

# WYANDOTTE PUBLIC SCHOOLS

## Bylaws, Policies & Procedures

### TABLE OF CONTENTS

#### INTRODUCTION

- Name and Legal Status
- The Board of Education
- The Superintendent of Schools

#### BYLAWS – 1000

##### 1000.01

- Organization and Functioning of the Board
  - Composition
  - Term of Office
  - Oath of Office
  - Duties and Responsibilities of Board Members
    - *Procedures – Board Member Professional Development*
  - Role of Individual Board Members
  - Confidentiality
  - Vacancies
  - New Members
  - Election of Officers of the Board
  - President
  - Vice-President
  - Treasurer
  - Secretary
  - Vacancies in Officer Positions
    - *Procedures - Board Position Vacancies*
  - Removal from Office
  - Compensation
  - Reimbursement of Expenses
    - *Procedures – Expense Reimbursement for Board Members*
  - Indemnification
  - Conflict of Interest
  - Discipline and Removal

## **1000.02**

- Meetings of the Board of Education
  - Michigan Open Meetings Act
  - Annual Organizational Meeting
  - Regular Meetings
  - Special Meetings
  - Meeting Procedures
    - *Procedures – Board Meeting Rules*
  - Public Requests for Documents from Board Packet and other correspondence and/or materials from the Superintendent's Office.
  - Rules of Order
  - Suspension or Waiver of the Bylaws

## **1000.03**

- Board Member Ethics Policy

## **1000.04**

- Amendment of Bylaws

## **STUDENTS – 2000**

### **2000.01**

- Admission and Enrollment
  - Resident Students
  - Nonresident Students
    - *Procedures – Child Accounting – Eligibility of Resident/Nonresident Students*

### **2000.02**

- Learning and Achievement
  - Curriculum
    - *Procedures – Credit Acceptance Options for High School Students*
    - *Procedures – Credit Options*
  - Assessments
  - Progress Reports and Grades
    - *Procedures – Grade Change*
  - Placement
  - Graduation Requirements
    - *Procedures – Graduation Requirements*

### 2000.03

- Education Records
  - Generally
    - *Procedures – Students Records (FERPA)*
  - Directory Information
    - *Procedures – Directory Information*
    - *Procedures – Records Retention*
  - Student Surveys

### 2000.04

- Extracurricular Activities
  - Athletics
    - *Procedures – Athletic Ticket and Pass – Roosevelt High School*
    - *Procedures – Coaching Assignments and Expectations*
  - School District Clubs and Other Activities
    - *Procedures – Fund-Raising*
    - *Procedures – Organization of Student Clubs*
    - *Procedures – Overnight Outings by School Sponsored Clubs*
    - *Procedures – School-Based Support Organizations*
    - *Procedures – Student Participation Eligibility in Extra-Curricular Activities and Athletics*
    - *Procedures – Varsity Letters*

### 2000.05

- Communication
  - Closed Forum
  - Student Publications
  - Distribution and Posting of Materials

### 2000.06

- Behavior
  - Introduction
  - Student Code of Conduct
    - *Procedures – Student Code of Conduct*
    - *Procedures – Athletic Code of Conduct & Academic Performance*
  - Attendance
    - *Procedures – Attendance – Grades K – 8*
    - *Procedures – Attendance – Roosevelt High School*

- Student Appearance
  - *Procedures – Student Dress Code*
- Other Student Behavior
- Student Bullying
  - *Procedures – Discriminatory Harassment of Students*
- Verbal Assault
- Locker Searches
- Personal Electronic Devices
  - *Procedures – Electronic Communications*
  - *Procedures – Personal Electronic Devices*

## 2000.07

- Health and Safety
  - Programs and Activities
  - Health Concerns Raised by Parents or Guardians
  - Immunization
  - Medication
    - *Procedures – Medication*
  - Performance Enhancing Substances
  - Seclusion and Restraint
    - *Procedures – Emergency Use of Seclusion & Restraint*
  - Volunteers
    - *Procedures – Volunteer*
  - Wellness
    - *Procedures – Dietary Adjustments for Students*
    - *Procedures – Foster Care Student/Foster Care Transportation*
    - *Procedures – Head Lice*
    - *Procedures – Nutrition and Wellness*
    - *Procedures – Student Meal Charging*
  - Epinephrine Auto-Injectors (Epi-Pens)
    - *Procedures – Epinephrine Auto-Injectors Introduction (EPI-PENS)*
    - *Procedures – Epinephrine Auto-Injectors (EPI-PENS)*
  - Cardiac Emergency Response Plan
    - *Procedures - Cardiac Emergency Response Plan*
  - Physical Examinations and Screenings

## **CURRICULUM & INSTRUCTION – 3000**

### **3000.01**

- Curriculum Development
  - *Procedures – Curriculum Resource Adoption Cycle & Process*
  - *Procedures – Reproductive Health Curriculum*

### **3000.02**

- Parental Involvement
  - *Procedures – Parent Involvement - Title I Program*
  - *Procedures – Title I Services*
  - *Procedures – Parental Involvement*

### **3000.03**

- Instruction

### **3000.04**

- Textbooks and Other Instructional Materials
  - *Procedures – Textbooks, Media Center Materials, 1-to-1 Devices,, Curriculum Materials & School Supplies*

### **3000.05**

- Selection of Media Center Materials
  - *Procedures – Media Center Resource Selection*

### **3000.06**

- Parental Objections
  - *Procedures – Reconsideration Committee Information*

### **3000.07**

- School Year/School Calendar

### **3000.08**

- School Day

### 3000.09

- Limited English Proficiency
  - *Procedures – WPS District English as a Second Language Handbook, Title III Program*

## PERSONNEL – 4000

### 4000.01

- Administrative Staff and Organization
  - The Superintendent of Schools
    - *Procedures – Expense Reimbursement for District Personnel Meeting/Conferences*
  - Other Administrators

### 4000.02

- Employment Considerations
  - Equal Employment Opportunity
  - Discrimination and Harassment
    - *Procedures – Discrimination and Harassment*
  - Nepotism
  - Criminal Background Checks

### 4000.03

- Conditions of Employment
  - Alcohol and Drug Free Workplace
    - *Procedures – Alcohol & Drug Free Workplace – Appendix A & B*
  - Omnibus Transportation Employees
    - *Procedures – Omnibus Transportation Workers Testing Act*
  - Staffing, Layoff and Recall of Teachers
    - *Procedures – Staffing, Layoff and Recall of Teachers*
  - Highly Qualified
  - HIPAA
    - *Procedures – HIPAA (Health Insurance Portability and Accountability Act of 1996)*
    - *Procedures – HIPAA Hybrid Entity Status*
  - Leaves of Absence
  - FMLA
    - *Procedures – Family and Medical Leave Act (FMLA)*
  - Paid Medical Leave
  - Medical Examinations

#### 4000.04

- Evaluations, Discipline and Discharge, Resignations
  - Performance Evaluations
  - Performance Based Compensation
  - Ineffective Teachers
  - Discipline and Discharge
  - Resignations

#### 4000.05

- Other Matters of Employment
  - Gifts to School Personnel
  - Whistleblower Protection Policy
    - *Procedures – Whistleblower Protection*
    - *Procedures – Whistleblower Protection Appeals*
  - Outside Activities
  - Ownership of Works
  - Social Media
  - Illegal Conflicts of Interest
  - Prohibition of Referral or Assistance

### **BUSINESS – 5000**

#### 5000.01

- General

#### 5000.02

- Budget Planning and Adoption

#### 5000.03

- Purchasing
  - Automated Clearing House (ACH) Arrangements and Electronic Transaction of Funds
  - Federal Procurement Standards
    - *Procedures – Purchasing and Bidding*
    - *Procedures – Federal Awards Administration & Business Operating Manual*
  - School District Credit Cards
    - *Procedures – Purchasing Card Usage*

#### **5000.04**

- Surplus Property
  - Land or Buildings
  - Equipment and Supplies
    - *Procedures – Disposition of Surplus Property*
    - *Procedures – Fixed Asset Management*

#### **5000.05**

- Investments

#### **5000.06**

- Risk Management
  - *Procedures – Risk Management*

#### **5000.07**

- Audits

#### **5000.08**

- Post-Issuance Tax Compliance
  - *Procedures – Post-Issuance Tax Compliance*

#### **5000.09**

- Summer Property Tax Levy

#### **5000.10**

- Meal Charge/Food Services

#### **5000.11**

- Online Fundraising

### **FACILITIES & OPERATIONS – 6000**

#### **6000.01**

- Goal



## 6000.02

- Safety and Security
  - *Procedures – District Energy Procedures & Administrative Guidelines*
  - *Procedures – School Safety Information & Emergency Situations*
  - *Procedures – School Visitors*

## 6000.03

- School Crisis and Response
  - *Procedures – Workplace Violence*

## 6000.04

- Hazardous Chemicals and Substances

## 6000.05

- Tobacco-Free Environment
  - Electronic Cigarettes, Vaporizers, etc.

## 6000.06

- Integrated Pest Management
  - *Procedures – Pest Control – Integrated Pest Management*

## 6000.07

- Private Transportation

## 6000.08

- Recognitions, Remembrances, and Plaques

## **SCHOOL-COMMUNITY RELATIONS – 7000**

### 7000.01

- Goal
  - Public Information

### 7000.02

- Community Use of School District Facilities
  - *Procedures – Facilities Use Agreement*

### **7000.03**

- Gifts, Bequests and Donations
  - *Procedures – Gifts, Bequests and Donations*

### **7000.04**

- Distribution of Information/Materials
  - *Procedures – Commercial Promotions, Advertising and Sponsorships*
  - *Procedures – Freedom of Information Act (FOIA) Summary*
  - *Procedures – Freedom of Information Act Form*
  - *Procedures – Charges for FOIA Request Form*
  - *Procedures – FOIA Fee Itemization Form*
  - *Procedures – Denial of FOIA Request Form with attached Exemptions from Disclosure*
  - *Procedures – Political Activity (Organized) During School Hours or at School Functions*
  - *Procedures – Posting Procedure for Union Materials and Bulletin Boards*
  - *Procedures – Recording, Cable Casting and Streaming of School Events*

### **7000.05**

- Public Complaints
  - *Procedures – Public Complaints*

### **7000.06**

- Solicitations

### **7000.07**

- Advertising

## **GENERAL – 8000**

### **8000.01**

- Acceptable Use
  - *Procedures – Acceptable Use*
  - Digital Communications

## **8000.02**

- Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act of 1973 (Section 504)
  - *Procedures – Section 504 Grievance (ADA)*
  - *Procedures – Section 504 Process (ADA)*
  - *Procedures – Section 504 Program Forms (ADA)*

## **8000.03**

- Bloodborne Pathogens
  - *Procedures – Bloodborne Pathogens*

## **8000.04**

- Communicable Diseases
  - *Procedures – Communicable Disease Control*

## **8000.05**

- Copyrighted Works
  - *Procedures – Copyrighted Works*

## **8000.06**

- Discrimination and Harassment
  - *Procedures - Discrimination*