Redford Union School District

BOARD OF EDUCATION

BYLAWS AND POLICIES

JUNE 15, 2026

MILLER JOHNSON

School Policy Services

Miller Johnson School Policy Services

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INTRODUCTION

0001 Name and Legal Status

The legal name of the School District is the Redford Union School District. 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.

It will be the responsibility of the Board to work in conjunction with the Superintendent to develop a District Mission and Vision statement regarding the overall direction of the School District. The Board will work with the Superintendent to develop and/or update a Strategic Plan for the School District at least every five (5) years.

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. As part of those responsibilities, the Superintendent is authorized by the Board to make employment decisions, including hiring and termination, with respect to all non-administrative and non-teaching staff. The Superintendent 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 Superintendent shall select the bargaining team for the School District. All agreements negotiated by the team are subject to ratification by the Board.

1000 BYLAWS

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. Board members are encouraged to participate in conferences, workshops, in-service programs, or other educational programming that will inform their service as Board of Education members and enhance their ability to stay informed on educational issues.

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 member of a Board member's immediate family (father, mother, husband, wife, son, daughter, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, or step-family members) shall be hired by the District in any capacity during the term of office of the member. If a member of the immediate family 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, however, no Board member shall be elected to the same officer position for more than three (3) consecutive years.

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 review and approve 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 maintaining 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 Officer Positions The Board may remove a person from an elected Board office 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, as well as other events related to Board service.

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. Actual and necessary expenses are those that relate to functions that have been directed by, or are necessary to, the discharge of those duties. 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.

Concerns as to the reasonableness of an expense submitted for reimbursement will be presented by the Superintendent to the Board President. If the Board President believes the submitted reimbursement exceeds the bounds of reasonableness, the reimbursement of the expense will be submitted to the Board for approval before being paid. Board members will not be reimbursed for discretionary activities, entertainment expenses, purchasing alcoholic beverages, or expenses of spouses, other family members or guests accompanying Board members in discharging their official duties or performing authorized functions. The Board may approve reimbursement for other activities upon request.

Indemnification Without waiving governmental immunity, 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, and auditing/accounting services. In making such selections, the Board will, minimally, consider certifications, licenses, training, and experience.

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. The Board may elect to utilize a closed session from time to time, for the purposes specifically permitted under the OMA.

Annual Organizational Meeting An organizational meeting will be held annually during the month of 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.

Electronic Meetings and Remote Participation. A Board member must be physically present at the meeting to participate in a meeting as a Board member, except as otherwise permitted by the OMA.

If a Board member participates in a Board meeting remotely because of an absence due to military duty, or as the only reasonable accommodation available for a disability that would otherwise prevent the Board member from attending the Board meeting, the following conditions must be met:

- In addition to any other notice required under the OMA, the Board must post advance notice consistent with MCL 15.263a(4) and post the agenda consistent with MCL 15.263a(5);

- The Board Secretary must include the name of each Board member attending remotely in the meeting minutes, and an announcement must be made at the outset of the meeting that the Board member is attending remotely. Except for a Board member absent due to military duty, the announcement must also identify the Board member's specific location by state and city, township, county, or village;

- The Board must use 2-way communication so that Board members attending remotely can hear and be heard by other Board members and public participants;

- The Board member attending remotely must notify the Board President at least one (1) business day before the meeting that s/he will participate remotely to allow the Board President to 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 must take steps to ensure the general public is aware of the manner any Board member attending remotely 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.

- Requiring 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, as determined by a simple majority vote of the Board, 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 serving. 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.

The Board delegates to the Superintendent the authority to make non-substantive, clerical changes or correct scriveners' errors in the Policies without Board of Education approval. Such changes will not be effective for a period of one month from the date they are provided to the Board.

1004 Conflict Between Policies and Administrative Regulations

In the event of a conflict between Board-approved policies and administrative regulations, the Board-approved policy will prevail.

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.

Home Schooled Students. The Board will attempt to accommodate students who are home schooled and have a desire to take non-essential elective classes in the School District in a manner consistent with the law. The Superintendent may develop administrative regulations as needed for the implementation of this policy. MCL 380.1561; MCL 388.1766b.

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, as long as the employee remains employed by the School District. Such a student will also be permitted to continue to attend the School District if the student is enrolled under this policy and the employee no longer works for the School District due to layoff or elimination of the position. Students duly enrolled as children of non-resident employees will, thereafter, be considered School District students for all curricular and extracurricular purposes. This policy does not bar the long-term suspension or expulsion of a student for a violation of the Student Code of Conduct. For purposes of this policy, an "employee" is defined as an individual with regularly scheduled hours while school is in session and does not include seasonal, coaching, or third party contracted employees (including substitute teachers). An employee is eligible for this benefit at the start of the next school term/semester.

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.

Curriculum The Superintendent, in consultation with selected School District personnel, is responsible for developing and implementing a legally compliant School District-wide curriculum. The curriculum is to be designed to further the educational growth of School District students and prepare students for post-secondary education and employment opportunities. All School District personnel are responsible for faithfully and effectively implementing the curriculum in their respective buildings and classrooms.

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,[1] 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 faithfully and effectively implementing the School District's progress reporting and grading system.

Placement To the extent permitted by law, 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. The Superintendent will promulgate administrative regulations necessary to implement this policy.

Graduation Requirements In order to graduate and receive a high school diploma from the School District, a student must successfully complete all legal requirements, including 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. The School District will adopt Administrative Regulations implementing this policy.

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

Child Find The School District will attempt to identify and locate every student residing in the School District who may be a student with a disability under the Individuals with Disabilities in Education Act and/or Section 504 of the Rehabilitation Act of 1973, regardless of whether they are currently receiving a public education.

The School District may seek to notify parents of its child find obligations by advertising, posting notices in places likely to be visited by qualified students with disabilities and their parents, by including notices in School District publications – including its website – and by directly contacting parents of students the School District believes may be eligible.

The School District will also ensure that the information in its notices is written in a manner that would reasonably be easily understandable to a parent. The notices will contain the name and contact information for the School District's Student Services Coordinator and Executive Director of Student Services, as follows:

Student Services Coordinator:
Jennifer Smith
smithj@redfordu.k12.mi.us

Executive Director of Student Services:
Tamaran Dillard
dillardt@redfordu.k12.mi.us

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 and place of birth;
- a student's participation in School District related programs and extracurricular activities;
- 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.

Limited Directory Information

The Board designates photographs, videos, or other media containing a student's image or likeness (student images) and District-issued student electronic mail addresses (email addresses) as Limited Use Directory Information. Limited Use Directory Information may only be used for the following:

- Publication in official District publications, on social media sites, or websites hosted or maintained by, on behalf of, or for the benefit of the District, including the District's internal email system;

- District officials who have access, consistent with FERPA, to such information in conjunction with a legitimate educational interest; and

- External parties contractually affiliated with the District if such affiliation requires sharing Limited Use Directory Information.

Student Surveys Consistent with applicable law, parents or legal guardians 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. Unless it obtains the consent of the parents of a minor student, The School District will not require any 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, psychological, or social-emotional problems;

- sexual behavior or attitudes;

- gender identity status;

- 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;

- residency status.

In compliance with MCL 388.1764k, the School District will ensure that questions and results of District-wide surveys, state or federally mandated surveys, and surveys distributed to all students in a grade level will be made available to the public by being posted on the District's website and parents will be notified of these survey questions and results. However, the District will comply with the Family Educational Rights and Privacy Act ("FERPA") before releasing any survey results.

2004 Extracurricular Activities

The Board strongly encourages the participation of School District students in extracurricular activities, be they academic, artistic, athletic, or otherwise. 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.

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.

In addition to the regulations and limitations set forth by the Michigan High School Athletic Association, the School District prohibits students from engaging in personal branding activities/name, image, or likeness agreements that violate Board Policy or the Student Code of Conduct. Students may be subject to discipline in accordance with Board Policy and/or the Student Code of Conduct for such violations.

Personal branding activities/name, image, or likeness activities shall not occur during school hours or events or on School District property unless prior written approval is provided by the Superintendent.

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.

School District 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 Posting and distributing materials on School District property 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 require 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 violates 7008-AR or otherwise:

- 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 smoking (including tobacco, vaping, marijuana), 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 District's Superintendent is responsible for enforcing this policy. In cases where the School District's Superintendent 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 cyberbulling.

- 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 addressing 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. The Superintendent's decision on such suspensions and expulsions may be appealed to the Board of Education.

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 to 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. The Superintendent will promulgate administrative regulations to implement this policy.

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.

Wireless Communication Devices The School District reserves the right to prohibit the possession or use of wireless communication devices on School District property or at School District-related functions. For purposes of this Policy, "wireless communication devices" means an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email, including cell phones, personal laptops, smartwatches, smart glasses, and other wireless device connections. For purposes of this Policy, "instructional time" means time that any student is assigned to engage in learning and curricular activities by instructional staff. For purposes of this Policy, "school grounds" means a building, playing field, or

property used for school purposes to impart instruction to students or used for functions and events sponsored by a school.

The Superintendent may develop administrative regulations consistent with this policy.

Prohibition of Wireless Communication Devices. In accordance with MCL 380.1303a, students are prohibited from using wireless communication devices on school grounds during instructional time and the school day unless required by law.

This prohibition of students using wireless communication devices will be enforced by instructional staff through monitoring students during instructional time and the school day. Wireless communication devices must be powered off and kept out of sight in lockers or cubbies.

Exemptions. As required by law, students may use a wireless communication device during instructional time and the school day for any of the following exemptions:

- Medically necessary devices,
- District owned or issued devices under building staff discretion,
- Devices used for instructional purposes with building staff discretion,
- Devices used for special education programming and/or as an accommodation (Section 504 Plan, Individualized Education Program, or the Americans with Disabilities Act),
- Devices used for lesson-specific academic assignments in building staff's discretion, or
- Devices used in emergency situations as described in the School District's Emergency Operations Plan, where applicable per the plan, pursuant to MCL 380.1308b.

Recording and Broadcast. Students may not use wireless communication devices to broadcast or record audio, images, or video of any student, staff member, other person in the school or while attending a school-related activity, unless the student has received permission from the person(s) to be broadcasted or recorded. This prohibition does not apply to curricular or extra-curricular activities for which personal recording is generally permitted (e.g., athletic events, arts performances, etc.).

Food Deliveries Students are prohibited from ordering delivery food during the school day, either directly from a restaurant or through smart phone applications and websites. Any food deliveries will be confiscated by the front office and, at the discretion of the front office, may either be retrieved at the end of the school day or discarded. Violation of this policy may result in student discipline.

2007 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, excepting for emergency seclusion and emergency physical restraint in the manner permitted by law. The Board adopts, as its own, the Michigan Department of Education's published policy on seclusion and restraint and any implementing guidelines that may be published.

Wellness The School District is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. 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 purpose of this policy is to comply with Sections 19 and 19b of the Fire Prevention Code and Section 1319 of the Revised School Code. 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 throughout the school's campus and athletic facilities.
- The establishment, and activation of a cardiac emergency response team in the event of an identified cardiac emergency and integration of the cardiac emergency response team with the local emergency response agencies and system.
- The methods for effective and efficient communication in the building or outside area in which the emergency arises.
- A legally compliant 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 periodically evaluate the School District's cardiac emergency response procedures and report the evaluation results to the Board.

Physical Examinations and Screenings Annual notice will be given to parents of any health or physical examinations or screenings. Parents will be given the opportunity to opt-out their students from

all physical examinations and screenings. This policy is not intended to apply to physical examinations required for sports participation.

3000 CURRICULUM AND INSTRUCTION

3001 Curriculum Development

The Board directs the Superintendent to develop, implement, and provide ongoing evaluation of the School District's core academic 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, teachers, and auxiliary staff to maintain equivalence and assist the Superintendent in implementing and improving the School District's curriculum. Appointed staff will also assist the Superintendent in improving student learning and achievement, and ensure equivalence among schools as required by law with regard to the provision of curriculum materials and instruction. Any changes to the School District's core academic curriculum must be approved by the Board, to the extent required by Michigan law.

3002 Parent and Family Engagement

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

- The manner in which the School District will cooperate with parents and families of students to develop students' intellectual and vocational skills in a safe and positive environment;
- The manner in which the School District will allow for parents and families to review the School District's curriculum, textbooks, and teaching materials;
- The manner in which the School District will allow for parents and families 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 allow for the disclosure or use of student information for purposes of sales or marketing.

Parent and Family Engagement ("PFE") 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 and families of the program, the reasons for their children's participation and the specific instructional objectives;
- Offer training to parents and families 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 and families of participating students;
- Consults with parents and families on a regular basis;
- Provides opportunities for parents and families to be involved in the design, operation, and evaluation of the program; and
- Provides opportunities for the full participation of parents and families that 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 extent feasible, student instruction will be delivered using research based and peer reviewed instructional methodologies. In compliance with MCL 388.1764k, the School District will notify parents if the District uses a curriculum not on the state's evidence-based list (per MCL 380.1280f) for grades K-5 by September 30, 2026. The Superintendent may develop regulations that are consistent with this policy.

Homebound Instruction The School District will provide homebound and hospitalized instruction to qualified students in a manner that is consistent with federal/state law and other applicable guidance. The Superintendent may develop administrative regulations as needed to implement this policy.

Textbooks The use of textbooks (or their modern equivalent) is fundamental to the delivery of the core academic curriculum for students. The Superintendent may utilize well-qualified administrators and teachers to assist in the selection of textbooks to be recommended to the Board for approval, to the extent required by Michigan law [MCL 380.1421/22].

Other Instructional Materials The delivery of the core academic curriculum is augmented by the use of instructional materials, the approval of which is not required by the Board. The Board delegates to the Superintendent the authority to approve and purchase, consistent with the requirements of Michigan law, other instructional materials. The Superintendent may utilize well-qualified administrators and teachers to assist in the selection of instructional materials. Those materials utilized should be compatible with the School District's core academic curriculum, as approved by the Board.

3005 Selection of Media Center/Library Materials

The Board intends that students be provided access to a wide variety of educational materials, in various media, to support learning. The Superintendent may make or approve purchases for the media center (and/or classroom libraries). Professional staff members, parents, and students may recommend such purchases.

3006 Parental Objections

The Superintendent will develop regulations that provide an opportunity for parents to object to, and the Superintendent to consider parental 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.

4000 PERSONNEL

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 approve the employment of other administrators as recommended by the Superintendent.

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.

Discrimination and Harassment The Board is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, gender identity or expression, marital status, pregnancy status, genetic information, disability, age, or any other illegal grounds.

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 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, spouse, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law; step-father, step-mother, step-son, step-daughter; step- or half-brother, step- or half-sister, or any other persons who reside at the same location as the Board member or employee. The terms "related" or "relative" also include step-relatives.

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 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 alcohol will be subject to discipline, up to and including discharge from employment. All employees must notify the School District, in writing, if charged with a violation of a criminal drug statute occurring in the workplace. Notification must be provided no more than three (3) business days after being arraigned for the crime. All employees agree to abide by this policy as a condition of employment. This notification requirement does not eliminate the obligation of School District employees or volunteers to report convictions of felonies and/or listed offenses, as otherwise required by law.

Notwithstanding state permissibility, the use and possession of marijuana and marijuana-induced intoxication are prohibited on school grounds.

The Superintendent may require an employee to submit to a medical examination when there is a reasonable suspicion that the employee is under the influence of drugs or alcohol while performing job duties or on school grounds.

The School District's Superintendent is directed to establish a drug-free awareness program to inform employees about: the dangers of drug abuse in the workplace; employee awareness of this policy; and available drug counseling, rehabilitation, and employee assistance programs.

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 380.71 *et seq*. As used in this policy, the term "personnel decision" refers to any situation where the School District is:

- Filing a vacancy;
- Placing a teacher in a classroom;
- Conducting a staffing reduction;
- Conducting a program reduction; or
- Any other decision resulting in the elimination of a position.

The Superintendent will adopt clear and transparent procedures for all personnel decisions governed by Section 1248 of the Revised School Code. When adopting such procedures, length of service shall not be the sole factor in personnel decisions, and may only be considered as a tiebreaker if a personnel decision involves 2 or more employees and all other factors distinguishing those employees from each other are equal.

Personnel decisions must be made based on relevant factors, including, but not limited to:

- Effectiveness, as measured using the performance evaluation system required by law;
- The teacher's length of service in a grade level or subject area;
- The teacher's disciplinary record; and
- Relevant special training, which may be based on completion of relevant training other than professional development or continuing education that is required by the School District or by law, and integration of that training into instruction in a meaningful way.

Subject to the limitations set forth herein through policy or regulation, the Superintendent has sole authority to determine teacher placement, the existence of a teacher vacancy, or to implement a personnel or program reduction.

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.

Remote Work Unless a remote work request has been approved by the building administrator, the School District expects all employees to work on-site and in person. The Superintendent will promulgate administrative regulations consistent with this policy.

Leaves of Absence An employee may be granted a leave of absence, with a right to return to employment upon expiration of the leave. 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 may elect to use that paid time concurrent with any FMLA leave.

Earned Sick Time The School District will provide earned sick time (EST) to eligible employees pursuant to Michigan law. The Superintendent will determine whether EST will accrue over the course of each benefit year or will be provided at the beginning of each benefit year and will promulgate administrative regulations concerning the use of EST. Payment and use of accrued or provided EST will be coordinated with all types of paid leave available to an eligible employee pursuant to collective bargaining agreements, individual contracts, or other School District policies and administrative regulations. This policy and any implementing administrative regulations will be automatically rescinded, without further action by the Board or the Superintendent, if paid medical leave is mandated by federal law.

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 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.
- There is a reasonable suspicion that an employee is under the influence of drugs or alcohol while performing job duties or on school grounds.

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.

Employee Salary Schedules Pursuant to Michigan law, all employees must be paid pursuant to a normal salary schedule. For those employees that are not part of a collective bargaining unit with a contract that provides normal salary schedules, normal salary schedules will be implemented by the District setting out base pay for each job classification. Job classifications for non-bargaining unit employees are to be determined by the Superintendent. Salary schedules for all non-bargaining unit job classifications will be presented to the Board of Education for approval on a yearly basis.

Anti-Moonlighting School District employees are prohibited from simultaneously working for another entity when that work conflicts with their employment for the School District. Whether a conflict exists is within the discretion of the School District. A conflict includes, but is not limited to, an overlap of timing

and responsibilities, worsening job performance, abusing School District resources, or a leave of absence concurrent with employment for another entity. Moonlighting that conflicts with employment for the School District may result in discipline, up to and including termination.

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 Superintendent will provide inter-rater reliability training for all evaluators as required by law.

The evaluation system is intended to be used to improve the performance of all teachers and administrators and encourage professional growth. The system will be used, at a minimum, to inform decisions on the effectiveness and development of teachers, and to grant tenure or full certification, and to remove ineffective tenured and untenured teachers. The Superintendent will develop and implement any legally compliant Administrative Regulations necessary to put this policy into effect with the involvement of teachers and school administrators. The regulations will use legally compliant criteria to deem teachers and administrators unevaluated.

The evaluation of the Superintendent shall be conducted in a manner consistent with state law and/or her/his employment contract. In accordance with state law, Board members must receive training in the evaluation framework for the Superintendent. Board members are expected to complete such training before participating in an annual performance evaluation of the Superintendent. If such training is not obtained in advance of participation, the Board member(s) shall be recused from the evaluation of the Superintendent.

The Superintendent is authorized to promulgate regulations based on changes of the law governing evaluations.

Less Than Effective Teachers and Administrators Teachers and administrators will receive ratings pursuant to the Revised School Code, the School District's evaluation policy, and administrative regulations.

Discipline and Discharge This discipline and discharge policy applies to all School District employees. 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 on behalf of the Board. A resignation must be in writing and is effective upon acceptance by the Superintendent and/or designee.

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. They shall not be subject to retaliation for such reporting. 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. Such outside activities include, but are not limited to, activities on social media by the employee. No employee shall attempt to sell or influence a student to buy any product, article, instrument, service, or other such item, which would directly or indirectly benefit that employee.

Political Activities Political activities of any employee shall be conducted outside of district buildings, off District premises, and outside working hours. "Political Activities" include, but are not limited to, attempting to persuade or dissuade anyone to be for or against any candidate or issue while on duty. Employees shall not sure Students for any Political Activity unless the Activity is student-initiated and parent-approved. 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.

Code 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.

Mandatory Reporting Each professional staff member employed by the School District and all other persons employed by the School District who are mandatory reporters under the law and/or who have reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means, in a manner consistent with the law.

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 quarterly 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 maintain an end-year general fund balance that should not fall below 5% of the preceding year's expenditures. The District will maintain an end-year general fund balance that complies with state law. The Board will review a mid-year budget and amend as necessary.

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.

State/Federal Grants and Awards The Superintendent will promulgate legally compliant administrative regulations concerning expenditures of funds received through state/federal grants and awards. The Superintendent shall establish and maintain effective internal control over financial grants and awards that provide reasonable assurance that the program and funds are managed in compliance with applicable statutes, regulations, and the terms and conditions of the awards.

Federal Procurement Standards The Board seeks to ensure the District complies with all procurement (EDGAR) and/or issued pursuant to the Federal Uniform Guidance, 2 CFR Part 200. The Superintendent will delegate responsibility for the development of procedures that comply with this policy to the Assistant Superintendent for Business Services.

Real Property and Structures The Superintendent may identify real property and structures suitable for purchase by the School District and recommend to the Board the procedures to be followed for the purchase or acquisition of such property. Board approval is required for both the process to be followed and the ultimate purchase or acquisition. The Chief Financial Officer is authorized to execute any and all closing documents required to close on the purchase or acquisition of such property.

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.

5004 Surplus Property

Real Property and Structures The Superintendent may identify School District real estate and structures 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. The Chief Financial Officer is authorized to execute any and all closing documents required to close on the sale or disposition of such property.

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 is authorized to dispose of any such equipment and supplies in a commercially reasonable manner.

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 Michigan Revised School Code.

5006 Risk Management

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.

In the event of an injury to students, staff, or any visitor to school grounds, a School District provided form shall be completed by the appropriate staff member in a manner dictated by the Superintendent.

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 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
- Machinery and Equipment

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

5009 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 members of the Board, 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
- School District related reason for the purchase

For a member of the Board of Education, the required reporting shall be made to the Superintendent, the President of the Board of Education, and the Treasurer of the Board of Education.

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.

5010 Meal Charge/Food Services

The School District will participate in the National School Lunch Program.

The Superintendent will develop and implement administrative regulations to comply with Section 30d of the State School Aid Act. These regulations, and this policy, will be provided to all households in writing at the start of each school year, to households upon transferring to the School District during the school year, and to all School District staff and independent contractors and companies responsible for implementation.

5011 Summer Property Tax Levy

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

5012 Online Fundraising

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.

5013 Use of Electronic Signatures

Unless a provision of law specifically prohibits the use of an electronic record for the specified purpose, the Board of Education authorizes the acceptance and distribution/transmission of electronic records and electronic signatures to and from District staff and other persons, as well as between District staff members. The Board further authorizes District staff to create, generate, send, communicate, receive, store, process, use, and rely upon electronic records and electronic signatures.

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

Generally School District facilities and grounds will be kept safe and secure. Such facilities and grounds should also be maintained as clean and attractive. 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.

Behavior Threat Assessment and Management Team

The Superintendent will develop a behavior threat assessment and management team, including duties aimed at addressing situations which may pose a threat to the health, safety, and welfare of themselves or the school community pursuant to MCL 380.1308e. The goal of the behavior threat assessment and management team is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to any student or staff member being assessed.

6003 Firearms and Other Weapons

Generally 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 right to report to law enforcement authorities any person who violates this policy.

Safe Storage of Firearms Beginning October 1, 2025, and every October 1 thereafter, the District shall distribute (by electronic or mail) information regarding the safe storage of firearms, developed by the Michigan Department of Health and Human Services, to the parent or legal guardian of each student enrolled in the District. By not later than October 1, 2025, the District shall post links to the Michigan Department of Education's webpages describing the English, Spanish, and Arabic versions of the informational notice on the website of the District.

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. Beginning with the 2026-2027 school year, the District shall adopt and implement the standardized response terminology developed by the department of state police, in collaboration with the school safety and mental health commission.

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 Substance-Free Environment

The use of all alcohol, tobacco products, and controlled substances on School District property or during any school-sponsored activity is prohibited. This includes, but is not limited to, use of electronic cigarettes, vaporizers ("vapes"), and marijuana. 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 regardless of whether school is in session. The term "tobacco" includes any kind of lighted pipe, cigar, cigarette, any other lighted smoking materials, chewing products, and snuff. "Electronic Cigarettes" and "Vaporizers" means any device that simulates smoking any type of product, regardless of whether they are manufactured, distributed, marketed, or sold as e-cigarettes, or under any product name or descriptor.

6007 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.

6008 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 and administrative regulations.

In addition, students enrolled in the District who meet any of the following requirements may be eligible for transportation to and from school:

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.

C. The parent or student, if age 18 or older, has requested and received approval from the superintendent for transportation services, based on student hardship.

The Superintendent may consider and approve requests for transportation services based on student hardship.

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.

6009 Naming School District Building and Facilities

School buildings may be named after people of national, state, or local importance. Other facilities will be named for the major function(s) performed there followed by the word "Center."

6010 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. Consistent with state and federal law, 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.

6011 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.

6012 Stormwater Discharge

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

6013 Facility Dog

Facility Dog Facility dogs are School District owned dogs trained to work within school facilities and at school events with children with a variety of academic, social, and emotional needs. The Superintendent will promulgate an administrative regulation applicable to the use of Facility Dogs on School District property.

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.

Record Retention The School District will retain all public records in accordance with the Michigan Department of Technology, Management & Budget retention schedule for school districts. Unless the District is in receipt of a litigation hold or similar notice, records may be disposed of after the retention period in accordance with the state schedule.

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. The Board does not intend, through this policy, to create a public forum or limited public forum for expressive activity.

The Superintendent is authorized to permit 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 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 installation, alteration, or maintenance costs in excess of $500, or otherwise require a commitment of School District resources in excess of $500. Any proposed gifts, bequest, or donations that require costs or School District resources in excess of such amount may only be accepted by the Board of Education.

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 must be filed directly with the Board. For informal or verbal complaints regarding the Superintendent, the Board may address the complaint itself or elect to consult with District legal counsel regarding the concerns. For any formal, written complaints against the Superintendent alleging a violation of Board policy or law, the Board shall consult with District legal counsel regarding the most appropriate manner to move forward with an investigation into the concerns.

7006 Solicitations

Solicitations by students within the schools or on school grounds for any cause is prohibited except as they relate to school-sponsored activities.

No person providing services pursuant to any contract with the School District shall attempt to sell or influence a student to buy any product, article, instrument, service, or other such item, which would directly or indirectly benefit them without the express written consent of the Superintendent or designee.

7007 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.

7008 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 advertisements, including, but not limited to, 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 non-District related purposes.

7009 Volunteers

The Board encourages the use of volunteers to support the School District. Because the safety of the School District's students is of paramount importance, every individual volunteer is required to undergo a criminal background check through the Michigan State Police Internet Criminal History Access Tool

(ICHAT) before s/he is permitted to volunteer, regardless of whether or not the volunteer will work directly with students. ICHAT criminal background checks will be performed annually for each volunteer.

No individual will be permitted to volunteer if s/he has been convicted of a misdemeanor described in, or a felony that is a "listed offense" as defined in, MCL 380.1535a or MCL 380.1539b. If an individual has been convicted of a felony that is not a listed offense, as defined in MCL 380.1535a or MCL 380.1539b, the individual may only be permitted to volunteer if the Board and the Superintendent both approve the volunteer assignment in writing. This policy does not grant any individual who passes an ICHAT background check with the right to be approved as a volunteer.

7010 School Visitors

In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. The Superintendent may develop administrative regulations as needed for the implementation of this policy.

7011 Engagement with Outside Organizations

Any request from civic institutions, charitable organizations, or outside groups which involve such activities as contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group. The Superintendent may develop administrative regulations as needed for the implementation of this policy.

8000 GENERAL POLICIES

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

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).

Artificial Intelligence

The Superintendent may develop administrative regulations governing the use of generative artificial intelligence, large language models, or other similar technology. Administrative regulations may consider data privacy, training, acceptable use, and student use of such technology.

8002 Website and Digital Content Accessibility

General The District is committed to ensuring that its website, online platforms, and mobile applications are accessible to students, parents, employees and members of the public. All District webpages, online platforms, and mobile applications will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.1, Level AA, or any updated equivalent standard.

The School District will continue to evaluate and test future releases/updates of its website, online platforms, and mobile applications to maintain ongoing compliance and to service the widest possible audience. To support this commitment, the District will conduct periodic accessibility audits of its website, online platforms, and mobile applications.

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:

Ms. Judy Nachman
Executive Director of Human Resources and Labor Relations
17715 Brady Street
Redford, MI 48240
313-242-6006
nachmaj@redfordu.k12.mi.us

Web Accessibility Coordinator:

Ms. Kimberly Crenshaw
Interim Director of Educational Technology
17715 Brady Street
Redford, MI 48240
313-242-6042
crenshk@redfordu.k12.mi.us

8003 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: http://www.redfordu.k12.mi.us/beck-education-center/

The Superintendent appoints: Mr. Judy Nachman, Executive Director of Human Resources and Labor Relations to serve as the School District's a 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.

Service Animals are allowed on School District property to the extent required or permitted by law. For any requests to have non-service animals on school grounds, the Superintendent shall develop administrative regulations for the review and approval of such requests. Emotional support animals are not considered Service Animals for purposes of this policy. This policy applies to employees, students, volunteers, and visitors.

The District permits the use of Therapy Animals in a manner consistent with the administrative regulations developed by the Superintendent.

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 Communicable Diseases

The School District will work cooperatively with the Wayne 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.

8006 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."

8007 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 discrimination and harassment based on a legally prohibited characteristic. The District does not discriminate and prohibits discrimination or harassment in any program or activity that it operates, including in admission and employment, as required by Title IX and other applicable law, on the basis of race, color, national origin, religion, sex (including sexual orientation and gender identity/expression), marital status, pregnancy status, genetic information, disability, age, or any other basis prohibited by law. The Superintendent will develop administrative regulations to implement this policy. The Superintendent is the Title IX Coordinator who will supervise the implementation of this policy and its implementing regulations.

8008 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. No files containing such information shall leave district premises without specific written approval of the Superintendent.

- 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.

8009 Digital Communications

Students and Staff

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.

Public Use

The District's social media, to the extent it is open to the public for use, collectively constitutes a limited public forum. All comments and postings on District social media are subject to monitoring and, where permitted, removal by the District.

Public posts or comments on District social media must address District business and, where applicable, the particular District business under discussion. The District reserves the right to remove comments or postings by members of the public when the District determines that the content (including links to such content) falls under any of the following prohibited categories:

- Off-topic (e.g., a post unrelated to District business, a comment to a District-related post that is unrelated to the post, spam, content that is incoherent or contains a virus, etc.)
- Abusive (e.g., threatening, harassing, discriminatory against protected classes, personal attacks, etc.)
- Illegal (e.g., defamation, promotion of violence/destruction or illegal activities, etc.)
- Obscenity, vulgarity, profanity, or sexually explicit or pornographic
- Campaigning, whether in support of or opposition to political campaigns, candidates, or ballot measures
- Content that may compromise the safety or security of the District, its community, or members of the public
- Content that contains personal identifying information or sensitive personal information (e.g., doxing)
- Commercial information (e.g., solicitation, advertisement, product/service endorsement, etc.)
- Copyrighted, trademarked, or otherwise legally-protected content the posting of which violates another's ownership interest

Users who repeatedly or egregiously violate the content-related guidelines in this policy may be banned from posting and/or commenting on the District's social media (e.g., multiple off-topic posts or a single instance of posting a link to a pornographic video).

The "Public Use" portion of this policy must be displayed to users or made available by hyperlink.

Personal Social Media Authorizations

The Board of Education does not authorize the use of personal social media to speak on the School District's behalf. The Superintendent may designate social media accounts as District social media, which may be used for official School District communications. The Superintendent may develop and implement administrative regulations to carry out this policy.