possess an electronic device while in school, but subject to the rules for use developed in each building. Building rules are to be designed by administration and staff members and may also include other stakeholders. While a student is in attendance at a school-sponsored activity or event, the devices may only be used in accordance with the building rules.

Where use of an electronic device is permitted, students are expected to fully recognize and respect the privacy and confidentiality rights of their fellow students. A student who is given permission to use an electronic communication device, or a recording device, at school, may only use the device in a manner that is consistent with the narrow permission that has been granted.

Device is defined as a privately-owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Students violating this policy are subject to disciplinary action in accordance with the Student Code of Conduct. Devices operated in violation of this policy or a building rule, or for any illegal purpose, shall be confiscated and not returned until, where appropriate, a person(s)/guardian(s) conference has been held. The District shall not be responsible for any electronic device that is lost, stolen, or confiscated.

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**Health and Safety**

**Programs and Activities** School District personnel will take reasonable precautions to preserve the health, safety and welfare of students participating in School District related programs and activities.

**Health Concerns Raised by Parents or Guardians** Parents are responsible for informing the School District of health and safety concerns particular to their children and cooperating with the School District to address those concerns. The Superintendent will develop and implement regulations for addressing the health and safety concerns of students with disabilities within the meaning of [Section 504 of the Rehabilitation Act of 1973](#).

**Immunization** Except as otherwise specifically provided by law, the Board requires that all students be properly immunized, not later than the first day of school.

**Medication** The Superintendent will develop regulations concerning student medications. The regulations will address the possession, storage and accessing of student medications, as well as the administration of prescription medications to students while at school.

**Performance Enhancing Substances** Students are prohibited from using or being in the possession of any performance-enhancing substances, including, but not limited to, those that may be listed by the National Collegiate Athletic Association, the Michigan High School Athletic Association or the Michigan Department of Community Health.

**Seclusion and Restraint** The Board directs School District personnel and others to comply with Michigan law prohibiting seclusion and restraint, except for emergency seclusion and emergency physical restraint in the manner permitted by law.

**Wellness** The Board of Education recognizes that student wellness is integral to learning, growth and development. The School District will promote proper nutrition and nutrition education, as well as regular physical activity, as steps toward student wellness. The Superintendent will develop administrative regulations to implement this policy.

**Epinephrine Auto-Injectors (Epi-Pens)** The School District will acquire or purchase and maintain at least two functioning epinephrine auto-injectors (epi-pens) for and at each school building it operates. Properly trained School District personnel or authorized contractors will administer an epi-pen injection to any individual on school grounds who is believed to be having an anaphylactic reaction or any student who has a prescription on file at the school. The District will notify the parent(s) or legal guardian of any student to whom the District administers an epi-pen injection on school grounds or at a school-related activity.

The purpose of this policy is to comply with [2013 PA 187 \(PA 187\)](#). This policy is not intended, and should not be construed, to create or grant any rights or remedies to any person. The Superintendent will promulgate administrative regulations for implementing this policy consistent with the requirements of [PA 187](#), which regulations will incorporate, by reference, the Michigan Department of Education's Medication Administration Guidelines.

**Cardiac Emergency Response Plan** The Superintendent, or his/her designee, will promulgate a Cardiac Emergency Response Plan, as required by [2014 PA 12](#).

**3001****Curriculum Development**

The Board directs the Superintendent to develop, implement and provide ongoing evaluation of the School District's curriculum. The curriculum will:

- Be consistent with the Board's policy on Student Learning and Achievement;
- Meet or exceed all requirements of the State of Michigan for instructional programs; and,
- Be standards based and founded upon legally compliant, research based grade level learning and achievement standards that lead to the awarding of a School District diploma.

The School District's curriculum will also include legally compliant, research based learning and achievement standards for students who participate in career and technical education programs, as well as address the needs and provide legally compliant opportunities for students with disabilities and students who are considered gifted.

The Superintendent will appoint well qualified administrators and teachers to assist the Superintendent in implementing and improving the School District's curriculum, as well as otherwise improving student learning and achievement. Any changes to the curriculum must be approved by the Board.

**3002****Parental Involvement**

The Board strongly encourages and supports the involvement of parents in their children's education. The Superintendent will develop and implement regulations, in consultation with parents, which will include:

- The manner in which the School District will cooperate with parents of students to develop students' intellectual and vocational skills in a safe and positive environment;
- The manner in which the School District will permit parents to review the School District's curriculum, textbooks and teaching materials;
- The manner in which the School District will permit parents to observe instructional activities, other than testing and assessments, in which their students are enrolled and present; and
- The manner in which the School District will permit the disclosure or use of student information for purposes of sales or marketing.

Parental involvement is also considered a key component of federal Title I programs. In order to help build a partnership between home and school for purposes of Title I, the School District:

- Informs parents of the program, the reasons for their children's participation and the specific instructional objectives;
- Trains parents to work with their children to attain instructional objectives;
- Trains teachers and other staff involved in Title I programs to work effectively with the parents of participating students;
- Consults with parents on a regular basis;

- Provides opportunities for parents to be involved in the design, operation and evaluation of the program; and
- Provides opportunities for the full participation of parents who lack literacy skills or whose native language is not English.

The Superintendent will develop and implement regulations that are compliant with Title I. The regulations are to support the above principles and actions and also assure that services provided with state and local funds in Title I schools are comparable to those provided in non-Title I schools in the School District.

### **3003 Instruction**

To the maximum extent feasible, student instruction will be delivered using research based and peer reviewed instructional methodologies. The Superintendent may develop regulations that are consistent with this policy.

### **3004 Textbooks and Other Instructional Materials**

The Board delegates to the Superintendent the authority to purchase instructional materials recommended to the Board, for its approval, including textbooks that are compatible with the School District's curriculum. The Superintendent may utilize well qualified administrators and teachers to assist in the selection of instructional materials, including textbooks, to be recommended to the Board.

### **3005 Selection of Media Center Materials**

The Board intends that students be provided access to a wide variety of educational materials, in various media, to support learning. The Superintendent is authorized to make or approve purchases for the media center and may receive recommendations for such purchases from professional staff members, parents and students.

### **3006 Parental or Community Objections**

The Superintendent will develop regulations that provide an opportunity for the presentation and fair consideration of parental or community objections to the School District's curriculum, the selection of textbooks and other instructional materials and media center materials.

### **3007 School Year / School Calendar**

The Superintendent will develop and recommend for approval by the Board a school year that is consistent with the Board's policies on Student Learning and Achievement. The school year adopted by the Board will meet all applicable legal requirements and, to the extent feasible, will be coordinated with the school year calendars of the intermediate school district and neighboring school districts.

### **3008 School Day**

The Superintendent will develop and recommend for approval by the Board a school day that is consistent with the Board's policies on Student Learning and Achievement. The school day will meet all applicable legal requirements.

**3009****Limited English Proficiency**

The Board is committed to providing equal educational opportunities for all students in the School District. This includes students who have an English language deficiency. The Superintendent will develop and implement programs of instruction that:

- Appropriately identify students who have an English language deficiency;
- Provide appropriate instruction to limited English proficient students to assist them in gaining English language proficiency; and,
- Annually assess the English proficiency of students and monitor their progress in order to determine the degree to which they may participate in a regular classroom environment.

**3010****Equity and Excellence**

The School District commits to achieving equity and excellence for each and every student by preparing them for citizenship, higher education, and the workforce. The Board will provide the necessary leadership and resources so every student, with support for his or her unique circumstances, has access to and is provided the opportunities and experiences that lead to academic, emotional, physical, and social success.

Through an individualized approach to monitoring students' interests and progress, the District will build on the strengths and gifts of each student. The District believes each student will reach high levels of achievement when supported by a challenging curriculum, effective instruction, engaging relationships, and an environment that promotes their academic, emotional, physical, and social well-being. The District commits to practices that incorporate and are consistent with the following principles:

- Developmentally responsive educational practices and inclusive learning environments empower students to perform at high levels. The District will maintain, and employees will use, differentiated teaching strategies, assessment and other tools that support students in their learning.
- Educational outcomes are not presumed by income, race, disability, gender, first language, or family background.
- Access to educational programs, services, and opportunities do not depend on eligibility criteria other than those prescribed by the District's policies, or local, state, or federal law.
- Home, school, and community all play a vital role in student success. Positive educational outcomes are the responsibility of District employees and our students, in partnership with our families and community.
- Providing a challenging educational program to every student with an emphasis on acceleration of learning opportunities is the responsibility of each District employee.
- By working together District staff models collaborative behavior to improve the quality of learning for all students. Each staff member is responsible and accountable for the learning and achievement of all students, and will help build a culture that reinforces this responsibility.
- Employees advocate for the success of each student through program recommendations and robust communication with students and their families regarding opportunities for learning.

A quality educational program is very largely a function of the personnel employed to implement the educational goals of the Board of Education. The Board will search for and employ persons of the highest character who have the skills and other qualifications necessary to meet staffing requirements.

Board policies apply to all School District employees, including personnel who are covered by a collective bargaining agreement. In the event that a Board policy conflicts with an enforceable provision of a collective bargaining agreement, the bargaining agreement will control the particular matter for employees who are within the coverage of that agreement. Any provision of a collective bargaining agreement that purports to cover a prohibited subject to bargaining is not enforceable.

All staff members have the responsibility to make themselves familiar with, and abide by, the laws of the State of Michigan as they affect their work, the policies of the Board, and implementing Administrative Regulations designed to implement them.

#### 4001 Administrative Staff and Organization

**The Superintendent of Schools** The Board will employ a Superintendent of Schools in conformity with relevant provisions of the [Revised School Code](#) and other applicable laws.

**Other Administrators** The Board may employ other administrators as it deems necessary for the proper operation of the School District.

#### 4002 Employment Considerations

**Equal Employment Opportunity** The Board is committed to equal employment opportunities in all aspects of employment, including recruitment, selection, training, promotion and retention of staff.

**Non-Discrimination and Anti-Harassment** The Board is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from illegal discrimination and harassment. There will be no tolerance for discrimination or harassment in employment on any basis prohibited by law. See also Policy 8008.

**Nepotism** It is the intent of the Board to avoid favoritism as well as the appearance of favoritism towards relatives in all matters concerning employment in the School District. The Board adopts the following standards:

- No Board member or employee shall knowingly participate in any personnel action, including a recommendation for appointment, employment, promotion or evaluation, concerning an applicant or employee to whom she or he is related.
- No Board member or employee may directly supervise or evaluate an employee to whom that person is related. If a person is hired or transferred into a position the person will immediately report that fact to the Superintendent, who will consult with the Board of Education concerning the proper disposition of the matter.

This policy should not, except as expressly provided, be interpreted to prohibit the employment of relatives of Board members or relatives of School District employees.

For purposes of this policy, the terms "related" or "relative" refer to the following relationships: father, mother, son, daughter, brother, sister, or spouse; father-in-law, mother-in-law, brother-in-law, sister-in-



law, son-in-law, daughter-in-law; step-father, step-mother, step-daughter, step-son; step- or half-sister; step- or half-brother; or any other persons who reside at the same location as the Board member or employee.

**Criminal Background Checks** The Board seeks to ensure a safe and secure environment for students, staff and other members of the school community. Accordingly, the School District will comply with state law and require that any individual working in a school building, whether as an employee or working regularly and continuously under contract, submits to a criminal history and background check by the department of state police. If an individual has been convicted of a listed offense, as defined by Michigan law, the School District will not employ the individual. If the individual has been convicted of a felony other than a listed offense, the School District will consider the severity of the felony, when the conduct occurred, its effect on the ability of the individual to work in a school building, and any other matters considered relevant to the safety of the school community. An individual with a felony conviction will not be permitted to work in a school building unless the assignment is specifically approved by the Superintendent and the Board of Education. Should the School District become aware, at any time, that an individual already working in a school building has been convicted of a listed offense or a felony, the same procedures will apply. The Superintendent will develop and implement administrative regulations to carry out this policy.

## 4003 Conditions of Employment

**Alcohol and Drug Free Workplace** The Board to maintains a workplace free of alcohol and illegal drugs, as well as prescription drugs for which the employee does not have a current, valid prescription. An employee or volunteer who is found to have unlawfully manufactured, distributed, dispensed, possessed or used alcohol or any drug in the workplace shall be disciplined, up to and including discharge from employment. Similarly, an employee or volunteer who is found to have been present in the workplace while under the influence of illegal drugs, prescription drugs for which the employee does not have a current, valid prescription or uses alcohol will be subject to discipline, up to and including discharge from employment.

**Omnibus Transportation Employees** The School District is required to and will comply with the [Omnibus Transportation Employee Testing Act of 1991](#). The Superintendent will develop and implement regulations to conduct alcohol and drug testing of all employees working in safety sensitive transportation positions, within the meaning of the Act.

**Staffing, Layoff and Recall of Teachers** This policy relates to all teachers working for the School District as defined by the [Michigan Teachers' Tenure Act, MCL 38.71 et seq.](#) As used in this policy, the term "personnel decision" refers to any situation where the School District is:

- Conducting a staffing or program reduction or any other personnel determination resulting in the elimination of a position;
- Conducting a recall from a staffing or program reduction; or
- Any other personnel determination resulting in the elimination of a position, or in hiring after a staffing or program reduction or any other personnel determination resulting in the elimination of a position.

All personnel decisions will be made based on the following factors, in order of priority:

- Individual performance;
- Significant, relevant accomplishments and contributions;

- Relevant special training.

The focus of personnel decisions will be the retention of effective teachers. Length of service or tenure status will not be a consideration unless the factors described above are found to be equal, and, then, only at the discretion of the Superintendent.

No teacher who has received a rating of ineffective on his/her last year-end evaluation will be given any preference that would result in that teacher being retained over a teacher who received a performance rating other than ineffective.

The Superintendent will develop and implement regulations or practices necessary to ensure implementation of this policy in accordance with Michigan law.

**Assignment and Transfer** The Board of Education believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District. The Superintendent will be responsible for the proper assignment and transfer of all professional staff members and, in doing so, will attempt to optimize meeting the academic needs of the District's students.

**HIPAA** The [Health Insurance Portability and Accountability Act of 1996](#) (HIPAA) requires the School District to provide employees with notice of the uses and disclosures of their protected health information that may be made by the School District. The School District will comply with the requirements of HIPAA with regard to any employee benefit or group health plan provided by the District that is subject to the requirements of the Act. The Superintendent will develop and implement regulations necessary to ensure continuing School District compliance with the requirements of HIPAA.

**Leaves of Absence** An employee may be granted a leave of absence, with a right to return to employment upon expiration of the leave, subject to any applicable laws or collective bargaining agreement provisions. A leave of absence is without pay unless otherwise provided by law, Board policy or a negotiated contract. The Superintendent will develop and implement legally compliant leave of absence regulations, specifying the various types of leave that are available to School District employees and the manner in which application for a leave may be made.

**FMLA** The School District will comply with the [Family and Medical Leave Act \(FMLA\), 42 USC 12201 et seq.](#), and corresponding regulations. The School District will use the rolling calendar method under the FMLA. The FMLA leave of any employee of the School District will be without pay. If the employee has paid leave time available under an applicable contract, the employee will be required to use that paid time concurrent with any FMLA leave.

**Medical Examinations** The Superintendent or his/her designee may require an employee to submit to a medical examination when:

- Required or permitted by federal or state law.
- Required or permitted by the employee's contract of employment.
- Information suggests that a health condition may be negatively affecting the employee's ability to perform the essential functions of his/her job, with or without accommodations.
- Information suggests that the employee is a direct threat to the his/her safety or the safety of others.
- An employee has provided insufficient medical documentation as the basis for a health leave and, after providing the employee an opportunity to supplement the documentation, the documentation remains insufficient.

If the Superintendent requires an employee to submit to a medical examination, all costs will be borne by the School District. The employee will be required to sign a release authorizing the physician to submit a copy of the report of the examination directly to the Superintendent. A copy of the physician's report will be maintained in a separate, confidential personnel file.

## **4004 Evaluations, Discipline and Discharge, Resignations**

**Performance Evaluations** All teachers and administrators can improve their performance and should strive for excellence in order to provide the best possible education for the students of the School District. To that end, the School District will use a rigorous, transparent and fair evaluation system for all teachers and administrators. This system will comply with Michigan law and include annual year-end evaluations for all teachers and administrators, unless otherwise permitted by Michigan law.

The evaluation system is intended to be used to improve the performance of all teachers and administrators and encourage professional growth. The system is also intended to result in the separation from employment of those teachers and administrators who, after notice and an opportunity to improve, are found to continue to be ineffective. The Superintendent will develop and implement any legally compliant Administrative Regulations necessary to put this policy into effect.

**Performance Based Compensation** The Superintendent will develop for Board review and approval a legally compliant system of performance based compensation.

**Ineffective Teachers** Teachers will receive ratings pursuant to the School District's evaluation policy and administrative regulations. Any teacher rated ineffective on a year-end evaluation will be placed on an individualized development plan (IDP). That teacher will be evaluated mid-year during the next school year, in addition to receiving a year-end evaluation. If the teacher continues to be found ineffective after a second year, the School District will act to discharge the teacher, either through termination (if probationary) or the filing of tenure charges (if tenured), unless special circumstances are found to exist.

**Discipline and Discharge** This discipline and discharge policy applies to School District employees only. Furthermore, the employment of a probationary employee, including a probationary teacher, may be terminated at any time, for any reason that is not in violation of state or federal law. Where this policy conflicts with an individual contract of employment or an enforceable provision of a collective bargaining agreement, the applicable contract or agreement will supersede this policy.

The Board believes in maintaining a work environment that allows employees to be successful in providing an education to students of the School District. In return, employees are required to meet the highest standards of personal integrity, professionalism and performance. Employees whose conduct or performance is inconsistent with the School District's expectations are subject to corrective and/or disciplinary action.

Discipline, for purposes of this policy, includes verbal and written warnings, verbal and written reprimands, suspensions and dismissals/discharges. Discipline does not include verbal or written directives, verbal counseling aimed at correcting behavior or conduct, placement upon a voluntary or involuntary paid leave of absence and performance evaluations. Such actions are not subject to this policy.

Disciplinary actions are taken at the discretion of the School District, and may arise for any reason that is not arbitrary or capricious. Except as otherwise expressly provided by law, individual employment contract or an enforceable provision of a collective bargaining agreement, all disciplinary decisions of the School District are final and not subject to any grievance or arbitration procedure.

**Resignations** The Superintendent is authorized to accept resignations of School District employees on behalf of the Board. A resignation must be in writing and is effective for the date provided upon acceptance by the Superintendent.

## 4005 Other Matters of Employment

**Gifts to School Personnel** No employee of the School District shall:

- Accept any but nominal personal gifts of money, services or goods from a student of the School District or the parent or guardian of any student.
- Accept any but nominal gifts or favors from any person, firm or corporation that is involved, directly or indirectly, or may be interested in becoming involved, in any commercial dealings with the School District.

**Whistleblower Protection Policy** Employees are expected to report suspected unlawful activity in the School District without fear of retaliation. The Superintendent will develop regulations to inform employees of the protections and obligations that exist under the [Michigan Whistleblowers' Protection Act, MCL 15.361 et seq.](#) The regulations will include a procedure for reporting alleged violations.

**Outside Activities** Employees may not engage in activities which interfere with their School District duties and responsibilities or denigrate the School District or the employee's profession.

Teachers are not permitted to receive pay for tutoring students currently assigned to them. Teachers may tutor other students of the School District with the prior permission of their building principal. No private tutoring may be provided during the regular school day, on School District property at any time or using School District equipment or supplies.

**Political Activities** Political activities of any employee campaigning for a candidate or ballot proposal shall be conducted outside of district buildings, off District premises and outside working hours. Students shall not be used by employees outside of school hours to campaign for a specific candidate or ballot proposals, unless student-initiated and approval has been obtained from the parents of those students. In accordance with Michigan law, District resources are, in no way, to be used in furtherance of any political activities.

**Ownership of Works** Instructional staff members are encouraged to prepare scholarly articles and otherwise produce materials which might be considered for publication or distribution. Any works which reference the School District require the prior written approval of the Superintendent.

Staff member works in which a copyright or patent interest may exist are subject to the following:

- Works developed within the specific scope of an employee's School District duties and responsibilities, or occurring during the employee's regular or customary work hours, are the absolute and exclusive property of the School District.
- Works developed by an employee outside of both the specific scope of his/her employment duties and outside the employee's regular and customary hours of work belong to the employee.

**Professional Development Opportunities** Administration and professional staff are encouraged to seek and take advantage of professional development opportunities. Any expenses or fees associated with such professional development opportunities must be pre-approved by the Superintendent in order to be eligible for reimbursement.

**Professional Staff Contracts** The employment of teachers shall be secured through written contracts according to their status as a probationary or tenured teacher. The Superintendent is authorized to sign teacher contracts on behalf of the Board.

**Conflict of Interest** Public confidence in the impartiality, independence, and integrity of the District's employees and school officials is essential for the proper administration of the District's affairs. To maintain this confidence, District personnel must not participate in activities that may or will conflict with their obligations to the District. District personnel will not engage in or have financial interest, directly or indirectly, in any activity or contract that conflicts (or raises a reasonable question of conflict) with their duties and responsibilities in the District. District personnel may not use or attempt to use information not available to the public to gain a benefit for themselves or anyone else, nor use their position with the District to gain a benefit for themselves separate from the District as a whole. Where an employee or official perceives a conflict exists or is unsure as to whether or not a conflict of interest exists, the employee should discuss the matter with and receive permission from the Board prior to engaging in the conduct.

**Prohibition of Referral or Assistance** All District employees, Board members, and school officials must provide instruction in sex education in strict compliance with [MCL 380.1507 of the Revised School Code](#). In addition, all District employees, Board members, and school officials are prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

Pursuant to state law, District personnel found to be in violation of this policy will be assessed a fine by the District of no less than 3% of his or her annual compensation. The District will refund the State School Aid Fund in an amount equal to any fines applied to or collected from District personnel under this policy.

**Codes of Ethics** The School District expects all individuals working with or for its students to comply with all applicable professional codes of ethics, including the [Michigan Code of Educational Ethics](#), as approved by the Michigan Department of Education.

## 5000

## BUSINESS

### 5001

### General

The Board of Education holds a position of public trust and is responsible to account for and direct the management and expenditure of all monies received by the School District. In furtherance of this responsibility, the Board directs the Superintendent to establish financial procedures to ensure the proper and effective accounting of all School District monies, that monies are administered in accordance with generally accepted accounting principles and that all legal requirements concerning School District monies are satisfied in letter and spirit. Under the supervision of the Superintendent, financial reports and statements will be prepared and submitted to the Board on a monthly basis, or more frequently if requested by the Board.

### 5002

### Budget Planning and Adoption

The Board is required to adopt a budget prior to July 1 of each year, to be in place for the ensuing school year. The budget is a formalized statement of anticipated revenues and expenditures of the District and includes all district fund categories that are used to carry-out the District's educational goals and objectives. The budget will be prepared and published in conformity with the most recent, applicable GASB requirements and will endeavor to maintain a year-end general fund balance with a targeted range of 8-12% as the guideline.

The Superintendent is responsible for preparing the budget and its timely presentation to the Board. Following adoption by the Board, the Superintendent will regularly inform the Board of actual or anticipated variances that may occur during budget implementation and recommend any action that may be required to be taken by the Board.

### 5003

### Purchasing

The Board authorizes the Superintendent to purchase or supervise the purchase of all materials, equipment, supplies, and services necessary for the operation of the School District. The Board expects the Superintendent to seek maximum value for all expenditures. The Superintendent is authorized to promulgate administrative regulations necessary to implement this policy.

The Superintendent will use competitive bidding when and in the manner required by law. In cases where competitive bidding is not required by law, the Superintendent may use competitive bidding or take advantage of cooperative pricing when, in his or her opinion, these procedures serve the School District's interest.

**Federal Procurement Standards** The Board seeks to ensure the District complies with all procurement policies and procedures in accordance with the Education Department General Administrative Regulations (EDGAR). The Superintendent will delegate responsibility for the development of procedures that comply with this policy to the Assistant Superintendent for Business Services.

**Automated Clearing House (ACH) Arrangements and Electronic Transaction of Funds** The Superintendent may enter into Automated Clearing House (ACH) arrangements approved by the Board. The Superintendent may transact School District business electronically.

**Federal Grants and Awards** The Superintendent will promulgate legally compliant administrative regulations concerning expenditures of funds received through federal grants and awards.

## 5004

## Disposition of Property

**Surplus Land, Buildings, Facilities and Real Estate** The Superintendent may identify School District land, buildings, facilities, and real estate no longer required for School District purposes and recommend to the Board the procedures to be followed for the sale or disposition of such property. Board approval is required for both the process to be followed and the ultimate sale or other disposition.

**Surplus Equipment and Supplies** The Superintendent may periodically review School District equipment and supplies and identify any that are thought to be obsolete and not able to be salvaged, as well as those that cannot be utilized effectively or economically by the School District. The Superintendent, after notifying the Board, is authorized to dispose of any such equipment and supplies in a commercially reasonable manner. The disposition of equipment with an estimated value of more than \$5,000 per unit or item shall require prior Board approval. The Superintendent will account to the Board for such sale or disposition, in writing, including the item(s) sold or disposed of and price or other consideration received by the School District.

**Purchase/Lease of Land or Buildings** The method and procedure for the purchase or lease of land or buildings shall be recommended to the Board by the Administration on a case by case basis. All matters pertaining to the purchase or lease land or buildings shall be reviewed by legal counsel before submission to the Board for action.

## 5005

## Investments

The Board requires prudent management of the public monies to which it has been entrusted. Oversight and management of School District monies rests with the Superintendent. The Superintendent will, together with other School District administrators under his/her direction, develop and implement procedures to be followed in connection with School District investments. Such procedures will comply with the Governmental Accounting Standards Board (GASB) and the [Revised School Code](#).

## 5006

## Risk Management/Insurance

The Board seeks to minimize risk in all School District operations. This requires planning that takes into account the safety of students, employees and the public, the protection of School District property and avoidance of financial loss or liability.

The Superintendent is responsible for establishing a risk management program. The program will include means for identifying, eliminating, reducing, or transferring risk, and may provide for the purchase of insurance, if necessary.

Any insurance obtained for the District should provide comprehensive coverage and be secured at the most economical cost to the District, consistent with sound insurance principles.

Liability insurance shall be provided to cover Board members, administrative staff, employees and volunteers authorized to act on behalf of the District in performance of duties relating to District business and operations. Property coverage shall be maintained on all District buildings, contents, property in the open and vehicles. Workers' Compensation coverage shall be carried for all employees as provided by law.

## 5007

## Audits

The Board will retain a firm or person to conduct an annual audit of the School District's financial statements to determine, through an independent review, whether the financial statements fairly present



the financial position of the School District, whether the School District has followed generally accepted accounting principles and whether proper internal controls exist. The auditor's report will be presented at a public meeting of the Board.

## **5008 Meal Charge**

The School District has established this meal charge policy for children who are eligible for reduced-price or full-price meal benefits, but have insufficient funds to pay for school meals. This policy also addresses bad debt incurred due to the School District's inability to collect unpaid meal charges from its parents and students.

The Superintendent will develop and implement administrative regulations regarding meal charge procedures to provide consistent direction concerning students who are eligible for reduced-price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service. These regulations, and this policy, will be provided to all households in writing at the start of each school year, to households transferring to the School District during the school year, and to all School District staff and independent contractors and companies responsible for implementation.

## **5009 Summer Property Tax Levy**

The Board, by passing a resolution in order to activate this policy, shall impose a summer property tax levy. Each summer property tax levy shall be for 50% for debt retirement and 50% for operating and non-homestead of the District's annual school property taxes unless otherwise dictated by law.

## **5010 Fixed Assets**

The Board shall maintain a fixed asset procedure sufficient to track applicable purchases and donations of items meeting the following criteria:

- The cost of each item shall exceed \$5,000;
- The item shall have an estimated useful life which exceeds one year;
- Items costing less than \$5,000 each may also be included within this policy if such item is deemed to be theft prone or otherwise warranting tracking.

Fixed assets shall be classified into the following major categories:

- Land;
- Buildings;
- Vehicles;
- Improvements other than buildings;
- Construction in Progress; and
- Machinery and Equipment.

The Superintendent shall develop such procedures and practices sufficient to meet this Policy.



**5011****Fundraising Activities**

No employee shall create, post, or sponsor any online fundraiser seeking to secure or generate funds from the public for school purposes, purchases for school, or utilizing the District's name, logo, or likeness, without prior written consent from the Superintendent. If permission to create, post, or sponsor an online fundraiser is provided by the Superintendent, any property secured or purchased through such fundraising activities shall become the property of the District and not the employee. This policy applies, but is not limited to, online fundraising services such as DonorsChoose.org, Kickstarter.com, GoFundMe.com, CrowdRise.com, and similar sites.

No solicitation of funds of or by students or employees will be permitted except as specifically authorized in advance by the Board, Superintendent or its/his/her respective designee or respective building/departamental administrator.

**5012****School District Credit Cards**

The Board of Education views the use of credit cards as a convenient and efficient means of transacting School District related business. The Board approves the issuance and use of School District credit cards on the terms and conditions set forth below.

School District credit cards may be issued to the Superintendent of Schools and other School District employees designated by the Superintendent. The Superintendent is responsible for the issuance, accounting, monitoring and retrieval of School District credit cards and for overseeing compliance with this Policy. The Superintendent shall assure that:

- A School District credit card may be used only by a person to whom the card has been issued by the Superintendent.
- A credit card may be used only for the purchase of goods or services for the official business of the School District.
- No purchases for personal purposes or cash advances are permitted.
- An employee of the School District who has been issued a credit card shall submit to the Superintendent a contemporaneous report detailing the:
  - Goods or services purchased;
  - Date of the purchase;
  - Cost of the purchase; and
  - School District related reason for the purchase.

The person to whom a credit card has been issued is responsible for its protection and custody and shall immediately notify the Superintendent if the credit card is lost or stolen.

A person to whom a credit card has been issued must return the credit card upon the termination of employment or service in office for the School District.

Internal accounting controls will be developed to monitor credit card use, approval of credit card invoices and assurance that payment will be timely made. In no event will payment be made later than 60 days from the initial date of the statement on which the purchase is reflected.

Any unauthorized use of a School District credit card will result in appropriate disciplinary measures being taken.

**6000****FACILITIES AND OPERATIONS****6001****Goal**

The Board intends that the educational program be fully supported by suitable facilities. The District will endeavor to utilize energy-efficient resources whenever possible and practical, as well as conduct operations in an environmentally-conscious and responsible manner.

**6002****Safety and Security**

School District facilities and grounds will be kept safe. The Superintendent will develop and implement a maintenance program for the safe and efficient operation of the School District. The program will provide for the regular inspection and periodic maintenance of all School District facilities and be compliant with all applicable safety, health and environmental requirements.

The School District will undertake reasonable cooperative efforts with law enforcement agencies. The Superintendent and building administrators have the responsibility and authority to determine when the presence or assistance of law enforcement officers is necessary on School District premises and School-related functions.

The Superintendent is directed to establish procedures for maintaining District property in a safe and secure manner. The Board authorizes the use of cameras in and around school buildings, surrounding areas, and school buses to record, monitor and maintain a safe and secure environment.

**6003****Firearms and Other Weapons**

To the full extent permitted by law, the District prohibits firearms and other weapons on District premises and at District-related functions without prior, written approval from the District's Superintendent. District employees and students who violate this policy are subject to discipline, including permanent expulsion or discharge. Others who violate this policy are subject to being banned from District premises and District-related functions. The District reserves the rights to report to police authorities any person who violates this policy.

**6004****School Crisis, Response, and Closure**

The Board strives to provide a safe learning environment for students, staff and other members of the school community. The Superintendent will develop a school crisis response plan to be implemented in the event of an emergency.

The Superintendent is authorized to close schools in the case of inclement weather or other emergencies when it is unsafe for students to travel to or attend school.

**6005****Hazardous Chemicals and Substances**

The Superintendent will develop a plan that includes preventive and remedial measures to be taken in the event that there is exposure, or threatened exposure, to a toxic hazard. The Superintendent will also develop and implement an Asbestos-Management Program for the School District that is compliant with the [Asbestos Hazard Emergency Response Act](#) (AHERA).

**6006****Drug-Free School Zones**

In accordance with federal and Michigan law, the Board hereby establishes a Drug Free School Zone that extends 1000 feet from the boundary of any school property line. The Board prohibits the use, possession, sale, concealment, delivery or distribution of any controlled substance, and all drug paraphernalia, on District property, within the Drug Free School Zone or at any District-related event. A person, for whom a controlled substance has been lawfully prescribed, may possess the same within an established Drug Free School Zone.

**6007****Tobacco-Free Environment**

The use of all tobacco products on School District property is prohibited. For purposes of this policy, School District property includes all school buildings, areas adjacent to school buildings, athletic fields, pupil transportation vehicles and parking lots. This prohibition applies to students, employees and visitors to the school or school campus and applies whether or not school is in session. The term "tobacco" includes any kind of lighted pipe, cigar, cigarettes, or any other lighted smoking materials, as well as chewing products and snuff.

**6008****Electronic Cigarettes, Vaporizers, Etc.**

The use of electronic cigarettes, vaporizers, etc. on School District property is prohibited.

The following definitions apply to this policy. "Electronic Cigarettes" means any device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term includes any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, or under any other product name or descriptor. "School District Property" means: all school buildings, areas adjacent to school buildings, athletic fields, pupil transportation vehicles and parking lots.

**6009****Integrated Pest Management**

The Superintendent will develop an integrated pest management plan or administrative regulations that include strategies to reduce the use of pesticides that pose health risks to students, staff members and other persons in the school community.

**6010****Transportation**

**Student Transportation** The District will provide transportation to eligible School District students and others consistent with applicable laws. The use of School District transportation resources for field trips, co-curricular activities and other authorized educational, cultural and recreational activities may be permitted when it does not conflict with the primary purpose for transportation and complies with District policies.

Students who reside in the District and meet the following requirements are eligible for transportation to and from school if they meet:

- A. The student lives more than one and one-half (1½) miles from his or her school. However, a student who has been granted permission to attend a school other than the school to which he or she is assigned is not eligible for transportation by the School District.

- B. The student's IEP or Section 504 Plan requires transportation by the School District.

**Business Transportation** The Superintendent is authorized to determine the extent to which District owned vehicles may be used for official school business. Drivers of school owned vehicles shall be properly licensed.

The Superintendent is authorized to reimburse School District employees for School District-related travel outside the boundaries of the School District at the rate established by the Internal Revenue Service.

**Private Transportation** In cases where an enrolled student wishes to transport him/herself by private vehicle, the parent(s) or guardian(s) of the student may request permission for their child to self-transport him/herself to and from a District site or program, subject to rules and regulations established by the Superintendent.

## **6011 Naming School District Building and Facilities**

The Board will make the final decision on the naming of any School District facility. A facility is defined as any building or structure, or any portion thereof, which is owned by the District. The Superintendent will develop administrative regulations for the selection process and criteria.

## **6012 Recognitions, Remembrances, and Plaques**

The Board may honor a person of national, state or local importance by placing a suitable plaques or memorial on a School District building or facility. The Board may elect to provide remembrances and/or recognitions of District employees or those serving the District from time to time. The Board authorizes the expenditure of reasonable costs for recognitions addressing an individual's service/employment to the District. Other than the foregoing, no public funds shall be expended for remembrances or recognitions approved by the Board.

## **6013 Surveillance of and in School District Buildings and Facilities**

The Superintendent may authorize legally compliant surveillance of and in School District buildings and facilities. Notice will be provided in cases where the general public or students are subject to routine and on-going surveillance. The Superintendent will develop administrative regulations for the recorded surveillance of matter that are or may become education records within the meaning of [FERPA](#).

## **6014 Stormwater Discharge**

The Superintendent will promulgate administrative regulations applicable to the discharge of stormwater.

## 7000

## SCHOOL-COMMUNITY RELATIONS

### 7001

#### Goal

The community should be regularly informed about the objectives, achievements and condition of the School District. The Board recognizes the importance of community input and encourages active involvement in School District planning and operations.

**Public Information** The School District annually releases a comprehensive Annual Education Report (AER) and other information in accordance with state and federal reporting requirements. The Superintendent will utilize various media to provide for meaningful sharing of information between the School District and the community.

In accordance with the [Michigan Freedom of Information Act \(FOIA\), MCL 15.231 et seq.](#), the School District will make public records available for inspection or duplication. The Superintendent is the School District's FOIA Coordinator and will develop administrative regulations necessary to implement the requirements of the Act. The regulations will include a schedule of costs to be charged, as allowable under the Act. The Superintendent may designate another individual to perform on his or her behalf in receiving, processing, granting and denying requests for public records.

### 7002

#### Community Use of School District Facilities

The Board encourages the use of School District facilities to promote educational, recreational, cultural and civic activities of the community by permitting individuals, groups and organizations to use School District facilities when the use does not conflict with the use of School District facilities for School District purposes. The Board does not intend, through this Community Use policy, to create a public forum or limited public forum for expressive activity. The Superintendent will develop administrative regulations, as necessary, to implement this policy.

### 7003

#### Gifts, Bequests and Donations

The Superintendent may accept gifts, bequests and donations in the name of the School District. Gifts, bequests and donations must:

- Be free of any restriction that is contrary to law or inconsistent with Board policy.
- Be, in the opinion of the Superintendent, fitting and appropriate for School District use.
- Not require excessive installation, alteration or maintenance costs, or otherwise require a large commitment of School District resources.
- Contain no commercial advertising, except as may be approved by the Board.

### 7004

#### Distribution of Information / Materials

The Board seeks to minimize intrusions on the time of students and employees caused by the distribution of information from sources outside of the School District. Materials which have not been purchased from, produced or sponsored by the School District may not be sold or distributed on School District property without the prior written approval of the Superintendent.

**7005****Public Complaints**

The Board welcomes constructive criticism. The Superintendent will develop and implement administrative regulations providing for the investigation and resolution of complaints at their closest point of origin. A complaint concerning the Superintendent may be filed directly with the Board.

**7006****District Support Organizations**

The Board recognizes the important role that supportive members of the community can make in creating educational opportunities for District students. To that end, the Board encourages the creation of District support organizations, including student fundraising activities, booster clubs, parent/teacher organizations, etc., to provide additional support to the School District community. The Superintendent will develop and implement administrative regulations to carry out this policy.

**7007****Advertising**

No advertising may be distributed, posted, or displayed on or within any District-owned property without the written consent of the Superintendent. The Superintendent shall prepare regulations addressing the circumstances under which the District would consider accepting commercial advertisements.

Further, absent the express written consent of the Superintendent, all school personnel, including contracted personnel assigned to the District, shall be restricted from utilizing District resources, technology, including District email, and student/parent contact information received while engaged in duties for the District for commercial purposes.

## 8000

## GENERAL POLICIES

Acceptable Use	Cardiac Emergency Response
Americans with Disabilities Act/ Section 504 of the Rehabilitation Act of 1973	Communicable Diseases
Web Accessibility	Copyrighted Works
Bloodborne Pathogens	Discrimination/Harassment
	Social Security Numbers
	Web Accessibility

## 8001

### Acceptable Use

School District students and staff members may be permitted access to the School District's computers, computer networks and telephone systems for educational, instructional and administrative purposes. The Superintendent will develop and implement administrative procedures and may develop user agreements consistent with the purposes and mission of the School District. Any such administrative regulations guidelines or user agreements will be consistent with the [Children's Internet Protection Act \(CIPA\)](#).

## 8002

### Americans with Disabilities Act (ADA)

#### Section 504 of the Rehabilitation Act of 1973 (Section 504)

In accordance with [Section 504 of the Rehabilitation Act of 1973](#) (Section 504), and [Title II of the Americans with Disabilities Act](#) (ADA), the School District will ensure that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination. The School District does not discriminate in admission or access to, participation in or treatment of, students with disabilities in its programs and activities. Similarly, the School District does not discriminate against any job applicant or employee with a disability in any term or condition of employment or in the recruitment process.

The District has developed guidelines for providing a free appropriate public education (FAPE) to students under Section 504 and the ADA, which may be accessed by clicking on the following link: <https://www.farmington.k12.mi.us/Page/625>

The Superintendent appoints: Tyrone Weeks, Director of State & Federal Programs, School Improvement and Safety, to serve as the School District's Compliance Officer for employment issues arising under Section 504 and the ADA and as the School District's Compliance Officer for FAPE and other accessibility issues arising under Section 504 and the ADA. The Superintendent will develop a complaint procedure for the processing and early disposition of alleged violations of the policy.

## 8003

### Web Accessibility

**General** The District is committed to ensuring accessibility of its website for students, parents, and members of the public. All pages on the District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of those guidelines. The District will continue to test future releases/updates of its web site and remains committed to maintaining its compliance and serving the widest possible audience. To this end, the District will perform periodic accessibility audits of its web site.

**Report of Accessibility Issues** If any individual has difficulty accessing the information on any page of the District's web site, they are encouraged to contact the District's Web Accessibility Coordinator and

advise accordingly. Upon notification, the District will provide the requested information in an alternate format and, as soon as reasonably practical, make the necessary improvements to make the information accessible online.

**Discrimination Complaint** Consistent with established District procedures, students, parents, and members of the public may present a formal complaint regarding a violation of the [Title II of the Americans with Disabilities Act](#) (ADA) and [Section 504 of the Rehabilitation Act of 1973](#) related to the accessibility of the District's web presence. Such complaints should be made to the District's 504/ADA Compliance Officer. If any such complaint is made to the District's Web Accessibility Coordinator, such complaint shall promptly be forwarded to the 504/ADA Compliance Officer for processing and response.

The following persons have been designated to handle inquiries regarding the District's web site accessibility and non-discrimination policies.

**Section 504/ADA Compliance Officer:**

Tyrone Weeks  
Director of State & Federal Programs, School  
Improvement and Safety  
(248) 489-3596  
[tyrone.weeks@fpsk12](mailto:tyrone.weeks@fpsk12)

**Web Accessibility Coordinator:**

Scott Huff  
Webmaster  
(248) 489-3423  
[scott.huff@fpsk12.net](mailto:scott.huff@fpsk12.net)

## **8004 Bloodborne Pathogens**

The School District follows universal precautions where there has been an exposure to blood or other potentially infectious materials. Universal precautions require that staff and students treat all human blood and certain human body fluids as though they were infectious.

The Superintendent will develop and implement an exposure control plan. This plan is to include in-service training for staff and provide opportunities for immunization at School District expense.

## **8005 Cardiac Emergency Response Plan**

The Superintendent will develop and implement regulations that will enable the School District to offer an appropriate response in the event of a cardiac emergency. These procedures will address, at a minimum:

- The use and regular maintenance of automated external defibrillators located within the School District.
- Activation of a cardiac emergency response team in the event of an identified cardiac emergency.
- The methods for effective and efficient communication in the building or outside area in which the emergency arises.
- A training plan for the use of automated external defibrillators and cardiopulmonary resuscitation techniques.
- The incorporation or integration of a local emergency response system and emergency response agencies into the School District's procedures.

The Superintendent will annually evaluate the School District's cardiac emergency response procedures and report the evaluation results to the Board.



**8006****Communicable Diseases**

The School District will work cooperatively with the Oakland County Health Department to enforce and adhere to the [Michigan Public Health Code \(Act 368 of 1978 as amended\)](#) with regard to the prevention, control and containment of communicable diseases.

**8007****Copyrighted Works**

The School District will fully respect the personal property rights of others, whether tangible or intangible, in accordance with the [Copyright Act of 1976, as amended](#). The Superintendent will develop administrative regulations to implement this policy. The regulations will specifically inform students, staff and other members of the school community about the applicability of copyright protections and what may be permitted under the “fair use doctrine.”

**8008****Discrimination and Harassment**

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from illegal discrimination and harassment. There will be no tolerance for discrimination or harassment on any basis prohibited by law. The Superintendent will develop administrative regulations to implement this policy. The Superintendent designates Mr. Tyrone Weeks, Director of State and Federal Programs, School Improvement and School Safety and Title IX Coordinator, to supervise the implementation of this policy and its implementing regulations.

**8009****Social Security Numbers**

The School District collects and maintains social security numbers of employees, students and others in the ordinary course of business. As required by law, the School District will implement all appropriate measures to ensure the confidentiality of social security numbers. These measures include:

- Social security numbers will only be requested or obtained when required by law or otherwise essential for a School District purpose.
- Access to documents or other forms of information containing the social security number of an employee, student or other person will be limited to those School District employees whose specific job duties and responsibilities require such access.
- Documents containing a social security number that are no longer required for School District purposes, and that are not legally required to be retained, may be disposed of by shredding or another process that ensures strict confidentiality.
- Any violation of this Policy will result in appropriate disciplinary action against the violator.

**8010****Digital Communications**

Digital communication (including social networking) that occurs on district premises or involves the use of district equipment is governed by the Acceptable Use Policy and this Policy. This Policy also applies to digital communication that occurs off District premises and/or using non-District equipment.

Digital communication (including social networking) provides educational and other opportunities for staff and students. The Board of Education expects that staff and students who engage in digital communication will do so in a reasonable and appropriate manner. Specifically, digital communication

between staff and students, or to which students reasonably may be exposed, should be professional and of the same content, tone and demeanor as in-school communication between staff and students. Similarly, digital communication between staff and parents, community members and other adults, or to which staff members, parents and community members reasonably may be exposed, should be professional.