

0000 - INTRODUCTION

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0000.01 - Name and Legal Status

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

0000.02 - 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 statutes or regulatory law in these Bylaws and Policies.

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

0000.03 - The Superintendent of Schools

The Board will, at all times, employ a Superintendent of Schools in conformity with the [RSC](#) and other applicable laws. The Superintendent will serve as the School District's chief administrator and is responsible for the development and implementation of 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. References to the Superintendent throughout these Bylaws and Policies shall be understood to include the Superintendent and his/her designee, unless otherwise expressly stated. In cases where action must be taken and the Board has provided no policy, the Superintendent has the power to act. The Superintendent will inform the Board promptly of such action and of the need for policy.

The major goals of the Superintendent and school administration are to foster effective student learning and achievement through the selection of dedicated and able school personnel and the development of a stimulating, congenial, wholesome academic and social environment.

The Board is represented in all labor negotiation proceedings by a negotiating team. The Board approves all members of the team prior to the start of the negotiations. 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. Administrative regulations created hereunder by the Superintendent do not require formal Board approval, though the Board should be made aware of any such guidelines.

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1000.01 - 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](#). The election of Board members will take place on the November general election date in even-numbered years.

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, pursuant to the [Michigan Election Law](#), appoint an eligible person to fill the position. The appointed person will serve until a successor is elected at the next regular School District election and the elected person takes office.

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 shall 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 or the appearance of impropriety 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 In their capacity as a member of the Board, members may 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 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. A committee shall consist of no more than three (3) current Board members.

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

President The President of the Board will preside at all meetings of the Board and conduct meetings in the manner prescribed by these Bylaws. The President will prepare the agenda for Board meetings in consultation with the Superintendent and may perform such other tasks as are reasonably necessary to facilitate Board meetings.

The President, or his/her designee, functions as the official spokesperson for the Board. The President will be the official recipient of correspondence directed to the Board and will provide

copies of School District related correspondence to all other Board members and, in his/her discretion, to the Superintendent. Board members who receive School District related correspondence that was not addressed to the President will promptly provide a copy to the President.

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

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

Vice-President The Vice-President 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 Assistant Superintendent, Business Services is appointed as Treasurer annually by the Board and serves as a nonvoting officer. The Treasurer will sign all School District documents required by law or otherwise authorized by action of the Board and perform other duties required by law and/or assigned by the Board.

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

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

Removal from Office The Board may remove a person from an elected Board 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 the sum of \$100.00 per annum.

Reimbursement of Expenses In addition to annual compensation, Board members will be reimbursed for actual and necessary expenses incurred in the discharge of their official duties, as well as for attending Board approved activities and functions. Board members are expected to exercise good judgment, and ensure that expenditures incurred are reasonable, necessary, and in the best interest of the School District. Board members will not be reimbursed for entertainment expenses or the purchase of alcoholic beverages. Any expenditure of District funds for members for out-of-state meetings must have prior approval by resolution.

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

Discipline and Removal By a majority vote, the Board may censure an individual Board member or members for violating federal or Michigan law, these Bylaws or Board policy, or otherwise acting in a manner inconsistent with the office of a Board member. By a majority vote, the Board may petition the Governor to remove an individual Board member or members from office for gross neglect of duty, corrupt conduct in office or any other misfeasance or malfeasance in office, as set forth in Section 1107 of the RSC.

Professional Services and Consultants The Board may select and appoint qualified individuals or firms to provide the following professional services for the District, including legal, insurance, architectural, and auditing/accounting. The Board shall minimally consider certification and/or

licenses; and training and experience, including that of partners and associates, in making its selections. The employment of consultants shall require approval of the Board.

1000.02 - Meetings of the Board of Education

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

Annual Organizational Meeting An organizational meeting will be held annually during the month of January. The business of the meeting will include:

- The election of Board officers;
- The establishment of a schedule of regular Board meetings for the following 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. The agenda for regular meetings should be made available to members five (5) calendar days preceding the meeting.

Special Meetings Special meetings of the Board may be called by the President or any two (2) Board members by providing not less than 24 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](#).

Board Workshop Meetings Board workshop meetings, also referred to as study sessions, are held as needed. No votes are taken or business conducted at Board workshop meetings. The workshop agenda is delivered to members five (5) calendar days preceding the meeting.

Meeting Procedures

Quorum. Unless otherwise required or permitted by law, a majority of the serving members will constitute a quorum. If a member of the Board is not physically present at a duly held Board meeting where a quorum is already present, the Board member who is not physically present at the meeting may participate via remote participation by means of telephone, teleconference, video conference and/or other form of electronic means available to the Board and that member as long as any attendee of the meeting can hear and interact with Board member not in physical attendance. An absent Board member must notify the presiding chair 24 hours in advance of the meeting to participate remotely. An absent Board member participating remotely in accordance with these Bylaws is permitted to vote on matters before the Board, to the extent allowed by Michigan law.

Call to Order. The President calls all meetings to order at the appointed hour or as soon thereafter as a quorum is present. If after a half hour a quorum is not present, those present may leave; and no record of the meeting will be made in the minutes. Lack of a quorum at any time during the meeting stops the meeting, and the President will declare the meeting adjourned to a future date and hour; but any action taken prior to such adjournment remains valid.

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. Absent an identified conflict of interest, no Board member shall abstain from a vote of the Board.

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

- Limiting the total time to be devoted to public participation, but such limit will not apply in a circumstance where any individual would be denied an opportunity to address the Board.
- Limiting the time any individual may address the Board.
- Requiring individuals who wish to address the Board to complete a request card (to be available in the Board meeting room) and hand it to the Board Secretary either before or during the meeting.
- Requiring individuals who wish to address the Board to identify themselves, and any organization they may represent, as well as requesting that such individuals further state whether they have children who attend school in the School District and whether they live within the School District's geographic boundaries.
- Advising the public that, generally, the Board and individual Board members will not directly respond to comments or questions that arise during the public participation portion of the meeting.
- Requiring individuals who wish to address the Board to direct their comments to the entire Board and not to individual Board members, the Superintendent, other School District employees or members of the audience.
- Prohibiting behavior that is intemperate, abusive, defamatory or discourteous or that otherwise interferes with the orderly conduct and timely completion of the Board meeting.
- Excluding from the meeting an individual who engages in conduct that constitutes a breach of the peace.

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

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

1000.03 - 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 and proceed to consider and act on a revision of an existing, or adoption of a new, Bylaw or Policy.

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2000.01 - Admission and Enrollment

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

Nonresident Students Nonresident students may be permitted to enroll in the School District, as described below. Enrollment decisions will be made on a nondiscriminatory basis.

Schools of Choice. The Board may choose to permit the enrollment of nonresident students through a schools of choice program. If a program is adopted, the Superintendent will develop and implement regulations for the enrollment of nonresident schools of choice students. Students duly enrolled through 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 through 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.

2000.02 - 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 remain 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 The Superintendent and building administrators, in consultation with parents, are responsible for placing students in schools, grades and courses consistent with the School District's core function of preparing students to become productive and responsible citizens and adults. Where agreement cannot be reached, following consultation, placement decisions may be made notwithstanding parental objection.

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

2000.03 - 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 annually notify parents of their rights with respect to student records and related matters, as required by the [Family Education Rights and Privacy Act](#) (FERPA) and the [Protection of Pupil 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;
- Honors and awards received by a student; and
- A student's dates of attendance and date of graduation.

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

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

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

2000.04 - Extracurricular Activities

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

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

School District Clubs and Other Activities The Superintendent, in consultation with the Board and selected School District personnel, will develop and administer a program of curricular and extracurricular student clubs and other activities. The Superintendent will develop and implement guidelines for the establishment and maintenance of student activity funds in support of these curricular and extracurricular organizations.

School District secondary students may also initiate clubs and other activities to be held on School District premises, subject to such rules and regulations as may be established by the Board, the Superintendent or District personnel consistent with the federal [Equal Access Act](#). 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 and are not to be sponsored by 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.

2000.05 - Communication

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

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

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

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

- Is libelous, defamatory, obscene, lewd, vulgar, or profane;
- Violates federal, state or local laws;
- Advocates the use or availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health or welfare of students, such as tobacco, alcohol or illegal drugs;
- Incites violence;
- Interferes with or advocates interference with the rights of any individual or the orderly operation of the schools and their programs;
- Is primarily of a commercial nature, including but not limited to material that primarily seeks to advertise products or services; or
- The primary purpose of which is fundraising, except as approved in advance by the Superintendent.

2000.06 - Behavior

Introduction The Board of Education is committed to providing a school environment in which students may receive and staff may deliver 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 Regular school attendance is expected of all students. The Superintendent shall develop and implement regulations to promote regular school attendance.

Student Code of Conduct The Superintendent, in consultation with the Board and other School District personnel, will develop and implement, with Board approval, 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 behavior is likely to or does substantially disrupt District academic or extracurricular activities or programs.

As permitted by the Revised School Code, the Board delegates to the Superintendent and building principals the authority to impose student discipline as outlined in the Student Code of Conduct.

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.

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 could likely lead to a material or substantial disruption of the school learning environment for one or more students.

This Policy is intended to protect all students from bullying, 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, 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.

Implementation

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

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

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

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

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

Definitions

"Bullying," for purposes of this Policy, means any written, verbal or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more District students, either directly or indirectly, by doing any of the following: (i) substantially interfering with educational opportunities, benefits or programs; (ii) adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress; (iii) having an actual and substantial detrimental effect on a student's physical or mental health; or, (iv) causing substantial disruption in, or substantial interference with, the orderly operation of the school. Bullying may include, but is not limited to, the following:

- *Physical* - hitting, kicking, spitting, pushing, pulling; taking and/or damaging a person's belongings; extorting money; blocking or impeding student movement; unwelcome physical contact; punching, shoving, poking, choking, pulling hair, beating, biting, throwing objects, etc.
- *Verbal* - taunting, malicious teasing, insulting, hurtful name-calling, making threats, gossiping, etc.
- *Psychological* - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion or intimidation.

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

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

- (i) Substantially interfering with educational opportunities, benefits or programs;

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

Accountability. Each student in the School District is accountable for his/her own behavior, based on age-appropriate expectations. The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. Respect for all students is part of a safe and healthy learning environment. Each student is expected to demonstrate respect through their interactions with the give-and-take of friendships, group cooperation, social interaction, compromise and acceptance of differences among other students and staff.

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

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

Retaliation and intentionally false reports may result in disciplinary action.

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

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

Locker 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.

Personal Electronic Devices The School District reserves the right to prohibit the possession or use of personal electronic devices on School District property or at School District-related functions. For purposes of this Policy, "personal electronic device" means a privately owned device that is used for audio, video or text communications.

Students are permitted to use personal electronic devices only as follows:

- Before and after the regular school day.
- During the student's scheduled lunch time.

- As directed by a teacher or other professional staff member for educational purposes.

Students may possess personal electronic devices on their person but the devices must be powered off and kept out of sight in backpacks/purses or lockers except during the times, above.

The Superintendent may develop regulations to further control student possession and use of personal electronic devices.

2000.07 - 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. Such precautions may include, but are not limited to, the removal of individuals from School District property.

Health Concerns Raised by Parents or Guardians Parents and guardians 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.

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

Food Services Program Lunch is made available to all full-time pupils enrolled and in regular, daily attendance at each public school in the district, except at the discretion of the Superintendent.

Epinephrine Auto-Injectors (Epi-Pens) The District will acquire, purchase and maintain at least two (2) functioning epinephrine auto-injectors (epi-pens) for and at each school building it operates. Properly trained 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 Superintendent shall promulgate administrative regulations for implementing this policy, which regulations are to incorporate by reference, the Michigan Department of Education's Medication Administration Guidelines.

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.

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

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

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

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.

3000 - CURRICULUM AND INSTRUCTION

- [3000.01](#) Curriculum Development
- [3000.02](#) Parental Involvement
- [3000.03](#) Instruction
- [3000.04](#) Textbooks, Technology, and Other Essential Curricular Materials
- [3000.05](#) Selection of Media Center Materials
- [3000.06](#) Parental Objections
- [3000.07](#) School Year / School Calendar
- [3000.08](#) School Day
- [3000.09](#) Limited English Proficiency
- [3000.10](#) Equity and Excellence

3000.01 - Curriculum Development

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

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

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

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

3000.02 - Parental Involvement

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

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

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

- Inform parents of the program, the reasons for their children's participation and the specific instructional objectives;
- Train parents to work with their children to attain instructional objectives;
- Train teachers and other staff involved in Title I programs to work effectively with the parents of participating students;
- Consult with parents on a regular basis;
- Provide opportunities for parents to be involved in the design, operation and evaluation of the program; and
- Provide opportunities for the full participation of parents who lack literacy skills or whose native language is not English.

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

3000.03 - Instruction

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

3000.04 - Textbooks, Technology, and Other Essential Curricular Materials

The Superintendent will recommend to the Board, for its approval, textbooks, technology, and other essential curricular materials. The Superintendent may utilize appropriately qualified administrators and teachers to assist in the selection of textbooks, technology, and essential curricular materials to be recommended to the Board.

3000.05 - Selection of Media Center Materials

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

3000.06 - Parental Objections

The Superintendent will develop regulations that provide an opportunity for the presentation and fair consideration of parental objections to the School District's curriculum, the selection of textbooks and other instructional materials and media center materials. Parents can request their child not be present for discussion of material deemed objectionable by the parent.

3000.07 - 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.

3000.08 - 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.

3000.09 - 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.

3000.10 - Equity and Excellence

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

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

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

4000 - PERSONNEL

- [4000.01](#) Administrative Staff and Organization
 - The Superintendent of Schools
 - Other Administrators
- [4000.02](#) Employment Considerations
 - Equal Employment Opportunity
 - Discrimination and Harassment
 - Nepotism
 - Criminal Background Checks
- [4000.03](#) Conditions of Employment
 - Alcohol and Drug Free Workplace
 - Omnibus Transportation Employees
 - Staffing, Layoff and Recall of Teachers
 - HIPAA
 - Leaves of Absence
 - Paid Medical Leave
 - FMLA
 - Medical Examinations
- [4000.04](#) Evaluations, Discipline and Discharge, Resignations
 - Performance Evaluations
 - Performance Based Compensation
 - Discipline and Discharge
 - Resignations
- [4000.05](#) Other Matters of Employment
 - Personal/Staff Development Opportunities
 - Gifts to School Personnel
 - Whistleblower Protection Policy
 - Outside Activities

Ownership of Works

Prohibition of Referral or Assistance

Codes of Ethics

A quality educational program is 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 a provision of a currently effective collective bargaining agreement, the bargaining agreement will control the particular matter for employees who are within the coverage of that agreement.

4000.01 - Administrative Staff and Organization

The Superintendent of Schools The Board will, at all times, employ a Superintendent of Schools in conformity with relevant provisions of the [Revised School Code](#) and other applicable laws. The Superintendent shall have earned an advanced degree from an accredited institution, preferably an Ed.D. or Ph.D. in education. The Superintendent shall have had at least four years of successful experience in education and classroom teaching.

Other Administrators The Board may employ other administrators as it deems necessary for the proper operation of the School District. The recommendations of the Superintendent for all administrative contracts are reviewed annually by the Board.

4000.02 - 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, marital status, genetic information, disability, age, sexual orientation, gender identity/expression, 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 be directly supervised by an employee to whom that person is related. If a person is hired into or transferred into a position for which s/he will directly supervise or be directly supervised by a relative, s/he shall immediately notify the Superintendent.
- Whenever one relative is promoted or transferred to a position that would result in a violation of this policy, the conflict shall be resolved by transferring one of the related employees to another comparable position. The employee who is to be transferred shall be designated by the Superintendent and must meet all established certifications and qualifications for the position to which transferred.
- The administration will avoid placing administrators on any Board negotiating team if such administrators have a relative who is a member of any bargaining unit in the School District, or placing or retaining administrators in positions in which they would immediately supervise or evaluate a relative, or would participate in decisions or recommendations as to hiring, discharging, promoting, demoting, or transferring a relative.

This policy shall not, except as otherwise expressly provided, be interpreted to prohibit the employment of relatives of Board members or relatives of any employee of the School District.

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, or any other persons who reside at the same location as the Board member or employee.

Criminal Background Checks The Board seeks to ensure a safe and secure environment for students, staff and other members of the school community. Accordingly, the School District will comply with [state law](#) and require that any individual working in a school building, whether as an employee or working regularly and continuously under contract, submits to a criminal history and background check by the department of state police. If an individual has been convicted of a listed offense, as defined by Michigan law, the School District will not employ the individual. If the individual has been convicted of a felony other than a listed offense, the School District will consider the severity of the felony, when the conduct occurred, its effect on the ability of the individual to work in a school building, and any other matters considered relevant to the safety of the school

community. An individual with a felony conviction will not be permitted to work in a school building unless the assignment is specifically approved by the Superintendent and the Board of Education. Should the School District become aware, at any time, that an individual already working in a school building has been convicted of a listed offense or a felony, the same procedures, above, will apply. The Superintendent will develop and implement administrative regulations to carry out this policy.

4000.03 - Conditions of Employment

Alcohol and Drug Free Workplace It is the policy of the Board to maintain 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 School District's Assistant Superintendent, Employee Services 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 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](#), or as amended. The Superintendent will develop and implement regulations to conduct alcohol and drug testing of all employees working in safety sensitive transportation positions, within the meaning of the Act.

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

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

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

- Individual performance;
- Significant, relevant accomplishments and contributions;
- Relevant special training.

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

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

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

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

Leaves of Absence An employee may be granted a leave of absence, with a right to return to a vacant position, if available and if the employee is qualified, upon expiration of the leave. The granting of a leave of absence and the duration of leave is at the sole discretion of the Superintendent, unless otherwise provided by law, Board policy, or a negotiated contract. 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.

Paid Medical Leave The School District will provide paid medical leave (PML) to eligible employees pursuant to Michigan law. The Superintendent will determine whether PML 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 PML. Payment and use of accrued or provided PML 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.

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

Medical Examinations The Superintendent 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 work performance.
- Information suggests that the employee has a health condition which may endanger the health of students or other employees.
- 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.

When the Superintendent has required 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.

4000.04 - Evaluations, Discipline and Discharge, Resignations

Performance Evaluations It is the belief of the Board that all teachers and administrators can continually 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, except where otherwise provided by Michigan law.

The evaluation system is intended to be used to improve the performance of all teachers and administrators and encourage professional growth. The system is also intended to result in the separation from employment of those teachers and administrators who, after notice and an opportunity to improve, are found to continue to be ineffective. Performance evaluations will be used as a factor in layoff and recall decisions and other staffing decisions as required by and allowed under Michigan law. The Superintendent will develop and implement regulations necessary to ensure implementation of this policy in accordance with Michigan law.

Performance Based Compensation The Board places great emphasis on employee performance and supports a system of performance based compensation. The Superintendent will develop for Board review and approval a system of performance based compensation which ties compensation directly to an employee's performance evaluation.

Discipline and Discharge This discipline and discharge policy includes, but is not limited to, District employees whose employment is regulated by the [Michigan Teachers' Tenure Act, MCL 38.71, et seq.](#), except that this policy does not apply to a decision to discharge or not to renew the employment of a probationary teacher. A probationary teacher is considered an at-will employee and his/her employment may be terminated at any time and for any reason. Where this policy conflicts with an individual contract of employment or a collective bargaining agreement, the applicable contract will supersede this policy.

The Board believes in maintaining a work environment that will allow 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, up to and including termination from employment.

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, placement upon a voluntary or involuntary leave of absence, or periodic performance evaluations. Such actions are not subject to this policy.

Disciplinary actions are taken at the discretion of the School District. Except as otherwise expressly provided by law, contract, or 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.

4000.05 - Other Matters of Employment

Personal/Staff Development Opportunities The administration is encouraged to utilize any available, appropriate resource in the development of all staff, including but not limited to, attendance at conferences, workshops, and seminars, as approved by the Superintendent.

Gifts to School Personnel Students, parents, and other patrons of the District are discouraged from the presentation of gifts to employees. Remembrances at times of retirement, recognition or departure are deemed appropriate.

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

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

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

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

Employees may not use their position with the District to influence parents or students to expend or contribute monies for goods, services, or programs except as specifically approved in advance by the Superintendent. Likewise, employees are to be protected from undue solicitations. Any request to solicit funds, services, or endorsements from employees must be approved by the Superintendent.

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 will 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.

Prohibition of Referral or Assistance All District employees Board members, and school officials are prohibited from referring a student for an abortion or assisting a student in obtaining an

abortion. This policy does not apply to employees, Board members, and school officials who are parents or legal guardians of that student.

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

5000 - BUSINESS

- [5000.01](#) General
- [5000.02](#) Budget Planning and Adoption
- [5000.03](#) Purchasing
 - Federal Procurement Standards
 - Automated Clearing House (ACH) Arrangements and Electronic Transaction of Funds
- [5000.04](#) School District Credit Cards
- [5000.05](#) Surplus Property
 - Land or Buildings
 - Equipment and Supplies
- [5000.06](#) Investments
- [5000.07](#) Risk Management
- [5000.08](#) Audits
- [5000.09](#) Fixed Assets
- [5000.10](#) Meal Charge / Food Services

5000.01 - General

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

5000.02 - Budget Planning and Adoption

By law, 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. The Board will endeavor to maintain a minimum year-end general fund balance of fifteen (15) percent.

The Superintendent is responsible for preparation of 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, including but not limited to budget amendments.

5000.03 - Purchasing

The Board authorizes the Superintendent to purchase and/or supervise the purchase of all materials, equipment, supplies and services necessary for the operation of the School District. It is the intent of the Board that the School District purchase competitively, without prejudice or favoritism, and seek maximum value for all expenditures. Competitive pricing is to be pursued by following legally required processes, as well as through such methods as cooperative purchasing, formal or informal bidding, requests for quotations from multiple vendors, and negotiation.

Federal Procurement Standards The Board seeks to ensure the District complies with all procurement ([EDGAR](#)). The Superintendent will delegate responsibility for the development of procedures that comply with this policy to the Assistant Superintendent for Business Services.

Automated Clearing House (ACH) Arrangements and Electronic Transaction of Funds This Board has determined that it is in the best interest of the District to make certain District financial transactions by electronic payments. Accordingly, the Board has adopted a resolution authorizing the School District to utilize electronic transactions. It is contemplated that the District shall be a party to an Automated Clearing House (ACH) arrangement. The Superintendent shall be responsible for the District's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.

5000.04 - 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; and
 - School District related reason for the purchase

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

5000.05 - Surplus Property

Land or Buildings At the Board's request, the Superintendent will identify School District land or buildings 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 in a particular instance. Board approval is required for both the process to be followed and the ultimate sale or other disposition.

Equipment and Supplies The Superintendent will 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.

5000.06 - 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. The procedures, which will include internal accounting and administrative controls to direct the investment activities of School District employees, shall comply with pronouncements of the Governmental Accounting Standards Board (GASB) and the [Michigan Revised School Code](#).

5000.07 - 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 will be 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.

5000.08 - Audits

The State of Michigan requires 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. The auditor also examines whether the School District has followed generally accepted accounting principles and whether proper internal controls exist.

The Board will appoint an independent auditor to conduct the School District audit. The audit report will be presented at a public meeting of the Board.

5000.09 - Fixed Assets

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

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

Fixed assets shall be classified into the following major categories:

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

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

5000.10 - Meal Charge / Food Services

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

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

6000 - FACILITIES AND OPERATIONS

- [6000.01](#) Goal
- [6000.02](#) Safety and Security
 - Firearms and Other Weapons
- [6000.03](#) School Crisis, Response, and Closure
- [6000.04](#) Hazardous Chemicals and Substances
- [6000.05](#) Tobacco-Free Environment
 - Generally
 - Electronic Cigarettes, Vaporizers, Etc.
- [6000.06](#) Integrated Pest Management
- [6000.07](#) Transportation
 - Eligibility
 - Acceptable Purposes
 - Maintenance
- [6000.08](#) Naming of School Buildings/Facilities

6000.01 - Goal

The Board intends that the educational program be fully supported by suitable facilities.

6000.02 - Safety and Security

The Board is committed to assuring a safe environment for students, employees and School District visitors. School District facilities and grounds will be kept safe, 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 legally compliant with all safety, health and environmental requirements.

Firearms and Other Weapons To the full extent permitted by law, the District prohibits firearms and other weapons on District premises and at District-related functions. District employees and students who violate this policy are subject to discipline, including permanent expulsion or discharge. Others who violate this policy are subject to being banned from District premises and District-related functions. The District reserves the rights to report to police authorities any person who violates this policy.

6000.03 - School Crisis, Response, and Closure

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

The Superintendent is authorized to close schools in the case of inclement weather or other emergencies which make it, in his/her assessment, unsafe for students to attend school.

6000.04 - Hazardous Chemicals and Substances

In order to assure a safe environment for students, staff and other members of the school community, 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 and take necessary measures to assure that the program is in compliance with the [Asbestos Hazard Emergency Response Act](#) (AHERA).

6000.05 - Tobacco-Free Environment

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

Electronic Cigarettes, Vaporizers, Etc. The use of electronic cigarettes, vaporizers, etc. on School District property is prohibited.

For purposes of this policy, "Electronic Cigarettes" and "Vaporizers" means any device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed or sold as e-cigarettes, or under any product name or descriptor.

6000.06 - Integrated Pest Management

The Board is committed to providing students and staff with a school environment that is free of pests, pesticides and other harmful chemicals. The Superintendent will develop 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.

6000.07 - Transportation

The District may elect to provide bus transportation for eligible students. In that circumstance, the Superintendent shall develop rules and regulations necessary and appropriate for the orderly transportation of students.

Eligibility The Board has determined that elementary students residing one mile or more from their school of attendance or who must cross a main road (i.e., Rochester Road, Square Lake, Livernois, etc.) are eligible for bus transportation, if provided. All other students residing one and one-half miles or more from their school of attendance are also eligible. The District will not provide transportation for open enrollment students, or students admitted to the Troy School District through any schools of choice program.

Acceptable Purposes The District only permits the use of transportation resources for field trips, co-curricular activities, and other authorized educational, cultural, and recreational activities when they do not conflict with the primary purpose for transportation and complies with District policies. The School District may also permit the use of a school bus for purposes of transporting persons other than pupils to school-sponsored events. A fee may be collected for transporting these individuals to cover expenses for the trips involved. The Superintendent may develop regulations regarding how and when School District transportation resources are utilized.

Maintenance All School District vehicles will be regularly maintained.

6000.08 - Naming of School Buildings/Facilities Naming of School Buildings/Facilities

The selection of future school names will be left to the discretion of the Board. The Superintendent shall maintain guidelines for the selection of future school names in order to inform any such recommendations to the Board. No other name shall be affixed or assigned to any portion of individual buildings or facilities.

7000 - SCHOOL-COMMUNITY RELATIONS

- [7000.01](#) Goal
 - Public Information
- [7000.02](#) Community Use of School District Facilities
- [7000.03](#) Gifts, Bequests and Donations
- [7000.04](#) Distribution of Information / Materials
- [7000.05](#) Public Complaints
- [7000.06](#) Broadcast of Board Meetings
- [7000.07](#) Advertising
 - Religious Advertising
 - Commercial Advertising
- [7000.08](#) Solicitations
- [7000.09](#) Intellectual Property, Trademarks, Etc.
- [7000.10](#) District Support Organizations
- [7000.11](#) Volunteers

7000.01 - Goal

It is the policy of the Board that the community 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. The Board further encourages cooperation with private organizations, civic governing agencies, and other educational entities to promote and support the educational objectives of the School District.

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 District will make public records available for inspection or duplication. The Superintendent is designated the District's Freedom of Information Act Coordinator and will develop regulations and guidelines necessary to implement 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.

7000.02 - 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 Community Use policy, to create or open any School District school, facility or property to create a public forum for expressive activity. The Superintendent will develop and administer regulations, as necessary, to implement this policy. In case of disasters or emergencies in Troy or in nearby areas, the Superintendent may open school buildings and facilities to assist police and other authorities.

7000.03 - Gifts, Bequests and Donations

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

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

7000.04 - 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 or 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. Nothing herein may be construed to prevent advertising in student publications which are published by student organizations.

7000.05 - Public Complaints

The Board welcomes constructive criticism of School District operations. The Superintendent will develop and implement regulations which provide for the investigation and anticipated resolution of complaints at their closest point of origin. A complaint concerning the Superintendent of Schools may be filed directly with the Board.

7000.06 - Broadcast of Board Meetings

To the extent available, regular Board of Education meetings taped by Troy School District personnel will appear on the Troy School District cable channel, unedited.

If/when public comments from those meetings violate state or federal laws or are deemed inappropriate by the Board's legal counsel, that portion will be deleted before the tape is broadcast and a disclaimer reflecting the edit will appear.

7000.07 - Advertising

Religious Advertising Advertising of religious services or religious-related activities is prohibited on school property with the exception of times when religious-related activities are in session in rooms rented or reserved by a religious group.

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

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

7000.08 - Solicitations

Solicitation on school property is prohibited, including, but not limited to product, article, service or political solicitation, unless it has received the approval of the Superintendent or it involves an isolated, private, person-to-person legal transaction.

7000.09 - Intellectual Property, Trademarks, Etc. Intellectual Property, Trademarks, Etc.

The Board desires to see District trademarks, service marks, intellectual property and trade names protected from unauthorized use. Any use of the District's trademark, service marks, trade name or any other intellectual property must have prior written approval of the Superintendent and must be produced, manufactured or sold under authorization by the District.

7000.10 - 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.

7000.11 - 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. Volunteers may be required to undergo new ICHAT criminal background checks at the discretion of the School District.

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.

8000 - GENERAL POLICIES

- [8000.01](#) Acceptable Use
- [8000.02](#) Web Accessibility
 - General
 - Report of Accessibility Issues
 - Discrimination Complaint
- [8000.03](#) Americans with Disabilities Act (ADA) / Section 504 of the Rehabilitation Act of 1973 (Section 504)
- [8000.04](#) Bloodborne Pathogens
- [8000.05](#) Communicable Diseases
- [8000.06](#) Copyrighted Works
- [8000.07](#) Discrimination and Harassment
- [8000.08](#) Privacy Policy - Social Security Numbers
- [8000.10](#) Digital Communications*

8000.01 - Acceptable Use

School District students and staff members may be permitted access to the School District's computer network for educational, instructional and administrative purposes. The Superintendent will develop and implement guidelines and user agreements that are consistent with the purposes and mission of the School District. The guidelines and user agreements will include all requirements of the [Children's Internet Protection Act](#) (CIPA). More particularly, provision shall be made for monitoring the online activities of minors and provide for educating minors about appropriate online behavior.

8000.02 - Web Accessibility

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

Report of Accessibility Issues If any individual has difficulty accessing the information on any page of the District's web site, they are encouraged to contact the District's Web Accessibility Coordinator and advise accordingly. Upon notification, the District will provide the requested information in an alternate format and, as soon as reasonably practical, make the necessary improvements to make the information accessible online.

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

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

Section 504/ADA Compliance Officer:

Jessica Carrier

Director of Special Education
Initiatives

jcarrier@troy.k12.mi.us

Web Accessibility Coordinator:

Kerry Birmingham

Director of Communication and Strategic

KBirmingham@troy.k12.mi.us

8000.03 - 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. This commitment to accessibility extends to the School District's web site, which aims to conform with W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of those guidelines.

The Superintendent will appoint a Compliance Officer or Officers to assure that there is adherence to this policy. The Superintendent will also develop a complaint procedure for the processing and early disposition of alleged violations of the policy.

8000.04 - 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.

8000.05 - Communicable Diseases

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

8000.06 - 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 and implement 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."

8000.07 - 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. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, marital status, genetic information, disability age, sexual orientation, or gender identity/expression. The School District prohibits harassment and other forms of discrimination whether occurring at school, on School District property, in a School District vehicle, or at any School District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment.

8000.08 - Privacy Policy - Social Security Numbers

The School District collects and maintains social security numbers of its employees, students and others in the ordinary course of its business. As required by law, and as otherwise necessary to protect the privacy rights of individuals, the School District will implement all appropriate measures to assure the confidentiality of social security numbers. These include:

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

8000.10 - Digital Communications

Digital communications (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.

2000-AR - STUDENTS

The 2000 series of Board Policies requires or permits the Superintendent¹ to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on April 20, 2020 and posted them on the School District website. All School District personnel and students are required to follow these administrative regulations.

The Superintendent designates the School District's Assistant Superintendent for Elementary Instruction and the Assistant Superintendent for Secondary Instruction to review the 2000 series of Board Policies and these regulations at least annually. The Assistant Superintendent for Elementary Instruction and the Assistant Superintendent for Secondary Instruction is also expected to recommend to the Superintendent legally compliant revisions and additions to the 2000 series of Board Policies and these administrative regulations.

- [2001-AR](#) Admission and Enrollment
 - Resident Students
 - Nonresident Students
 - Foreign Exchange Students
 - Homeless Students
 - Shared Time Instructions
 - Emergency Information
- 2002-AR Learning and Achievement
 - Curriculum
 - Assessments
 - Progress Reports and Grades
 - Placement
 - Promotion and Retention
 - Graduation Requirements
 - School-Sponsored Student Trips
- [2003-AR](#) Education Records
 - Creation and Retention
 - Cumulative File (CA-60)
 - Special Services Files
 - Directory Information and Access to Student Education Records

Amendment of Education Records

Other Agencies or Institutions

[2004-AR](#) Extracurricular Activities

School District Clubs and Other Activities

Fundraising

[2005-AR](#) Communication

Memorials

[2006-AR](#) Behavior

Student Code of Conduct

Positive Behavior Supports and Alternatives to Corporal Punishment

Athletic Code of Conduct

Snap Suspensions

[2007-AR](#) Health and Safety

Medication

Seclusion and Restraint

Wellness

Epinephrine Auto-Injectors (Epi-Pens)

Cardiac Emergency Response Plan

Surveillance

Sports Concussions

2001-AR - Admission and Enrollment

Resident Students

Age of Enrollment. Michigan's Revised School Code specifies the dates by which a child must reach school age in order to be eligible to enroll in kindergarten or first grade.

Early Enrollment. A parent² may apply for early enrollment to the Superintendent.

Documentation. A parent who seeks to enroll a child in the School District will need to prove the child's age with a certified copy of a birth certificate. If the parent cannot produce a certified copy of a birth certificate, a Birth Certificate Affidavit must be completed which allows 30 days for an original to be obtained. A parent enrolling a student who has attended school in another school or school district must provide previous school information so a Record Release can be sent for education records. Other required documentation at the time of enrollment is provided at www.troy.k12.mi.us.

Residency. Residency is defined in Michigan's [Revised School Code](#). Proof of residency will be established according to the District's Best Practice which is available under Residency Requirements at www.troy.k12.mi.us.

Nonresident Students

Schools of Choice (Outside District). The School District may allow students to enroll according to yearly Board of Education resolutions.

Open Enrollment (In-District). The School District considers in-District transfers. Parents who wish their children to attend another school within the District should complete an application for the Superintendent's consideration. Applications are available at the building a student is currently attending.

Tuition Students. The School District does not accept tuition students at this time.

Children of School District Employees. The School District accepts for enrollment the children of School District employees on the same basis and subject to the same rights and obligations as other students.

Foreign Exchange Students The School District will accept international exchange students, subject to the Superintendent's reasonable discretion. A student wishing to enroll in the School District as an international exchange student is permitted to do so exclusively through an affiliation with a vetted program on the Council on Standards for International Education and Travel (CSIET) Advisory List or International Education Travel and Exchange Programs. The exchange program representative must provide all documentation to the building level exchange program coordinator before June 1 of the preceding school year. The building level exchange program coordinator will approve the placement of no more than 2 exchange students for the upcoming full academic school year.

The School District is not responsible for the placement of the student with a host family, nor for the provision of evidence of approval by the United States Department of State, including an F-1 or J-1 student visa; these are requirements of the exchange program and will be managed by the exchange program representative. The School District building level exchange program coordinator is charged with communicating directly with the exchange program representative regarding academic progress, managing the exchange students' scheduling, and communication with the exchange students' teachers and host family, when necessary.

Approved international exchange students attending the School District are subject the same policies and administrative regulations as other students and will not receive diplomas from the School District. Approved international exchange students are permitted to partake in senior activities in the building if desired.

Homeless Students The Superintendent will appoint a Homeless Liaison in accordance with the [McKinney-Vento Act](#). The Liaison's duties include, but are not limited to:

1. Establishing practices designed to facilitate the school enrollment of homeless students;
2. Assisting with the enrollment of homeless students and providing assistance with obtaining academic and medical records;
3. Informing parents or unaccompanied homeless students of the educational and related opportunities available to them;
4. Assisting with school placement decisions based on the best interest of the student and desires of the parent or unaccompanied student;
5. Providing outreach information for health care, dental, mental health, and other appropriate services;
6. Monitoring each enrollment to assure that homeless students are not isolated or stigmatized because of their homeless status;
7. Handling enrollment disputes and ensuring that disputes over the placement of homeless students are resolved in a timely manner;
8. Arranging transportation and informing the parent or unaccompanied homeless students of the transportation services the School District must make available; and,
9. Disseminating public notice of the educational rights of homeless students in places within the community where they are likely to be seen by homeless students, their families and advocates for the homeless.

The Liaison will inform all School District personnel and persons or agencies known to work with homeless families of his or her identity and contact information.

Shared Time Instructions Shared time instruction will be provided according to Michigan law and the Michigan Department of Education's Pupil Accounting Manual.

Emergency Information The Board requires that parents provide the school of attendance of each student complete information which can be used in meeting health or medical emergencies. This information must be provided at the beginning of each school year.

2002-AR - Learning and Achievement

Curriculum The School District's curriculum is guided by Michigan's K-12 Standards as promulgated by the Michigan Department of Education. School District personnel may supplement and enhance but may not ignore or replace the School District's curriculum.

Assessments

Generally. The Superintendent will inform the Board and District administrators and teachers of the national, Statewide, and Districtwide assessments the District will administer. District personnel are expected to administer assessments consistent with protocols and students are expected to participate in assessment. Assessments and alternative assessments will be administered to disabled students consistent with their IEPs or Section 504 Plans.

Discretionary Assessments and Assessment Required by Law. These regulations do not prohibit School District personnel from administering or considering other assessments, including other assessments permitted or required by law.

Progress Reports and Grades

Generally. Progress reports and grades are intended to encourage student achievement and citizenship and accurately and consistently report student achievement in the School District's curriculum. Teachers are expected to follow Board policies and administrative procedures concerning progress reports and grades. Building administrators are expected to orient new teachers to the Board's policies and administrative procedures concerning progress reports and grades and, upon request, assist teacher compliance.

Establishing Expectations. Building administrators and teachers are expected to establish academic and behavioral expectations for students and parents at the beginning of the school year or course. Middle school and high school teachers are required to communicate academic and behavioral expectations to students in writing, including a syllabus.

Reports, Grades, and Academic Recognition. The School District's administrative team is responsible for creating and, from time-to-time, updating or revising forms for periodic progress reports and grades for elementary, middle school, and high school students. Teachers are responsible for completing all necessary forms for periodic progress reports and grades in an objective, consistent, and timely manner. Teachers are also responsible for notifying students and parents when a student's work is likely to result in a failing grade. Academic reports and grades will be based on students' academic work rather than behavior. Behavior will be reflected in citizenship reports or marks. A teacher may not award a failing grade to a secondary student unless he/she has provided such notice in a timely fashion. Building administrators are expected to facilitate these teacher responsibilities consistent with Board policies and these administrative regulations.

Attendance. The School District expects students will be in class every school day for the entire school day or class period. Teachers are required to take daily attendance for every class they teach. The District will report student attendance on every progress report.

Students will be marked as tardy if they are not in their classrooms ready to learn at the beginning of the school day or class period. Tardiness may result in student discipline as set forth in the School District's Student Code of Conduct.

Accommodations and Modifications. Accommodations permit a student to access School District facilities and services, including educational services such as the District's curriculum.

Modifications change the District's curriculum at a student's grade level. Teachers may not consider accommodations when giving academic progress reports or awarding grades. Teachers may note modifications on individual academic progress reports and grade reports. The School District does not note modifications on student transcripts.

Grade Appeals. Teachers are responsible for awarding grades consistent with Board policies and administrative regulations. A student or a parent who wishes to appeal a grade awarded by a teacher may do so by notifying the building administrator in writing no later than 15 calendar days after the grade is issued. The building administrator will promptly schedule a meeting with the parent and/or student and teacher to try and resolve the appeal. If the dispute is not resolved, the building administrator will work in collaboration with central office administrators to resolve the appeal. The decision of the central office will be final and not subject to appeal.

Academic Recognition. Building principals will take all reasonable opportunities to encourage scholarship by recognizing students who excel in their studies. The High School Principal will grant the following honors to seniors graduating with a Michigan Merit Diploma based on grade point averages calculated at the end of the first semester of their senior years: summa cum laude (GPA 3.85 or higher), magna cum laude (GPA 3.50-3.84), cum laude (GPA 3.25-3.49), and distinction (GPA 3.0-3.24).

Placement

Generally. The Superintendent designates to the administrative team the responsibility for placing students in schools, grades, and courses. Building administrators should exercise good judgment with respect to placement decisions and consider the following factors, among others:

1. The student's academic achievement and ability as reflected in scores on standardized tests;
2. The student's academic performance in School District classes or while enrolled in another school district;
3. The student's chronological age;
4. The student's social maturity; and
5. In accordance with Board policy and [MCL 380.1280f](#) (the Third Grade Reading Law statute).

Promotion and Retention Subject to the previous administrative regulation, students typically advance to the next grade after the end of the school year. The building administrator will use the following process if a student's teacher or parent recommends retention:

1. Teachers should identify students who are not meeting grade level objectives in one or more subjects and notify the building administrator and the students' parents by the end of the first semester of each school year. When such notification occurs:
 - (a) The teacher, building administrator, and parents should meet to review the student's academic record, current test scores, work samples, and anticipated progress; and,
 - (b) Follow-up meetings may be scheduled between the teacher, building administrator, and parents.
2. The School District MTSS team is responsible for making a final decision on retention, after consulting the teacher and the parents, and considering the following factors, among others:

- (a) The student's academic achievement in all subject areas, especially attainment of grade level objectives, as determined by the School District's curriculum, assessments, progress reports, tests, assignments, and work samples;
- (b) The student's chronological age;
- (c) The student's attendance; and,
- (d) The student's social and emotional maturity.

Graduation Requirements

Generally. All School District students who meet the School District's graduation requirements will be issued a diploma. Participation in School District graduation ceremonies is a privilege rather than a right.

Building principals may recommend eligible students for graduation and a diploma when the student has met the requirements established by these regulations. A student is eligible for recommendation for graduation when he/she: has completed four years of high school, unless a request for early graduation has been granted; has earned 23 total high school credits, including all required by the Michigan Merit Curriculum (MMC) courses and credits (which may include middle school courses aligned with MMC, but not for purposes of calculating GPA); and, has completed all scheduled assessments. The MMC eligibility requirement may be fulfilled through a Personal Curriculum (PC) created according to Michigan law and approved by the Superintendent. The Superintendent will not approve PC deviations from School District graduation eligibility requirements based on a student's personal preference for one or more subjects over others.

Early Graduation. A student who is otherwise eligible for graduation and a diploma may make a request for early graduation to his/her counselor and building principal. The building principal may recommend a student's early graduation upon the student's counselor's certification the student has or will meet all School District graduation requirements. Parental permission is required for students who are not 18 when the application is filed. If the Superintendent grants an application for early graduation, the student will receive a letter of confirmation but will not be awarded his/her diploma until the next graduation ceremony.

School-Sponsored Student Trips Instructional and cocurricular field trips, activities, and excursions are those which are related to the instructional and cocurricular program. They provide a means for staff members and students to relate the instructional and cocurricular program to the community outside the schools.

Student trips, activities, and excursions shall be permitted to the extent that they provide the most effective means of accomplishing objectives related to given aspects of the instructional and cocurricular program. Trips are to be considered as a method of instruction and planned with definite objectives determined in advance.

2003-AR - Education Records

Creation and Retention The School District maintains records according to the Michigan Department of Education's Record Retention Manual.

Cumulative File (CA-60) Building administrators will create and maintain a cumulative file (CA-60) for each student who attends school in the School District. The cumulative file may be created and maintained digitally. The building administrator will determine the contents of the CA-60 including, at a minimum:

1. The student's classes and credits;
2. The student's attendance record;
3. The student's standardized test results, with the exception of standardized tests taken to determine whether the student is eligible for special education and related services;
4. The student's immunization status; and
5. An eligible student's most recent IEP or Section 504 Plan.

Special Services Files The School District's Director of Special Education will publish legally compliant guidelines requiring School District personnel to create and maintain special education files for students who are eligible for special education and related services or accommodations under the [Individuals with Disabilities in Education Act](#) and [Michigan special education law, Section 504 of the Rehabilitation Act of 1973](#), or the [Americans with Disabilities Act of 1990](#). The special education file may be created and maintained digitally in the following manner:

Special services files will be maintained in accordance with the Michigan Department of Technology, Management and Budget guidelines, found [here](#). The School District will ensure the records are stored in a manner so they remain accessible during the entire retention period. All records will be stored in a secure and stable environment that will protect them from damage, tampering, and degradation. Presently, the School District stores special services files for current students in paper format. The District stores former students' special services files electronically in PDF format, to ensure the files remain accessible even when the electronic storage hardware and/or software becomes obsolete. In the event technological advances render the current format inaccessible, the District will re-format the files to be compatible with current technology.

Directory Information and Access to Student Education Records

Family Educational Rights and Privacy Act (FERPA). This administrative regulation has been developed to comply with FERPA and does not, itself, confer enforceable rights to any person.

Access to Education Records.

Parental Access. The natural parents of minor and dependent students may inspect their children's education record, unless that right has been terminated by a court order.

Adult Students. Adult students may inspect their education record.

Board Members and School District Personnel. Board members and School District personnel may access a student's education record if they have a "legitimate educational interest" in doing so, within the meaning of FERPA.

Other Persons. Other persons may inspect student education records to the extent permitted by FERPA.

Time and Place of Inspection. Generally, a person authorized to access a student's education record, other than School District personnel, must make an appointment to review education records at the student's school with the building administrator, or designee, who will remain present during the inspection. An authorized person will be permitted to copy selected education records upon request and fees may be charged as permitted by law.

Access Log. The building administrator will include an access log in each student's CA-60 and Special Services file that will identify each person who accessed the education record, the date and time the education record was accessed, and the reason the education record was accessed.

Directory Information. Board Policy 2003 defines directory information that may be disclosed by School District Board members and personnel. The Superintendent designates each building principal to annually notify parents and adult students of their right to "opt-out" of the disclosure of directory information, the steps that must be taken to exercise that right, and to timely notify the building administrator when a parent or adult student has exercise that right.

Amendment of Education Records Parents and adult students may request the amendment of education records that are inaccurate, misleading, or in violation of the student's rights of privacy or other rights. The following procedure will be used in cases when parents or adult students request the amendment of education records:

1. The parent will request the amendment in writing, including: identifying the education record(s) in question and, the reason(s) the education record should be amended;
2. The building administrator, after conferring with his or her direct supervisor, may agree to amend the education record and do so;
3. The building administrator, after conferring with his or her direct supervisor, may decline to amend the education record and, if so, notify the parent or adult student of the reason(s) and the parent's right to a hearing.
4. If a hearing is requested, the building administrator will immediately notify his or her direct supervisor and the Superintendent, who will arrange for a hearing consistent with FERPA requirements.

Other Agencies or Institutions As permitted by [FERPA](#), the School District may forward education records, including disciplinary records, without student or parental consent, to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer and upon receipt of a request for a student's school or education records.

2004-AR - Extracurricular Activities

School District Clubs and Other Activities On or before October 1 of each school year, each building administrator will forward to the Assistant Superintendent for Instruction a complete list of the School District clubs and other activities offered in the building. Building administrators may not add new District clubs or activities that cost the District money without the approval of the Assistant Superintendent for Instruction. The building administrator will also promptly notify the Assistant Superintendent for Instruction of any changes during the school year.

Fundraising

Overview. Fundraising generally falls into two categories: fundraising by individual schools or student activity groups and fundraising by parent organizations (PTA, Booster Club, etc.). This administrative procedure governs fundraising by individual schools or student activity groups. Questions concerning fundraising by parent organizations should be directed to the School District's Business Office.

This administrative regulation does not apply to "fiduciary activities" as the phrase is defined under GASB 84.

General Guidelines. Requests to conduct fundraising must be submitted to the building administrator for approval. The building administrator must notify the Superintendent of approved fundraisers. The distribution and posting of fundraiser flyers must also be approved by the building administrator. If the fundraiser involves food items, items that do not meet USDA Smart Snack standards may not be sold to students or consumed by students on campus during school hours.

Contracts. Building administrators may not enter into contracts, including contracts related to fundraisers, without the prior approval of the Superintendent.

Accounting Procedures and Cash Management. Funds collected from fundraisers must be secured by the staff member in charge of the fundraiser at the end of every day and turned over to the building administrator at the end of the day or as soon thereafter as possible. The building administrator will verify the amount collected every day, notify the staff member in charge and the Superintendent of the amount collected every day, and deposit the amount collected every day in a bank account or a safe at the end of the day or as soon thereafter as possible.

Purchases may not be made from cash received through a fundraiser. Instead, purchases must be made using a School District purchase order, check, or credit card. If this is not possible, the School District will reimburse for purchases approved by the building administrator and the Superintendent.

The building administrator is responsible for maintaining all fundraising and related records for five years after the fundraiser is completed and such records are subject to internal audit and external audit by the District's independent auditing firm.

2005-AR - Communication

Memorials Generally, tributes, ceremonies, and memorials (collectively, memorials) should be coordinated through the Director of Communication. A person who wishes to organize a memorial on School District premises must seek the permission of the building administrator, who will consult with the Superintendent before granting permission.

2006-AR - Behavior

Student Code of Conduct The Superintendent has developed and promulgated the School District's Student Code of Conduct consistent with Board Policy 2006. The current Student Code of Conduct is posted on the School District's website and is also accessible by clicking [here](#). Building administrators and teachers are responsible for enforcing the Student Code of Conduct in their buildings and classrooms.

Positive Behavior Supports and Alternatives to Corporal Punishment Each building administrator will notify the Superintendent, or designee, of the positive behavior supports or positive behavior support plan available or implement in his/her building. Positive behavior supports and support plans are one of the School District's alternatives to corporal punishment. The School District's Student Code of Conduct is another alternative to corporal punishment.

Athletic Code of Conduct The Superintendent has developed and promulgated the School District's Athletic Code of Conduct. The current Athletic Code of Conduct is posted on the School District's website and is also accessible by clicking [here](#). Building administrators, teachers, club sponsors, and coaches are responsible for enforcing the Athletic Code of conduct in their buildings and programs.

Snap Suspensions If a student engages in conduct which unquestionably interferes with the education of him/herself or other students, or a teacher has good reason to believe a student has engaged in conduct which poses a clear and present danger to him/herself or other students, the teacher may suspend the student from a class, subject, or activity for one full school day.

2007-AR - Health and Safety

Medication

Administration of Medication by School District Personnel. School District personnel will not administer medication to students except according to this regulation.

The parent must submit a request to administer prescription or non-prescription medication to the building administrator on a form approved by the Superintendent and signed by both the parent and the student's physician. The request must include at least the following information: the name of the student, the name of medication, the dosage, the time and frequency of administration during the school day, and, other special instructions, if any. Upon approval by the building administrator, School District personnel will administer medication to students subject to the following conditions:

1. Medication must be submitted in its original container, whenever possible. If medication is not in its original container, the parent must label the container with the following information: the name of the student, the name of medication, the dosage, the time and frequency of administration during the school day, and other special instructions, if any.
2. Medication must be brought to and returned from the school by the parent for elementary students;
3. The parent must ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
4. The parent must ensure that the school is informed in writing of any changes in medication instructions; and,
5. In the event a student refuses medication, the parent will be notified immediately.

Storage and Monitoring. The building administrator is responsible for properly storing and monitoring medications administered by School District personnel. Medications will be secured by lock and access to medication storage keys will be limited to the building principal and designated school staff. Following administration, the medication container will be properly sealed and returned to storage.

Administration of Medication by Students. Students are prohibited from sharing or administering medication with or to each other, except in cases of a life-threatening emergency. The building administrator may grant a student permission to self-administer medication if the student's parent has provided written permission. For prescription medications, the parent must also provide the building administrator with written approval of the student's physician. A student who has been approved for self-medication may have in his/her possession only the quantity of medication needed for that school day, unless otherwise approved, in writing, by the building administrator.

Seclusion and Restraint Michigan law prohibits seclusion and restraint, except emergency seclusion and emergency physical restraint. The Superintendent designates the School District's Director of Special Education to train staff consistent with Michigan law.

Wellness The Superintendent establishes the School District's Wellness Committee. The Superintendent delegates to the School District's Food Service Liaison the duty of appointing and coordinating the duties of the Wellness Committee and maintaining a regular meeting schedule. The School District's Food Service Liaison and Wellness Committee will comply with all applicable legal requirements including, but not limited to: proposing and, upon the Superintendent's approval: implementing School District nutrition and physical activity standards; integrating the School District

's nutrition and physical activity standards into the School District's curriculum consistent with the Michigan Physical Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Physical Education; assuring that School District staff professional development addresses nutrition and physical activity issues; and, assuring School District students receive nutrition education and engage in vigorous physical activity. The School District will promote nutrition standards by ensuring all foods and beverages sold, marketed, or provided to students meet the USDA Nutrition Standards for School Meals and USDA Smart Snack in School nutrition standards.

The School District Wellness Committee will also develop and deliver a regular report to the Superintendent, including: monthly School District menus and meal counts; a la carte, vending, and competitive foods sold on School District premises; and, physical activity and program opportunities for School District students. At least once every three years, the School District's Food Service Liaison will report to the School District's Superintendent: the extent to which this regulation compares to model school wellness policies; the extent to which the School District's schools are in compliance with this regulation; and, the School District's progress in attaining the goals established by the Wellness Committee. The School District will make the report and any updates to this policy available to the public. The School District will provide information on how the public can participate on the Wellness Committee and assist with the development and implementation of this policy.

Epinephrine Auto-Injectors (Epi-Pens)

Student Possession and Use. Students may possess and, if necessary, use epi-pens on School District premises and at school-related activities, programs and events if the following three conditions are met:

1. The student has permission to use the epi-pen from his or her physician and, if the student is a minor, from his or her parent(s);
2. The building administrator has received a copy of the necessary written permissions; and,
3. The school has on file a written emergency care plan (or IEP or 504 Plan that includes a written emergency care plan, however designated) prepared or approved by a licensed physician in collaboration with the student and the student's parent(s) that is updated as necessary to account for any change in the student's circumstances.

The building administrator will notify each teacher of each student in his or her classroom who is permitted to possess and use an epi-pen pursuant to this regulation.

District Acquisition and Maintenance. The School District will acquire and deliver at least two otherwise unassigned functioning epi-pens to each school building. The building administrator is responsible for maintaining the epi-pens at his or her building, making them readily accessible to designated staff members, and notifying the Superintendent if the building administrator believes the necessary number of epi-pens is not available or functional.

Training and Designation. The School District is responsible for training a sufficient number of staff members in each school to properly administer epi-pens, as follows: at least one staff member if the instructional and administrative staff is less than 10; and, at least two staff members if the instructional and administrative staff is more than 10. All training will be supervised, evaluated, and approved by a licensed registered professional nurse. The building administrator is responsible for designating the necessary number of staff members to administer epi-pen injections on school grounds. The building administrator is also responsible for informing other school personnel which staff members have been designated to administer epi-pen injections on school grounds and for

notifying the Superintendent if there are an insufficient number of trained or designated staff members in the building.

Administration of Epi-Pen Injectors. Designated staff members who have been trained in accordance with these procedures are required to administer an epi-pen injection to any person on school grounds who is believed to be suffering an anaphylactic reaction.

An anaphylactic reaction is a severe, potentially life-threatening allergic reaction that may occur within seconds or minutes of exposure to an allergen. Common allergens that cause anaphylactic reactions in school include, but are not limited to, peanuts and tree nuts and venom from bee stings. All administrators and teachers are required to notify a designated staff member in the event he or she believes an individual on school grounds is suffering an anaphylactic reaction.

Reporting. The building administrator is required to notify the parent of any student who receives an epi-pen injection. Notification is to be made to the Superintendent and the School District's nurse at the same time. The Superintendent designates School District's nurse to annually report to the Michigan Department of Education the number of epi-pen injections provided to students at school each year; the number of epi-pen injections to such students who were not previously known to have allergies; and, the number of students who were administered epi-pens from the School District's stock of epi-pens.

Cardiac Emergency Response Plan

Introduction. This regulation was adopted to comply with [2014 PA 12](#). Sudden cardiac arrest is the sudden, unexpected loss of heart function, breathing and consciousness. Sudden cardiac arrest is a medical emergency. If not treated immediately, it causes sudden cardiac death. Sudden cardiac arrest symptoms are immediate and drastic and may include sudden collapse, no pulse, no breathing, or loss of consciousness. Sometimes sudden cardiac arrest is preceded by fatigue, weakness, palpitations, or vomiting. Other times, sudden cardiac arrest occurs without warning. Reference: [Mayo Clinic Website](#).

Equipment. The District will purchase and maintain a sufficient number of automated external defibrillators (AEDs) so that an AED is available on school grounds within three minutes of a sudden cardiac arrest at school. AEDs will be purchased from or through a supplier listed on the [Michigan Department of Education's \(MDE\) list of Approved Providers for First Aid and CPR](#). Each building principal will be responsible for: notifying his or her supervisor when a sufficient number of AEDs are not available or not in working order; and informing staff members where AEDs are located. Each building principal will be responsible for posting the locations of AEDs in a public place in the office and in the teachers' lounge.

Training. All building administrators, 50% of sports coaches, 50% of physical education teachers, and 10% of other staff members will be trained and certified in cardiopulmonary resuscitation techniques (CPR) and the use of AEDs. The District will be responsible for securing and arranging the necessary training from or through a supplier listed on [MDE's List of Approved Providers for First Aid and CPR](#). Each building principal will be responsible for informing all school staff members of the identities of trained staff members and informing his or her supervisor if the number of trained staff members falls below the requirements of this regulation. The building principal will be responsible for conducting at least one cardiac emergency response drill per year.

Emergency Response Team. Each school's cardiac emergency response team will consist of the building principal, or his or her designee, any trained or untrained staff member who observes any person who may be experiencing sudden cardiac arrest at school, and any trained or untrained staff member who is notified, as required by this regulation, that any person may be experiencing sudden cardiac arrest at school.

Required Actions. An untrained staff member who observes a student or other person who may be experiencing sudden cardiac arrest at school must immediately: call 911 and notify the operator of the victim's name, sex, age or approximate age, condition, and location; notify the office; notify a trained staff member; and, retrieve the nearest AED.

A trained staff member who observes a student or other person who may be experiencing sudden cardiac arrest at school must immediately: call 911 (and report to the operator as described above); notify the office; and, attend to the victim according to his or her training.

Building administrators, upon observing or being notified that a student or other person may be experiencing sudden cardiac arrest at school, must immediately: call 911 (and report to the operator as described above); secure the emergency card (in the case of a student); report to the scene of the emergency with an AED and any medication prescribed for the student; and, attend to the victim according to their training. The building principal must notify the family of any student who may have experienced a sudden cardiac emergency at school.

All staff members are responsible for removing students from the area of the emergency and taking steps to provide for their appropriate supervision.

Report. The building principal must report all incidents of suspected sudden cardiac arrest, in writing, to the Superintendent or his or her designee.

MI HEARTSafe School Award Program. Building principals may apply for, obtain, and maintain designation as a MI HEARTSafe School.

Annual Review and Evaluation. Annually, each building administrator will review this regulation with building staff and, if warranted, provide his or her supervisor with recommendations for revision.

Surveillance The Superintendent authorizes surveillance to improve the safety and security of School District staff, students, premises, and equipment. Surveillance may include: observation by School District staff; observation by law enforcement personnel; video surveillance devices; and, other monitoring School District equipment, including computers, and networks. School District surveillance will be within all applicable legal requirements.

Sports Concussions The School District's Athletic Director is responsible for making available to physical education teachers and the coaches of extracurricular athletic activities educational materials that address the signs, symptoms, and consequences of concussions. Students may not be permitted to participate in a physical education class or extracurricular athletic activity until the receipt of such education materials has been acknowledged by the student and his/her parents. The building principal will maintain the signed receipt in the student's CA-60.

3000-AR - CURRICULUM AND INSTRUCTION

The 3000 series of Board Policies permits or requires the Superintendent to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on April 20, 2020 and posted them on the School District website. All School District personnel and Students are required to follow these administrative regulations.

The Superintendent designates the School District's Assistant Superintendent for Elementary Instruction and the Assistant Superintendent for Secondary Instruction to review the 3000 series of Board Policies and these regulations at least annually. The Assistant Superintendent for Elementary Instruction and the Assistant Superintendent for Secondary Instruction is also expected to recommend to the Superintendent legally compliant revisions and additions to the 3000 series of Board Policies and these administrative regulations.

[3001-AR](#) Curriculum Development

[3002-AR](#) Parental Involvement

Generally

Improving Student Academic Achievement and School Performance

Program Supports

Supporting and Training - Parents

Supports and Training - Staff

Evaluation of Parental Involvement Policy

[3004-AR](#) Textbooks and Other Instructional Materials

[3005-AR](#) Selection of Media Center Materials

[3006-AR](#) Parental Objections

[3007-AR](#) Sex Education Advisory Board

3001-AR - Curriculum Development

The curriculum identifies the School District's prescribed programs and courses. Ongoing review with input from School District personnel, other professional educators, and parents is necessary to assure the curriculum remains relevant and up to date. The School District's Director of Teaching and Learning will be responsible for overseeing the ongoing review of the curriculum. The Director of Teaching and Learning will form a curriculum committee and serve as its chairperson. Any revisions to the curriculum that are recommended by the committee will be reported to the Assistant Superintendents for Instruction for review. The Assistant Superintendents for Instruction will report all revisions to the Board for review, consideration, and possible adoption.

3002-AR - Parental Involvement

Generally The Board of Education has adopted Policy 3002, Parental Involvement, to express its strong support for the involvement of parents in their children's education. The Policy was adopted, in part, to meet the requirements of [Title I of the Elementary and Secondary Education Act of 1965](#). The purpose of this administrative regulation is to assure that Policy 3002 is fully implemented and all legal requirements are met.

For purposes of this administrative regulation, the School District will follow the statutory definition of parental involvement:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving students' academic learning and other school activities, including ensuring (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and, (D) the carrying out of other activities such as those described in 20 USC 6318 on parent and family engagement.

To implement parental involvement, the School District's administrative team will develop a joint Districtwide Parental Involvement Plan in the following manner: the School District will hold meetings with parents, at least semi-annually, to jointly develop, review, and modify the Parental Involvement Plan; send periodic communications addressed to parents through the School District's website and other media; and, circulate a draft parental involvement policy to parents before it is adopted.

The School District's administrative team will also undertake school review and improvement in the following manner: a consolidated local improvement plan meeting will be held annually, during the month of September (the purpose of the meeting will be to determine the assistance that will be offered to individual schools to develop parental involvement activities to improve their children's academic achievement); parents will be provided with interpreters or translators during the meeting, as necessary, to permit meaningful participation; and, parents will be encouraged to provide comments about School District and individual school practices, as well as educational programs and activities, throughout the year, by contacting the School District's Curriculum Director.

Improving Student Academic Achievement and School Performance The building principal will be the primary contact person to receive parental input and provide building level staff with assistance in implementing suggested improvement activities and processes.

Program Supports The administrative team will receive parent input with respect to various School District programs and coordinate implementation activities. An essential part of this process will be collecting information from parents in terms of personal experiences with the processes and fully considering suggestions for improvement. Support will be offered to individual schools within the School District to explore and utilize effective communication strategies, particularly for parents from diverse cultural, socio-economic, and language backgrounds.

Supporting and Training - Parents In order to assist parents with meaningful involvement in their children's education, the following activities will be coordinated by the School District's administrative team: periodic meetings to discuss academic content standards, student assessments and achievement standards, monitoring academic progress and communication with teachers and building level personnel; and, materials and training to assist parents in understanding areas such as literacy and technology. Building principals will also provide parents with grade-level materials and training to help them support their children's learning at home.

Supports and Training - Staff In order to assist School District staff with the meaningful involvement of parents in the educational process, building principals will offer staff supports and training, including suggestions for: reaching out to and communicating with parents; understanding the importance of parental involvement; implementing and coordinating parent programs; and, working with parents as partners.

Evaluation of Parental Involvement Policy An annual evaluation of the School District's Parental Involvement Policy will be conducted with parental participation. The evaluation process will be coordinated by the Director of Federal Grants and will include the identification of any perceived obstacles to parental participation and the effectiveness of the Policy in improving academic quality. Revisions to the Policy will be made, as needed.

3004-AR - Textbooks and Other Instructional Materials

The School District will select and use instructional materials, including textbooks, that are compatible with the School District's curriculum. Such materials should assist students in reaching State standards and in meeting School District grade level expectations and course requirements. The Superintendent may, from time to time, appoint an *ad hoc* committee of School District administrators and teachers to assist in the selection of instructional materials. The committee will recommend instructional materials that: are consistent with and provide support and enrichment for the School District's adopted courses of study and curricular goals; meet high standards of quality in factual content and educational significance; present with readability and organization; are appropriate for the ability level, learning styles, and emotional and social development of the students for whom the materials are selected; and, support a balanced approach to controversial issues that include representations of various points of view.

3005-AR - Selection of Media Center Materials

Media Center materials will: support and be consistent with the general educational goals of the School District; meet high standards of quality in factual content, artistic and literary value, and presentation; be appropriate for the age, emotional development, ability level, and social development of students for whom materials are selected; have aesthetic, literary, scientific, or social value; be current and up-to-date; and, be selected to reflect our diverse society. The selection of materials on controversial issues will be directed towards maintaining a diverse collection representing various points of view.

3006-AR - Parental Objections

Parents who object to instructional materials or media center materials may present their objection(s) to the Superintendent in writing. The Superintendent will review the parents' objection(s) with the Assistant Superintendents for Instruction and others, at the Superintendent's discretion. The Superintendent, based on this review, will: sustain the objection, in whole or in part, and take action consistent with his or her decision, or deny the objection. In either case, the Superintendent will notify the parents with a brief explanation of his or her decision. The Superintendent's decision will be final and binding.

3007-AR - Sex Education Advisory Board

The Sex Education Advisory Board will consist of the following members, appointed by the Superintendent:

- 1 School District administrator;
- 1 Health care professional;
- 1 Clergy members;
- 8 School District parents of students (five of which are not school district employees);
- 2 Teachers;
- 2 Students; and
- 1 School District resident who is currently not a parent.

The co-chairs of the Advisory Board will be appointed by the Board of Education and consist of the School District administrator and a parent of a child currently attending a Troy School District school.

4000-AR - PERSONNEL

The 4000 series of Board Policies permits or requires the Superintendent to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on April 20, 2020 and posted them on the School District website. All School District personnel and Students are required to follow these administrative regulations.

The Superintendent designates the School District's Assistant Superintendent for Employee Services to review the 4000 series of Board Policies and these regulations at least annually. The Assistant Superintendent for Employee Services is also expected to recommend to the Superintendent legally compliant revisions and additions to the 4000 series of Board Policies and these administrative regulations.

[4001-AR](#) Administrative Staff and Organization

[4002-AR](#) Employment Considerations

Recruiting

Applications

Physicals and Drug Tests

Hiring and Recommendations for Hiring

Criminal Background Checks

[4003-AR](#) Conditions of Employment

Purposes of Conditions of Employment

Omnibus Transportation Employees

Placement of Teachers

Staffing, Layoff, and Recall of Teachers

HIPAA

Family and Medical Leave Act (FMLA)

Paid Medical Leave

Aiding or Abetting

[4004-AR](#) Evaluations, Discipline and Discharge, Resignations

Performance Evaluation Systems for Teachers and Administrators

Discipline, Demotion, or Dismissal of Teachers and Administrators

Retirement and Resignation

[4005-AR](#) Other Matters of Employment

Whistleblowers' Protection Act

Employment Contracts and Collective Bargaining Agreements

E-mail Retention

[4006-AR](#) Appeals

4001-AR - Administrative Staff and Organization

The Superintendent, in consultation with the Board of Education, will determine the overall structure and staffing level of the School District's administration and other professional and non-professional staff.

4002-AR - Employment Considerations

Recruiting Job postings will be published online with an application and application procedure approved by the School District's Assistant Superintendent for Employee Services. Job postings will provide, at a minimum, a job description, necessary qualifications and the time period, and methodology for submitting an application. Job postings will be available on the School District website and/or the ISD website. If an enforceable provision of a collective bargaining agreement or employment contract requires notice of posting, the job must be posted accordingly. The Superintendent may choose an outside agency or other method to recruit employees.

Applications Applications should be submitted consistent with job postings. The failure to do so may result in the applicant not being considered for employment.

Physicals and Drug Tests An applicant who has been offered employment may be required to take a pre-employment physical and drug test.

Hiring and Recommendations for Hiring The Board of Education hires the Superintendent. The Board of Education hires other professional and non-professional staff at the recommendation of the Superintendent. If necessary, in the Superintendent's discretion, an individual may begin employment pending approval by the Board of Education.

Criminal Background Checks The School District will have the Michigan State Police (MSP) obtain criminal history record information (CHRI) from both the state and the Federal Bureau of Investigation (FBI) for all individuals listed in Board Policy 4002 (Criminal Background Checks) and [MCL 380.1230\(1\)-\(2\) of the Revised School Code](#). Employees who fail to comply with this regulation and related policy will be subject to discipline, upon review and approval by the Superintendent. The School District agrees to enter into any agreements as required by the MSP necessary to access CHRI information and maintain the School District's legal obligation to perform such checks.

Local Agency Security Officer (LASO). The School District will appoint the Employee Services Generalist as its LASO. The LASO will be designated on the appropriate form as provided by MSP and the School District will submit an updated form for each newly-appointed LASO. The LASO will be responsible for ensuring compliance with these regulations and relevant laws. The LASO will also be responsible for ensuring personnel security screening procedures are being followed, appropriate security measures are in place for the protection of CHRI, MSP is informed of any security breaches, and only approved School District personnel have access to and are using the CHRI in a manner compliant with the law.

Access to CHRI.

Background Checks. The School District will conduct a state and national fingerprint-based criminal history record check within 30 days of hiring or assignment of personnel that require access to CHRI, or are involved in the configuration or maintenance of computer systems and networks with access to CHRI. Additional background checks should be performed once every five years. A felony conviction of any kind will disqualify a person from access to CHRI. If results other than a felony conviction are returned, the LASO will review the results and determine whether appointment is nevertheless appropriate. If approved personnel are subsequently arrested or convicted, the LASO or, in the event the LASO is arrested or convicted after appointment, the Superintendent, shall suspend approval until he or she reviews the arrest and/or conviction and determines whether continued approval is appropriate.

The School District will provide consent forms, such as the Livescan form (RI-030) found on the MSP website, to all personnel requested to undergo fingerprint-based criminal background checks. School District personnel should be provided the opportunity to contest or appeal their CHRI results.

This procedure should also be used for information technology contractors and vendors with the exception that approval should not be granted to contractors and vendors with outstanding arrest warrants. Non-information technology contractors or vendors will not have access to CHRI.

Incidental Personnel. Any persons, such as janitorial staff or remote IT personnel, who may, by function of their job duties, be around CHRI information or computer systems used to access CHRI information will be physically or virtually escorted by approved personnel.

List of Approved Personnel. The LASO will maintain a list of all personnel approved to access CHRI. The list will also include the reason each person was approved. The LASO will provide the list to the MSP upon request. In the event of termination, re-assignment, or transfer of approved personnel to a position that does not require access to CHRI, the LASO will take whatever measures are necessary to block such personnel from continued access.

Access to Digital CHRI. If the School District maintains CHRI digitally, the LASO will provide a unique password to each approved personnel with access to computer or networks from which CHRI is obtained. This provision does not apply to districts that maintain physical or e-mail-only copies of CHRI. Pursuant to AG 8321, the password must be at least eight characters long, not be a proper name or word found in the dictionary, not be the same as the username/user identification, must expire and be changed every 90 days, and must not be the same as any 10 prior passwords for each user.

Security Awareness Training. In accordance with the MSP template located on its website, the School District will provide all approved personnel with basic security awareness training within six months of approval and every two years thereafter. The LASO will maintain records of all personnel who have completed training.

Dissemination of CHRI. In the event the School District disseminates CHRI to another authorized agency, as defined in the Revised School Code, the School District will maintain a record of such disseminations. The record must include the date of release, the records released, the method of sharing, the School District personnel who disseminated the CHRI, whether authorization for dissemination was obtained, and the agency and agency personnel to whom the CHRI was disseminated. If CHRI is received from another school district or outside agency, the School District will perform an additional background check using MSP's Internet Criminal History Access Tool (ICHAT) to ensure the information received is accurate.

Media Containing CHRI. Only School District personnel involved in hiring decisions may be approved to access digital and physical media containing CHRI. The School District will ensure all media is stored in a physically secure location which can only be accessed by approved persons. In the event such security cannot be guaranteed, all CHRI data must be encrypted and stored on a server only accessible to the School District. Cloud storage is not permitted.

Transportation of Media. CHRI media will not be transported without approval by the LASO. The LASO will not grant approval unless transportation is reasonably justified. Physical media must be transported in sealed, locked, or secured containers and/or envelopes and, to the extent possible, digital media must be encrypted and/or password-protected prior to and during transportation.

Destruction of Media. Upon approval in writing by the LASO and the Superintendent, CHRI media no longer needed by the School District will be destroyed as follows: digital media will be deleted by either overwriting the media at least three times or by degaussing (demagnetizing), prior to disposal

or reuse of the media. Physical media must be cross-cut shred or incinerated by approved personnel only. The LASO will maintain records of all CHRI media approved for destruction for five years and written documentation of the steps taken to destroy any media for 10 years. Such records must include the date the media was destroyed and the signatures of the approved personnel performing and/or witnessing the media's destruction.

Incident Handling Capabilities. The following table describes the various means by which the School District is required to handle storage and breaches of CHRI information.

	Physical/Hard Copy CHRI	Digital CHRI
Preparation	The container in which the CHRI is stored will be locked at all times in the Employee Services office. The office will be locked when staff is not present.	Firewalls, virus protection, and malware/spyware will be maintained.
Detection	Physical intrusions into the building will be monitored by means of a building alarm and by ensuring the building is locked at night.	Electronic intrusions will be monitored by virus and malware/spyware protections.
Analysis	The LASO will work with local law enforcement officers to determine how the subject incident occurred and the data affected.	The IT Department will determine what systems were compromised and what data was affected.
Containment	The LASO will lock uncompromised CHRI information in a secure container or transport CHRI to a secure location.	The IT Department will stop the spread of any intrusion to prevent further damage.
Eradication	The LASO will work with local law enforcement officers to remove any threats that compromise CHRI data.	The IT Department will remove the intrusion before restoring the system. All steps necessary to prevent recurrence of the intrusion will be taken before restoring the system.
Recovery	The local law enforcement agency will handle and oversee recovery of stolen CHRI data. The LASO may contact MSP for	The IT Department will restore the agency information system and data to a safe environment.

	assistance in re-fingerprinting, if necessary.	
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Audit Records of Events. The School District shall generate audit records for the events listed below, either via an automated process or, if an automated process is not used, a manual process. The event records must contain: the date and time of each event, the type of event, the user who initiated and/or ended the event, whether the event involved use or access of software and/or hardware, and whether the event was successful or unsuccessful. For automated processes, the School District will set up and maintain an alert system which informs the School District each time an audit attempt fails. The events to be recorded are all successful and unsuccessful:

- Log-on attempts.
- Attempts to access, create, write, delete, or change permission on a user account, file, directory, or other system resource.
- Attempts to change account passwords.
- Actions by privilege accounts.
- Attempts for users to access, modify, and destroy the audit log file.

The School District will appoint a person to review the audit records at least once per week for unusual or inappropriate activity, to investigate suspicious activity, to report findings to the appropriate person, and to take necessary corrective action.

4003-AR - Conditions of Employment

Purposes of Conditions of Employment School District employees are public servants who are expected to put the interests of the students and community they serve above their own personal or professional interests. At the same time, the School District's administration must, consistent with Board of Education policies, resolutions, resources, and directives, create a positive and supportive work environment for School District personnel who are meeting or exceeding expectations.

Omnibus Transportation Employees School District employees who operate commercial motor vehicles or are required to hold a commercial driver's license (CDL) in connection with their job duties are subject to the School District's alcohol and controlled substances testing program. Prospective employees for positions that require a CDL are subject to pre-employment testing.

Pre-Employment Testing. Alcohol and controlled substances testing is required prior to the first time a driver begins to work for the School District in a position requiring a CDL. Prospective employees who have been offered employment in positions involving the operation of a commercial motor vehicle and current employees reassigned to such positions are subject to pre-employment testing. Employment or promotion offers for driver positions will be conditioned on completing an alcohol and controlled substances test with negative results.

A person hired by the School District for a position requiring a CDL, or newly assigned to a position requiring a CDL, will not be permitted to report for work unless he/she has received a verified negative controlled substances test result.

The School District may, at its discretion, choose not to require pre-employment controlled substances testing where the applicant has recently undergone drug testing for another employer or prospective employer. Any decision not to require testing will be made in strict compliance with Federal Highway Administration (FHWA) regulations.

The School District is required to, and will, obtain and review information on prior FHWA mandated alcohol and controlled substances testing from any employer for which the driver performed safety-sensitive functions in the previous two years. Information concerning positive controlled substance tests, alcohol tests with results of 0.04 or higher, and refusals to test must be obtained and reviewed no later than fourteen (14) days after the first time a driver performs work requiring a CDL. Prospective drivers are required, as a condition of employment, to provide the School District with a release for such information.

Random Testing. The School District will conduct random alcohol testing at an annual rate that is equal to at least 10% of the number of School District driver positions. Random controlled substances testing will be conducted at an annual rate equal to at least 50% of the number of driver positions. These required random testing rates are set by the FHWA and are subject to change.

Drivers will be randomly selected for testing so that each driver will have an equal chance of being tested each time selections are made. Random tests will not be announced in advance and will be spaced throughout the calendar year.

Drivers selected for random testing must proceed immediately to the testing site upon notification of being selected. The School District will make the necessary arrangements to have a substitute employee available to permit the random testing to occur.

Drivers will only be randomly tested for the presence of alcohol when they are driving or preparing to drive a commercial motor vehicle for the School District, or immediately prior to or immediately after such activity.

In the event a driver who is selected for a random alcohol and/or controlled substances test is absent from work, the School District may select another driver for testing. The School District may choose to keep the original selection confidential until the driver returns, if the driver is expected to be available for testing during the current designated testing period.

Reasonable Suspicion Testing. The School District will require a driver to submit to an alcohol or controlled substances test where the School District has reasonable suspicion that the driver has violated alcohol or controlled substances prohibitions. The reasonable suspicion determination must be made by a supervisor or School District administrator who has received mandated training. The determination must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver.

A written record will be made of the observations leading to a reasonable suspicion test and signed by the supervisor or School District administrator who made the observations. In the case of controlled substances tests, such a record will be made within twenty-four (24) hours of the observations, or before the results of the test are released, whichever is earlier.

Reasonable Suspicion Alcohol Testing. A driver will be required to submit to an alcohol test when the School District supervisor or administrator has reasonable suspicion that the driver has violated alcohol prohibitions. Mere possession of alcohol is not considered reasonable suspicion for testing.

In order to warrant reasonable suspicion alcohol testing, the observations must be made during, just before, or just after the period of the work day in which the driver is subject to alcohol prohibitions.

The test should be administered as soon as practicable following the observation. The School District will not attempt to test if the testing is not to be administered within eight (8) hours of the observation.

If reasonable suspicion exists, the driver may not, under any circumstances, drive for the School District until an alcohol test is administered and the driver's alcohol concentration measures less than 0.02, or not less than 24 hours have elapsed following the reasonable suspicion determination.

Reasonable Suspicion Controlled Substances Testing. A driver will be required to submit to a controlled substances test when a School District supervisor or administrator has reasonable suspicion the driver has violated controlled substances prohibitions.

The School District will remove the driver from driving functions at least until the verified test results are reported.

The test should be administered as soon as practicable in the particular circumstances.

Post-Accident Testing. Where a commercial motor vehicle being operated for the School District is involved in an accident, the School District shall, as soon as reasonably practicable under the circumstances, test for alcohol and controlled substances any driver: who was driving, if the accident involved the loss of human life; or, who receives a citation for a moving traffic violation arising from the accident.

Immediately following an accident, the driver must contact his/her supervisor or a School District administrator. The driver must remain available for testing. This requirement should not be construed to require a delay of necessary medical attention for injured persons following an accident, to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Alcohol and controlled substances testing will be conducted as soon as reasonably possible under the circumstances. If an alcohol test is not administered within eight hours following the accident, or a controlled substances test is not administered within 32 hours following an accident, the School District will not attempt to administer the test.

The results of a breath or blood test for the use of alcohol, or a urine test for the use of controlled substances which is administered by federal, state, and/or local officials having independent authority to conduct the test, shall be considered to meet the requirements of this procedure if the results are released to the School District.

Return to Duty and Follow-up Testing. If the School District continues to employ a driver who has tested positive for alcohol or controlled substances, or has otherwise violated this Administrative Regulation, the driver will be subject to testing before he or she can again drive for the School District. The driver may also be subject to follow up testing following the return to duty.

Return to Duty Testing. A driver who has engaged in prohibited alcohol use must undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 before returning to duty as a driver. A driver who has engaged in the use of prohibited controlled substances must undergo a return to duty controlled substances test with a verified negative result before returning to duty as a driver.

The driver must also be evaluated by a substance abuse professional ("SAP") and participate in any assistance program that is prescribed. The School District must be provided with a written statement from the SAP that the employee has been evaluated and has complied with any prescribed rehabilitation before the employee will be permitted to return to work.

Follow-up Testing. Following a determination by a SAP that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the School District will ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substances testing as directed by the SAP. At least six (6) tests shall be conducted during the first twelve (12) months following the driver's return to duty.

Follow-up alcohol testing will be conducted only when the employee is driving or preparing to drive a commercial motor vehicle for the School District, or immediately prior to or immediately after such activity.

Placement of Teachers The Superintendent or designee shall determine teacher placement based on qualifications (as defined by the District, which shall include but not be limited to state and federal requirements such as certification, Highly Qualified requirements, endorsements, etc.), the academic needs and best interest of District students, and the District's educational program. Teacher preference(s) may also be considered. At all times, the District shall strive to place the most effective and qualified teachers in assignments aligned with student and District needs.

For purposes of this administrative regulation, "placement" shall mean and include the filling of vacancies, voluntary and involuntary transfers, job sharing, and any decision which results in the placement of a teacher in an assignment deemed by the District to be a teaching assignment; "vacancy" shall mean and include any unoccupied position to be filled by the Board, after all other positions have been filled by District assignments, transfers, or recalls, in the manner and to the extent determined by the District as appropriate.

For purposes of this administrative regulation, "teacher" includes individuals whose employment is regulated by the Tenure Act, including certain school administrators (individuals with teaching certificates as defined by the Teacher Certification Code), who are assigned to positions within the District for which the Michigan Department of Education (MDE) requires a teaching certificate. Individuals who do not possess teaching certificates but are serving a probationary period under the

Tenure Act are also considered a "teacher" for purposes of this policy. Individuals who may possess a teaching certificate, but are assigned to a position for which a certificate is not required, are not subject to this policy or its implementing regulations (e.g., school social workers, school psychologists, school nurses, occupational therapists, etc.).

Teacher placement decisions, and the impact of such decisions on the individual teacher or the bargaining unit, shall not be the subject of any terms or conditions within a collective bargaining agreement between the District and a collective bargaining representative of such teachers. The Superintendent or designee shall develop and adopt administrative regulations related to teacher placement

Placement Criteria. Not in order of priority or importance, factors which may be considered by the Superintendent or designee(s) in the process include, but are not limited to, the following:

- State (and/or Federal) certification Requirements; Highly Qualified/NCLB/ESEA requirements; Applicable accreditation requirements;
- State, Federal or District curriculum requirements and/or regulatory standards, including, but not limited to, conditions established for receipt of foundation, grant or categorical funding;
- Academic Major or Advanced Degree within a subject/content area (i.e. Masters in Reading);
- Specialized Training (i.e. Advance Placement, PYP, MYP, or IB Training) or Endorsements (i.e. Early Childhood) and the teacher's demonstrated ability to integrate such training into instruction in a meaningful way;
- Successful attainment of (or failure of a teacher to attain and/or complete) Specialized Training when offered or required;
- Demonstrated skills or specialized knowledge (i.e. bilingual) that will enhance the delivery of educational services to students;
- Number of preparations within an assignment at the secondary level; Student schedule requirements with a building or program;
- Teacher's overall performance rating in his/her most recent evaluation(s); Teacher's demonstrated ability to positively impact student growth;
- Teacher's demonstrated ability to collaborate with staff members within a subject/content area department, grade level, and/or building;
- Years of teaching experience at a particular grade level and/or within a subject/content area and the teacher's demonstrated effectiveness in such prior assignments;
- Preference(s) of the teacher; and/or
- Any other job-related factor that assists the District in providing quality educational services to students.

In addition, building assignments may take into account the following: the need to balance veteran and probationary/inexperienced teaching staff to enhance the opportunity for peer coaching and support to new staff; the need to maintain sufficient bilingual staff or teacher(s) with specialized skills or assignments (including extra-duty assignments) within a particular building; the need to build or maintain staff capacity in certain skill or subject areas to enhance educational quality in a particular building or program.

Procedures Related to Building Reductions and Involuntary Transfers within Buildings.

- In conjunction with Central Office, the principal will determine and convey building staffing needs to relevant personnel based upon enrollment changes and other relevant factors as soon as all required information becomes available. Generally this would not occur later than May 1 of any year.
- Annually, the principal or appropriate administrator will encourage staff to advise her/him by March 1 regarding any interest in an assignment change within the building/department for the subsequent year.
- In the event of a needed internal reassignment or needed reduction due to excess staff at a building, where a district-wide reduction in staff will not occur, the principal will first seek voluntary transfers and consider any such request in light of factors identified in Board Policy G-1006.
- If no voluntary transfer is approved, the principal will determine reassignment. In the event of an involuntary transfer, the principal will offer to confer with the transferee prior to announcing a final decision.
- If a vacancy occurs in a building prior to the commencement of the new school year, from which a teacher has been involuntarily displaced, consideration will be given to returning the displaced teacher, if appropriately qualified, prior to the consideration of other district or external applicants. The final decision rests with the administration.
- Seniority may be considered after all qualification factors are determined to be equal.

Procedures Related to Filling New Vacancies.

1. Any staff member who is interested in a transfer to another district assignment is encouraged write the Assistant Superintendent for Employee Services at any time, identifying any specific assignment, building and grade level to which he/she may be interested in transferring. A standing transfer list will be maintained and all requests from qualified internal staff will be afforded the same consideration as internal applicants to posted vacancies. While transfer requests may be made at any time during the year, staff members are reminded to notify the Assistant Superintendent of Employee Services not later than March 1 each year to be certain that such requests will be on file prior to the commencement of staffing activities for the subsequent year. Standing transfer requests over one year old may be purged after October 1 of any year.
2. In the event of a known vacancy in a building, the principal will seek voluntary transfers from within the building and consider any other appropriate reassignments prior to declaring an open vacancy for external posting.
3. If no transfer is approved, a vacancy that is known prior to June 15 will be posted to all TEA staff through district email for at least three days. Internal applicants will advise the Office of Employee Services through a specially designated email address of their interest in the position summarizing their qualifications and contact information. The District is not required or expected to review personnel files for updated qualifications; it is solely the responsibility of the applicant to provide all information on qualifications pertinent to the posting.
4. The principal will attempt to contact the internal applicant with the contact information provided to arrange for an in-person or other mutually agreeable discussion regarding the applicant's interests and qualifications, prior to the consideration of external applicants.

5. If #4 results in a new vacancy, the process outlined in steps 2-4 will be repeated a-second time.
6. After a second posting stemming from the original vacancy, and in all cases after June 15, the principal will rely strictly upon the standing transfer list and afford the same consideration to any teacher who has expressed interest for transfer, prior to the employment of an external candidate. It shall be the teacher's responsibility to provide a reliable and updated means of contact during the summer months. After June 15, the principal may choose to rely on a telephone interview prior to reaching a placement decisions

Staffing, Layoff, and Recall of Teachers This administrative guideline applies to those individuals whose employment is regulated by the [Teachers' Tenure Act, MCL 38.71 et seq.](#)

As used herein, the term "effectiveness" is based on the effectiveness label given a teacher in their most recent year end evaluation pursuant to the School District's evaluation system.

The term "qualification" as used herein includes, but is not limited to, an individual's: areas of certification, level of degree attained, type of degree attained (major, minor, or area(s) of focus), relevant previous experience, grade level of relevant experience, relevant classes or training, previous ratings, effectiveness and overall performance as a teacher, or past disciplinary or other employment concerns.

Teacher and administrator layoff and recall decisions shall be made based on the goal of retaining effective teachers and administrators. Therefore, when conducting a staffing or program reduction, recalling teachers and administrators from a staffing or program reduction, making any other personnel decision resulting in the elimination of a position, hiring after a staffing or program reduction, or making any other personnel determination related to such decisions, the Superintendent and administrative staff shall ensure that all such decisions are based on the retention of effective teachers and administrators.

All criteria used when making decisions relating to personnel reduction of teachers and administrators shall be construed and applied in a manner consistent with [Section 1248 of the Michigan Revised School Code](#), as it may be amended from time to time.

Personnel decisions involving teachers and administrators within the scope of this policy shall not use length of service or tenure status as the primary or determining factors, and these factors shall apply only in the circumstances stated provided under the law, within this policy and its implementing regulations.

For purposes of this administrative regulation, "teachers" include individuals whose employment is regulated by the [Tenure Act](#), individuals with teaching certificates (as defined by the Teacher Certification Code) who are assigned to positions within the District for which the Michigan Department of Education (MDE) requires a teaching certificate.

Individuals who may possess a teaching certificate, but are assigned to a position for which such a certificate is not required, are not subject to this administrative regulation or any corresponding policy (e.g., school social workers, school psychologists, school nurses, occupational therapists, etc.).

For purposes of this administrative regulation, "administrators" include administrators with instructional responsibilities who have acquired tenure within the District or who are serving a probationary period under the Tenure Act.

The development and content of policies and procedures relating to decisions concerning the layoff and recall of teachers and administrators shall not be the subject of any terms and conditions within

a collective bargaining agreement between the District and employees who are covered by this policy.

For purposes of this administrative regulation, "teachers" mean individuals whose employment is regulated by the [Teachers' Tenure Act, MCL 38.71](#) *et seq.*

For purposes of layoff and recall, teacher effectiveness shall be measured by the criteria specified within Board Policy as described below, which are intended to be consistent with applicable law, and to the extent there are inconsistencies, the current law shall apply.

Selection Process and Criteria. In the event that it becomes necessary to reduce the number of teachers, the following procedures shall be followed.

- The Superintendent or designee will identify the area, subject and/or grades of the teaching positions to be eliminated.
- Generally, layoffs shall be made in the following order of priority, provided that the teachers remaining are certified and highly qualified to teach in the areas, subjects and/or grades being reduced:
 1. Probationary teachers rated Ineffective on their most recent year-end evaluation whose employment has not been terminated through contract nonrenewal.
 - a. It is generally the District's practice not to renew the employment of probationary teachers who are rated Ineffective and thus layoff would not normally be applicable.
 - b. In the event that probationary teachers rated Ineffective are not subject to contract non-renewal, they shall be the first teachers laid off in an area, subject or grade which is being reduced.
 2. Tenured teachers rated Ineffective.
 3. Teachers rated Ineffective in one or more goal areas.
 4. Teachers rated Minimally Effective.
 5. Teachers rated Minimally Effective in one or more goal areas.
 6. If additional layoffs are required, teachers rated Effective in all areas shall be laid off only if their positions are being eliminated and due to their certification or endorsement areas, there is no other position within the District that they are certified or qualified to perform.
 7. Teachers rated Highly Effective shall not be laid off unless their position is being eliminated and there is no other position for which they are certified and qualified to perform in the opinion of the Superintendent or designee.

In applying these criteria, Teachers rated as Ineffective on their year-end final evaluation shall not be given preference over a teacher who is evaluated as Minimally Effective, Effective, or Highly Effective. In rare cases, with the written approval and rationale of the Superintendent, an ineffective teacher may be retained due to unique certification and/or highly qualified status.

Teachers rated as Minimally Effective on their year-end final evaluation shall not be given preference over a teacher who is evaluated as Effective or Highly Effective, provided that there are teachers certified and highly qualified to perform the remaining work, without creating an undue disruption to other teaching assignments or educational continuity, in the opinion of the Superintendent or designee.

Probationary teachers rated as Effective or Highly Effective shall not be displaced by a teacher on continuing tenure solely because the other teacher has continuing tenure. The District may consider that probationary teachers are developing their practice and tenured teachers rated Minimally Effective or Ineffective have not maintained the level of effectiveness expected of a tenured teacher.

In the event that a personnel decision within the scope of this policy involves two or more teachers, and all of the above factors, as well as any other job related factors identified by the Superintendent or designee, are equal, then length of service or tenure status may be considered as the final tiebreaker. This includes situations where teachers may have the same overall rating (for example, where further layoffs are required, and the remaining teachers all have an overall "Effective" rating).

The Superintendent or designee may also identify other job related tiebreakers to be utilized in lieu of length of service or tenure status. The Superintendent or designee may consult with teachers and administrators in advance of identifying other job related tiebreakers.

Length of service or tenure status shall not be factors in considering the effectiveness of each teacher. However, if the layoff decision involves two or more teachers and all other effectiveness factors as defined above distinguishing those teachers from each other are equal, then tenure status may be considered, with tenured teachers retaining employment over probationary teachers.

If all of the above factors are equal, and the teachers have the same tenure status, then length of service may be considered as the final tiebreaker.

Contents of Personnel File. The District will rely upon the documentation placed within a teacher's personnel file as of the date the decision is made by the District to issue layoff/recall notices. At all times, it is the teacher's responsibility to timely notify the District in writing of changes in certification or status, where applicable. It is also the teacher's responsibility to maintain certification and HQ status while on layoff and to notify the District of any changes, which may affect the teacher's eligibility for recall, such as certificate renewals, additional endorsements, etc.

It shall also be the responsibility of each teacher to notify the Board of any change in address, and for teachers who have been laid off, their email address. The teacher's home address and email address as they appear on the Board's records shall be conclusive when used in connection with layoffs, recall, or other notice to the teacher.

Notification of Layoff.

- The Board of Education shall endeavor to give 14 calendar days' notice of layoff to the affected teachers.
- Written notice shall be by hand delivery, certified mail - return receipt requested, or electronic mail, as determined by the District.
- Although the Michigan Court of Appeals has ruled that the Tenure Commission has no jurisdiction, the Superintendent or designee may also provide notice to the affected teachers that the [Teachers' Tenure Act](#) allows them the opportunity to appeal the Board of Education's layoff decision to the Tenure Commission within 20 days of receipt of the layoff notice, if they have acquired tenure rights within the District.

Termination. Any layoff pursuant to this procedure shall automatically terminate the individual employment contract of all laid-off teachers and shall suspend, for the duration of the layoff, the District's obligation to pay salary or fringe benefits and any individual or supplemental employment contract as well as all benefits under the teacher's collective bargaining agreement.

Recall. The District will maintain a laid-off tenured teacher on a recall list for up to three years following the effective date of layoff by the District. Probationary teachers will remain on a recall list for the period of time equal to their employment by the District, not to exceed three years. After that time, the teacher's name will be removed from the recall list.

In the event the Board determines to recall teachers, the following procedures shall apply:

Identification of Vacancies and Positions. The District has the sole discretion to determine: (1) whether a vacancy exists; and (2) the certification area and position in which the vacancy exists.

Recall Criteria. A teacher is eligible for recall to a vacant position if the teacher is certified and qualified to fill the position as determined and defined by the District. It is the teacher's responsibility to maintain his or her certification and to promptly provide documentation of the certification and qualification status to the District.

In addition to the posted qualifications, a teacher is not eligible for recall unless (1) s/he was rated Effective or Highly Effective in the most recent year end performance evaluation on record and (2) the teacher has demonstrated recent successful teaching experience in the area, subject or grade of the position for which recall is considered. A teacher rated Minimally Effective is not eligible for automatic recall and must apply for the open position and be considered along with other applicants.

Once the District has identified the position(s) in which a vacancy exists, the Superintendent or designee shall issue notice of recall to the vacant position based upon consideration of the effectiveness of each teacher on the recall list who is certified and qualified for the vacant position, with teachers considered to be the most effective recalled first.

Teachers shall generally be recalled in inverse order of layoff, as specified earlier in these regulations.

Length of service or tenure status shall not be a factor in considering the effectiveness of each teacher. However, if the recall decision involves two or more teachers and all other effectiveness factors distinguishing those teachers from each other are equal, then tenure status shall be considered, with the tenured teacher being recalled before a probationary teacher. If all of the prior factors are otherwise equal, including tenure status, then length of service may be considered as the final tiebreaker.

The District has sole discretion to determine the appropriate assignment(s) of recalled teachers.

Notice of Recall. Notice of recall will be by sending a certified letter to said teacher at the last known address provided by the teacher, or electronic messaging through email, as the District shall determine. As stated above, it shall be the responsibility of each teacher to notify the District of any change of home address and email address.

The notice will include the deadline for acceptance, the date the teacher must return to work, the position and work location to which the teacher is to report

Acceptance of Recall.

- The teacher must deliver to the District written notice of acceptance of recall by the date specified in the notice. The deadline for acceptance may not be less than five (5) school or District business days after the notice of recall is mailed, delivered in person, or emailed to the teacher by the District.

- The teacher must report for work by the date specified in the notice, absent extenuating circumstances as determined by the District.

Termination of Recall Rights.

- Termination of recall rights may be expressed or implied.
- Termination may result from, but is not limited to, failure to provide timely notice of acceptance of recall, failure to report from layoff to an assigned position in a timely fashion, and/or failure to annually notify the District to remain on the recall list or by rejection of recall.
- Teachers under contract with other public school districts may refuse recall and remain on the recall list until the contract expires.
- Except as stated herein, teachers who decline recall for a reason other than being under contract with another public school district shall lose their recall rights and be removed from the recall list.
- Teachers who were employed full-time as of the effective date of layoff may decline recall to a less than full-time assignment and preserve recall rights.
- Similarly, teachers who were employed part-time as of the effective date of layoff may decline recall to a longer assignment and preserve recall rights.
- Teachers employed part-time as of the effective date of layoff may be recalled to full-time employment depending upon their individual performance, certification, and HQ status.

Future Changes. The District reserves the right to amend, revise or repeal all or any part of these regulations at any future time and no employee shall have any vested right in the continuation of these regulations or any amendment thereof.

HIPAA The School District is committed to compliance with the health information privacy and security requirements of the [Health Insurance Portability and Accountability Act of 1996](#) (HIPAA). The School District currently offers its employees various HIPAA-compliant plans. These are considered "health plans" within the meaning of HIPAA and the School District is the "Plan Sponsor." In order to assure compliance with HIPAA, the following Administrative Safeguards have been established.

Administrative Safeguards. The following safeguards will be implemented to ensure the confidentiality of protected health information, whether created, received, maintained, or transmitted by the Plan. This includes information in electronic form, whether it is being stored or transmitted.

Authorization. The Superintendent appoints Assistant Superintendent for Employee Services to serve as the School District's HIPAA Privacy and Security Officer. Only School District employees designated by the Privacy and Security Officer as requiring access to protected health information for Plan administration purposes will be given access to protected health information. These employees may view protected health information necessary to perform their duties without express authorization from the Plan member.

Training. School District employees authorized to have access to protected health information will receive training on an annual basis. Each such employee will be provided with a copy of the privacy policy and required to affirm, annually, in writing, that they have received the policy.

Security Incidents. Suspected or known security incidents will be identified, responded to, and documented in writing. The harmful effects of such security incidents, known to the Plan, will be mitigated to the extent practicable.

Physical Safeguards. Plan members' protected health information will be stored in a locked file cabinet used solely for this purpose. Paper documents containing protected health information will be shredded before being discarded. Electronic files containing protected health information, if any, will be password protected. A facsimile machine used to transmit and receive protected health information will be in a secure location.

Technical Safeguards. To the extent protected health information is maintained electronically, access to electronic information systems or software programs will be provided to only those persons who have been granted access rights to protected health information. Procedures for controlling and tracking the handling of hardware and software, data backup, storage, and disposal will be implemented. This includes the receipt, handling, and disposal of protected health information. Employees will be required to close files when leaving their work stations to protect confidentiality.

The HIPAA Privacy and Security Officer will develop a contingency plan to maintain the continuity of operations in an emergency or disaster and to enable recovery of data following disaster. An annual internal audit of data security will be conducted, including the evaluation of security measures to protect data and review of personnel compliance with the Policy and procedures.

Family and Medical Leave Act (FMLA)

Eligibility. School District employees may be eligible for up to 12 weeks of unpaid leave under the [Family and Medical Leave Act](#) (FMLA). Employees are eligible if they: have at least 12 months of service with the School District; and, have worked for the School District for at least 1,250 hours within the preceding 12-month period. The 12-month period will be calculated separately for each employee. It will be determined based on a rolling calendar, looking backward from the commencement of the FMLA leave.

Qualifying Events. FMLA leave may be taken: for the birth of a child and to care for a newborn child; for the placement of a child with the employee for adoption or foster care; to care for a child, spouse, or parent of the employee who has a serious health condition; for the employee's own serious health condition which causes the employee to be unable to perform the essential functions of his or her job; where the employee experiences a qualifying exigency arising out of the fact that the employee's spouse, parent, or child is a covered military member on active duty or has been called to or on covered active duty status in the National Guard or Reserves; or, to care for an armed forces member or qualified veteran who is a spouse, parent, child, or next of kin of the employee and who is injured while on covered active duty, including an injury that manifests itself after completion of active duty.

Serious Health Condition. A "serious health condition" for purposes of this administrative regulation is an illness, injury, impairment, or physical or mental condition that involves: an overnight stay in a hospital, hospice, or residential medical care facility; a period of incapacity for more than three consecutive days, combined with continuing treatment or supervision by a health care provider; a period of incapacity due to pregnancy or for prenatal care; a period of incapacity due to a chronic serious health condition; a period of incapacity that is permanent or long term; or, a period of absence during which the employee will receive multiple treatments from a health care provider for restorative surgery or for a condition that would likely result in a period of incapacity of more than three full calendar days in the absence of medical treatment (e.g. chemotherapy, physical therapy or radiation).

Applying for a Leave under the FMLA. An employee who plans to take FMLA leave must provide the School District with written notice at least 30 days in advance. If the FMLA leave is not foreseeable, and 30 days' notice cannot be given, the employee must submit the request for leave as soon as possible (within two working days of learning of the need for leave, absent extenuating circumstances). Where an employee fails, or is unable to provide thirty 30 days' notice of a

foreseeable leave, the School District may delay the commencement of the leave for up to 30 days after the employee provides the required notice.

The School District will provide employees requesting FMLA leave with written notice specifying the expectations and obligations of the employee while on leave and explaining the consequences of failure to meet those obligations.

Intermittent Leave. FMLA leave taken to care for a family member with a serious health condition or due to the employee's own serious health condition may be taken intermittently or on a reduced schedule, when medically necessary.

FMLA leave requested for the birth of a child, to care for a newborn child or for the placement of a child with the employee for purposes of adoption or foster care may not be taken intermittently or on a reduced leave schedule unless the employee and School District agree.

Instructional employees who request intermittent leave or a reduced schedule FMLA leave that constitutes more than 20% of the working days in the period during which the leave would extend may be required to choose either to: take FMLA leave for all or part of the FMLA leave period; or, transfer temporarily to an alternative position with equivalent pay and benefits that better accommodates the School District's needs during the leave.

Instructional employees who request FMLA leave that will end near the conclusion of an academic term may be required to continue the leave until the end of the term.

Group health plan benefits will be maintained for the employee during the FMLA leave and the School District will contribute the same portion of the premium as it did while the employee was working. If the employee fails to make timely payment of his/her portion of the premium, the School District reserves the right to cease to maintain the employee's health benefits, provided the School District notifies the employee in writing at least 15 days before health coverage will lapse. If the employee fails to return from leave, the employee may be required to reimburse the School District for all premiums paid by the School District during the leave.

FMLA leave is generally unpaid. The employee may choose, or the School District may require, that any of the employee's available accrued paid vacation or personal leave be substituted for any part of the twelve (12) week FMLA leave period. An employee may choose, or the School District may require, that an employee's available sick leave be substituted for any part of the FMLA leave if the employee or a family member of the employee has a serious health condition for which sick leave is otherwise available. FMLA leave may run concurrently with workers' compensation or disability insurance coverage for a serious health condition.

The School District may require that any FMLA leave request be supported by certification (and, in appropriate cases, by periodic re-certifications) from a health care provider. The certification should be provided before the leave begins, if foreseeable, and must, in any event, be provided within 15 calendar days of a request made by the School District. The failure to provide a required medical certification in timely fashion may result in denial of the leave until the certification is provided.

An employee is not entitled to the accrual of any seniority or employment benefits that would have otherwise accrued during the period of leave unless specifically provided by the applicable collective bargaining agreement or an individual contract of employment.

The School District is prohibited from terminating or in any other manner discriminating against an employee for exercising rights under the FMLA.

Return from Leave. The School District may require that an employee returning from FMLA leave due to a serious health condition obtain certification from his/her health care provider that the

employee is able to resume his/her duties and responsibilities.

Upon returning from FMLA leave, the employee may be returned to the same position he/she previously held or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. However, an employee on FMLA leave has no greater right to reinstatement or other benefits than if he or she had been continuously employed during the leave period. An employee on FMLA leave remains subject to legitimate job changes and reductions in force that occur during the leave, and such changes may result in the employee being denied reinstatement. The School District may, after notice, deny reinstatement to the highest paid 10% of all employees ("key employees") where necessary to prevent substantial and grievous economic injury to the School District.

Paid Medical Leave Eligible employees will accrue paid medical leave (PML) at the rate of one hour for every 35 hours worked. Eligible employees may not accrue more than: one hour of PML per calendar week; or, 40 hours of PML per benefit year. Eligible employees may not use more than 40 hours of PML during a benefit year and may not carry over more than 40 hours of PML from one benefit year to another. Days when school is closed will not be considered closed due to a public health emergency unless specifically designated as such by the School District's Superintendent. PML may not be used except in the manner permitted by Michigan's [Paid Medical Leave Act](#) (PMLA). PML must be used in 4-hour increments. Eligible employees who use or wish to use PML will be required to provide documentation acceptable to the School District to determine PML is being used only for reasons permitted by Michigan law.

Aiding or Abetting All state educational agencies, local educational agencies, and all employees, contractors, and agents of state and local educational agencies are prohibited from recommending for employment any person the recommender knows or has probable cause to believe has engaged in sexual misconduct with a student or minor in violation of the law.

4004-AR - Evaluations, Discipline and Discharge, Resignations

Performance Evaluation Systems for Teachers and Administrators The School District is responsible for the employment and supervision of all personnel. The District shall comply with [Section 1249 of the Revised School Code](#) which mandates the inclusion of certain components within the District's performance evaluation systems for teachers and administrators. The District shall:

- Adopt and implement for all teachers and school administrators a rigorous, transparent, and fair performance evaluation system.
- Evaluate job performance of teachers and administrators and provide timely and constructive feedback to teachers and administrators regarding their performance.
- Establish clear approaches to measuring student growth and provide teachers and school administrators with relevant data on student growth.

The Board and Superintendent, or designees, will examine the recommendation of the Michigan Council on Educator Effectiveness and may revise this policy accordingly.

Decisions regarding the development, content, standards, procedures, adoption, and implementation of performance evaluation systems, and decisions about the content of performance evaluation systems, and the impact of such decisions on the individual employee or the applicable bargaining unit, shall not be the subject of any terms and conditions within a collective bargaining agreement between the District and a collective bargaining representative of such teachers.

With the exception of the Superintendent's performance evaluation, the Board of Education delegates to the Superintendent or designee(s), the responsibility for taking appropriate action, including developing administrative guidelines as needed, to adopt and implement a rigorous, transparent, and fair performance evaluation system in compliance with [Section 1249](#).

Teacher Evaluations. The performance of all teachers, both probationary and tenure, shall be evaluated in writing annually. For purposes of this policy, "teachers" mean individuals whose employment is regulated by the [Teachers' Tenure Act, MCL 38.71 et seq.](#)

Evaluation of a teacher is an ongoing process conducted throughout the school year to assess the work performance of a teacher and enhance the educational process. The assessment of performance will be based on formal and informal observations, student growth data, appropriate input from others, and other reliable evidence that relates to performance. Anything contained within these administrative regulations notwithstanding, all evaluations of teachers shall be conducted pursuant to current state law.

A general pre-evaluation informational meeting will be held with teachers, either individually or collectively, in each building at the start of each school year.

Individual Development Plans (IDP). All probationary staff will have an IDP. All tenured staff members receiving a rating of Minimally Effective or Ineffective on their most recent evaluation whom the District wishes to retain will be provided an IDP.

- IDPs will be developed in consultation with the teacher.
- Excluding the IDPs for newly hired probationary employees, IDPs should be completed at the end of a school year for use at the beginning of the following school year. In any event, efforts

should be made to finalize an IDP and put it in place no later than September 30, absent special circumstances.

- The IDPs shall not provide more than 180 calendar days to demonstrate progress, and shall include professional development, instructional support, and/or coaching.
- Development of the IDP should include a discussion as to what growth data will be used in the teacher's evaluation.
- A mentor shall be provided for probationary teachers.

Nothing precludes the District from placing any teacher on an IDP when the District determines it would be beneficial to do so.

Mid-Year Progress Report (MYPR) and Final Year-End Evaluation and IDPs. A mid-year progress report is required for all probationary teachers and tenured teachers who were rated Minimally Effective or Ineffective. Such report should be completed no later than the first week in February, absent extenuating circumstances.

The mid-year progress report shall meet the following requirements:

- Be based in part on student achievement;
- Be aligned with the IDP (i.e., progress on meeting the goals of the IDP should be addressed);
- Include specific performance goals for rest of year
- Include new or modified goals to the extent needed, as well as recommended training, to be developed in consultation with the teacher.

The year-end performance evaluation shall include an assessment of the teacher's progress in meeting the goals of his/her IDP.

Year-End Evaluation Ratings. At the end of the school year, each teacher shall be assigned a year-end performance evaluation rating ("Year-End Evaluation") of one of the following:

- Highly Effective;
- Effective;
- Minimally Effective, or
- Ineffective

The Year-End Evaluation shall be based upon an assessment of the following evaluation criteria ("Criteria"):

- *Individual Performance.* Individual performance shall be the majority factor in making the decision, and shall consist of, but is not limited to, all of the following:
 1. Evidence of student growth, which shall be the predominant factor in assessing the individual performance of an employee.
 2. The teacher's demonstrated pedagogical skills, including at least a special determination concerning the teacher's knowledge of his or her subject area and the ability to impart that knowledge through planning, delivering rigorous content, checking for and building higher-

level understanding, differentiating, and managing a classroom; and consistent preparation to maximize instructional time.

3. The teacher's management of the classroom, manner and efficacy of disciplining pupils, rapport with parents and other teachers, and ability to withstand the strain of teaching.

4. The teacher's attendance (excluding absences subject to the Family Medical Leave Act or as "reasonable accommodations" pursuant to the Americans with Disabilities Act) and disciplinary record, if any.

- *Significant, Relevant Accomplishments and Contributions.* This factor shall be based on the degree to which the individual contributes to the overall performance of the school by making clear, significant, relevant contributions above the normal expectations for an individual in his or her peer group, and having demonstrated a record of exceptional performance.
- *Relevant Special Training.* This factor shall be based on completion of relevant training other than the professional development or continuing education that is required by the employer or by state law, and integration of that training into instruction in a meaningful way.

Classroom Observations. The following shall apply to all probationary teachers, and to all tenured teachers who have not received a rating of effective or highly effective on his or her two most recent annual yearend evaluations.

Typically, there shall be a minimum of two (2) formal observations, and one short/informal observation, with a reasonable period of time between the first and the last formal observation. Additional observations are encouraged, particularly where problems have been observed. A teacher may be observed by an administrator with or without advance notice. If required by law, at least one observation shall be unscheduled.

At least two formal observations shall include:

- Review of the teacher's lesson plan;
- Review of the state and/or District curriculum standard being taught in the observed lesson; and
- Assessment of pupil engagement in the instructional process.

Lesson plans communicating objective(s), connection to standard(s) and other aspects of any lesson prior to being observed or following an observation, if requested, must be submitted to the evaluator within one day of the request.

Observations may range from a full lesson to short observations and/or walkthroughs.

For all tenured teachers who have received a rating of effective or highly effective on his or her two most recent annual year-end evaluations, one formal observation shall be conducted for purposes of the teacher's annual, or if permitted by law, biennial, performance evaluation.

Student Growth and Assessment Data. Student Growth and Assessment Data shall be weighted as a factor in the Year-End Evaluation according to applicable law. If the law does not specify a percentage, then the Superintendent shall determine the percentage factor for purposes of the Year-End Evaluation.

Teacher evaluations prepared by the evaluator(s) shall not be limited to the observations of the classroom visitations/observations, but shall also include all aspects of the teacher's employment and duties as a professional staff member.

Final Year-End Evaluation Conference. For probationary teachers serving a probationary period of two years, a final year-end evaluation conference shall be conducted not later than March 20, absent special circumstances, with the final written performance evaluation being provided to each probationary teacher by March 31, again absent special circumstances.

For probationary teachers serving a probationary period of four or five years, a final year-end evaluation conference and a final written performance evaluation shall be provided not later the second week in May or as otherwise mutually agreed.

For tenured teachers who are on an IDP, a final year-end evaluation conference shall be conducted not later than the first Friday in May unless otherwise mutually agreed, with the final written performance evaluation being provided to each tenured teacher by the second week in May unless otherwise mutually agreed.

For tenured teachers who are not on an IDP, a final year-end written performance evaluation shall be provided to them by the second week in May, unless otherwise mutually agreed. Upon the written request of the teacher or the evaluator, the performance evaluation shall be followed by a personal conference between the teacher and his/her evaluator for purposes of clarifying the written evaluation report. This request must be made within five (5) days after the teacher has received his/her copy of the report. The teacher will have ten (10) days from the date of the conference in which to respond in writing to the final evaluation, unless additional time is requested and agreed upon. The response shall be included with the final evaluation report in the teacher's file.

A tenured teacher who receives a Year-End Evaluation of Ineffective may, within twenty (20) days of receiving the Ineffective rating, request in writing a review of the evaluation and rating by the Superintendent. The Superintendent shall review the evaluation and may within his or her sole discretion make any modification based on that review. A review under this section may not be requested more than twice in a three (3) school-year period.

Discipline, Demotion, or Dismissal of Teachers and Administrators Teachers and administrators whose employment is regulated by the provisions of the [Teachers' Tenure Act, MCL 38.71 et seq.](#), shall be disciplined, demoted or dismissed only for a reason that is not arbitrary or capricious. This Board shall not adopt, implement, or maintain a policy or standard for discipline or dismissal of such employees that is different from the arbitrary or capricious standard within Section 1, Article IV of the Tenure Act, [MCL 38.101](#).

The Superintendent or designee shall ensure that decisions regarding the discipline, demotion, or dismissal of public employees whose employment is regulated by the Tenure Act are consistent with this policy.

The development, content, standards, procedures, adoption, and implementation of policies and procedures relating to the discipline, demotion, or dismissal of teachers and administrators whose employment is regulated by the Michigan Teachers Tenure Act, as well as administrative decisions concerning the discipline, demotion, or dismissal of such employees, shall not be the subject of any terms or conditions within a collective bargaining agreement between the District and a collective bargaining representative of teachers or administrators.

The Superintendent or designee may develop and adopt administrative regulations that detail the standards or procedures for the discipline, demotion, and/or dismissal of the employees subject to this policy.

Discipline, Demotion, Dismissal and Nonrenewal of Teachers. For purposes of this policy, "teachers" mean individuals whose employment is regulated by the [Teachers' Tenure Act, MCL 38.71 et. seq.](#)

District administrators may issue corrective/disciplinary action in accordance with the following procedures.

Teachers' Representation. Teachers shall at all times be entitled to have a TEA representative present when being warned, reprimanded or disciplined. The Administration shall inform the teacher of this right before warning, reprimanding or disciplining the teacher. If a teacher requests a TEA representative present, the administrator shall delay action until the TEA representative is present. However, the delay shall not exceed seventy-two (72) hours unless the administrator agrees to do so.

Standard for Discipline. No teacher shall be disciplined or demoted for a reason that is arbitrary or capricious.

As used in this paragraph, the term "discipline" or "disciplined" shall not include the nonrenewal of any probationary teacher. A probationary teacher may be dismissed at any time for reasons unrelated to pedagogy.

The District agrees to follow a policy of progressive discipline [which, unless the seriousness of the offense warrants accelerated discipline, may include any of four steps, as determined by the appropriate District administrator:

- Verbal warning (which may be documented in the teacher's personnel file);
- Written reprimand;
- Suspension without pay not to exceed 14 days per incident or 30 days per school year, or;
- Demotion (suspension without pay longer than 14 days per incident or 30 days per school year) or tenure charges recommending termination of employment - depending on the severity of the problem and the number of occurrences.

There may be circumstances when one or more steps are bypassed or accelerated. There are certain types of employee misconduct the nature of which warrants a suspension without pay for a first offense, or, in situations that in the Administration's opinion are serious in nature, action seeking the termination of employment, without going through the usual progressive discipline steps.

Administrative Leave. The District retains the right to place a teacher on administrative leave pending review or investigation of complaints or other information which warrants such placement in the opinion of administration. Generally, administrative leave shall be with pay, unless a teacher has been convicted of a felony, or is subject to bond conditions or other lawful orders which prohibit job performance, or the teacher is not otherwise required to continue to receive pay under the Tenure Act or individual contract.

Demotion. Demotion refers to suspension without pay for 15 or more consecutive days, reducing compensation for a particular school year by more than an amount equivalent to 30 days' compensation, or transfer to a position with a lower salary (excluding changes in salary due to collective bargaining). The discontinuance or reduction of performance-based compensation paid pursuant to section 1250 of the Revised School Code, or a reduction in personnel or work time, including but not limited to a reduction in workweeks or workdays, do not constitute a demotion.

Tenure Charges. Teachers on continuing tenure shall be dismissed or demoted through the procedures of the Tenure Act. When tenure charges are filed against a teacher, the Board of Education is allowed to suspend the teacher from the active performance of duty with pay, and, in special circumstances, without pay. For example, the Board of Education may place a suspended

teacher's salary in escrow if criminal charges have been filed against that teacher. To provide another example, if tenure charges seeking dismissal have been filed against a teacher on continuing tenure who is convicted of a felony or the teacher is subject to bond conditions that prohibit contact with minor children, salary shall be discontinued in accordance with the Tenure Act, if applicable.

Probationary Teacher Dismissal. A probationary teacher may be dismissed at any time in accordance with the provisions of the Tenure Act.

Probationary Teacher Nonrenewal. A probationary teacher serving a probationary period of 4 or 5 years must be notified at least 15 days before the end of the school year (typically June 30) that his or her services will be discontinued. If such probationary teacher started employment for the District after the first student day, or experienced a break in service, notice shall be provided at least 15 days before the end of the probationary year.

A probationary teacher serving a probationary period of 2 years must be notified at least 60 days before the end of the school year (typically June 30) that his or her services will be discontinued. If such probationary teacher started employment for the District after the first student day, or experienced a break in service, notice shall be provided at least 60 days before the end of the probationary year.

Ineffective Ratings. The contract of a probationary teacher rated Ineffective on the final year-end performance evaluation shall not be renewed.

Any teacher on continuing tenure shall be subject to tenure charges seeking dismissal if s/he is rated Ineffective on three consecutive final year-end evaluations.

In the District's discretion, a teacher on continuing tenure who receives an overall rating of Ineffective on a final year end evaluation may be subject to tenure charges seeking dismissal after one or two years of such ratings.

A teacher on continuing tenure may appeal to the Superintendent within 20 days of receipt of an overall rating of Ineffective but not more than twice during a three consecutive year period of Ineffective ratings.

Minimally Effective Ratings. The contract of a probationary teacher rated Minimally Effective on the final year-end performance evaluation may not be renewed.

Upon administrative recommendation, teachers on continuing tenure who receive a final year end evaluation rating of Minimally Effective in one or more goal areas may be subject to tenure charges seeking dismissal following one or two years of such ratings.

Rebuttal. A teacher may submit a written response to any disciplinary record or other adverse material placed in his/her file, provided such response is provided within a reasonable time. The response shall be attached to the disciplinary record or other material to which it applies, and if the disciplinary record or other material is released to a third party, the attached response shall also be released with it.

Appeal Procedure - Discipline Not Subject to the Teachers' Tenure Act.

Who May Appeal. Teachers on continuing tenure may appeal disciplinary action not subject to the Tenure Act under this appeal procedure.

Teachers on continuing tenure may appeal discipline, demotion, and dismissal which are subject to the Tenure Act in the manner provided by the Tenure Act. Discipline which is subject to the

jurisdiction of the State Teacher Tenure Commission is excluded from this appeal procedure.

Probationary teachers may appeal disciplinary action and dismissal through this appeal procedure. Contract non-renewal is not disciplinary and is thus excluded from this appeal procedure.

How to Appeal. For purposes of this Appeal procedure, "days" shall mean days when school is in session, and, during the months of June, July and August, when school is not in session, "days" shall mean Monday through Friday, excluding weekends and holidays.

A teacher dissatisfied with a supervisor's disciplinary action may appeal in writing to the Superintendent (or Superintendent designee) within ten (10) days of the action, stating the reason(s) for the appeal. The Superintendent (or Superintendent designee) will meet with the interested parties and decide the appeal in writing within ten (10) days after that meeting. The Superintendent's decision is final.

Timelines may be extended by written agreement.

Unrequested Leave of Absence. Upon administrative recommendation, the Board of Education may place a teacher on an unrequested leave of absence for up to one year because of physical or mental disability. The unrequested leave of absence is subject to renewal at the will of the Board of Education.

As a condition of reinstating the teacher when the leave expires, the Board of Education or its Superintendent or designee may require the teacher to furnish verification acceptable to the Board of the teacher's ability to perform his or her essential job functions.

Future Changes in Procedure. The District reserves the right to amend, revise or repeal all or any part of these procedures at any time, and no teacher shall have any vested right in the continuation of these procedures or any amendment thereof.

Retirement and Resignation School District employees may retire or resign at any time in conformity with any applicable individual employment contract or collective bargaining agreement. Retirements and resignations must be submitted to the School District's Superintendent or Assistant Superintendent for Employee Services. The Superintendent has the authority to accept resignations on behalf of the Board of Education.

Performance Based Compensation The District shall implement and maintain a method of compensation for its teachers and school administrators that includes job performance and job accomplishments as a significant factor in determining compensation and additional compensation.

The assessment of job performance shall incorporate a rigorous, transparent, and fair evaluation system that evaluates a teacher's or school administrator's performance at least in part based upon data on student growth as measured by assessments and other objective criteria.

Decisions about the development, content, standards, procedures, adoption and implementation of the method of compensation required under [Section 1250 of the Michigan Revised School Code](#), decisions about how an employee performance evaluation system is used to determine performance-based compensation under [Section 1250](#), and decisions concerning the performance based compensation of an individual employee, or the impact of those decisions on an individual employee or the bargaining unit, are within the sole authority of the public school employer to decide and shall not be the subject of any terms and conditions within a collective bargaining agreement between the District and a collective bargaining representative of such teachers.

With the exception of the performance-based compensation for the Superintendent, the Board of Education delegates to the Superintendent or designee(s), the responsibility for taking appropriate

action, including developing administrative guidelines as needed, to implement and maintain a method of compensation that includes job performance and job accomplishments as a significant factor in accordance with [Section 1250](#).

Performance Based Compensation for Teachers. In order to qualify for additional, performance-based compensation, an individual teacher must meet both of the following factors on an annual basis:

- Obtain a Domain rating of no less than "Effective" in each of the 5 Domains of the Troy Educator Appraisal Model (TEAM) on his/her evaluation; and
- Obtain a Domain rating of "Highly Effective" in at least 3 of the 5 Domains of the TEAM on his/her evaluation: AND

The determination of a teacher's attainment of the first and second factors will be made by the teacher's primary evaluator based upon the outcome of the teacher's final annual evaluation. Determination of a teacher's successful attainment of the third factor shall be made annually by the teacher's primary evaluator and will be confirmed by the appropriate Assistant Superintendent (Elementary Instruction or Secondary Instruction) based upon a review of the acceptable evidence provided by the teacher to his/her primary evaluator.

With regard to the evaluator's determination of the third factor, a teacher must provide evidence of how that special training has been integrated into his/her instruction in a meaningful way. (Note: A form shall be developed and provided to teachers for this specific purpose.) Additionally, completion of training that is expected for teachers in specific teaching positions (ex. Reading Recovery training for Reading Specialists, Advance Placement training for teachers of Advance Placement courses, IB training for teachers in an IB Programme, etc.) shall not be recognized as relevant special training where such training is paid for by the District and/or primarily completed during the regular workday with District-provided release time. Further, any examples of significant, relevant accomplishments and contributions must be above the normal expectations for a School District teacher.

Attendance Factor Adjustment. At the conclusion of the scheduled school year, a determination of the attendance factor adjustment, if any, will be made by the Assistant Superintendent, Human Resources or his/her designee per the table below for any teacher who has successfully met the first four (4) factors.

Total # of Absences for Personal/Family Illness/Bereavement or Personal Business	Off-Schedule Payment Percentage of Eligibility
4 or Less	100%
4.5 - 7	75%
7.5 - 9	50%
9.5 or More	0%

In making this determination, documented absences for eligible employees under the Family & Medical Leave Act (FMLA), absences for observance of religious holidays, and up to four (4) days absence annually due to bereavement of a relative or relative(s) shall be excluded. Further, upon written request to the Assistant Superintendent, Human Resources special consideration may be given by the Superintendent or designee for the exclusion of additional absence days from this total in the event of a funeral of a relative requiring out-of-state travel or travel outside of the country.

Off-Schedule Payment. Based upon the number of teachers qualifying for performance-based compensation and the total amount of the performance-based compensation fund established by the Board, at its sole discretion, an individual teacher who successfully meets all of the factors will receive an off-schedule payment not to exceed \$2500. Any such off-schedule payments will be paid to qualifying teachers in one lump sum and are in addition to such teachers' annual base salary amounts. Further, any such off-schedule payments are one-time payments and shall not add to any teacher's base salary for future years.

4005-AR - Other Matters of Employment

Whistleblowers' Protection Act A person who reasonably believes a violation of the law, Board policy, or these administrative procedures has or is about to occur should submit their concern, in writing, to the School District's Assistant Superintendent for Employee Services or, if the School District's Assistant Superintendent for Employee Services is involved in the violation, the President of the Board of Education.

Employment Contracts and Collective Bargaining Agreements District administrators and teachers are usually employed by the School District pursuant to individual employment contracts. The Assistant Superintendent for Employee Services is authorized to work with the School District's attorney to create legally compliant individual employment contracts for administrators and teachers that provide the School District with the flexibility to assign and re-assign staff as necessary to promote the School District's teaching and learning objectives. Individual employment agreements are not binding on the School District unless and until they are approved by the Board of Education in open session.

The Assistant Superintendent for Employee Services is directed to review and understand the teaching, staffing, and financial implications of all collective bargaining agreements into which the School District may have entered and, prior to each round of collective bargaining, to propose to the Superintendent necessary and desirable changes to improving teaching and learning in the School District given the School District's financial resources and other limitations. The Assistant Superintendent for Employee Services should also police the implementation of the School District's collective bargaining agreements in a legally compliant manner and in the interest of improving teaching and learning in the School District consistent with the School District's financial resources and other limitations.

Negotiations. The Superintendent will, in consultation with the Board of Education, appoint a negotiating team for each round of collective bargaining with each labor organization. The Superintendent will, confidentially in closed session: consult with and inform the Board of Education, of the School District's objective in collective bargaining; how the School District objectives affect teaching and learning in the School District given the School District's financial resources and other limitations; the position of the bargaining unit in collective bargaining; periodically, the progress of negotiations; and, any tentative agreement(s). Tentative agreements and collective bargaining agreements are not binding on the Board unless and until they are approved by the Board of Education in open session.

Interpretation. Individual employment contracts and collective bargaining agreements may not be, or be interpreted, in a manner that is inconsistent with the laws and regulations of the United States or the State of Michigan. Individual employment contracts and collective bargaining agreements may not, and may not be interpreted to, implicitly restrict the legal authority and prerogatives of the Board of Education and the School District, except by clear and unambiguous language approved by the Board of Education in open session.

E-mail Retention This policy applies to all users, except student users, of any District e-mail system whether owned or operated by a third party on behalf of the Board, school, or unit. For purposes of this policy, user shall mean employees, officers, temporary employees, interns, vendors, consultants, contractors, and authorized agents and volunteers who use the District e-mail system(s).

Mailbox Size and Management. The District e-mail system(s) are to be used as a method of communication among employees and other authorized users for business purposes. It is not intended to be a medium in which to permanently store electronic information. Where the

Technology Resource Center ("TRC") has mailbox size or attachment restrictions in place, Users are required to manage the space in their mailbox appropriately.

The retention periods described in this policy do not guarantee that a user's mailbox size will accommodate the storage of all e-mail messages for the duration of the retention period. Therefore, users should regularly review their messages and take timely action on long term retention needs. To stay within mailbox size limitations, e-mail messages with large attachments should be saved to offline storage or printed immediately and then deleted from the mailbox.

Retention Period. Any e-mail messages and Note items, including document attachments that need to be retained: pursuant to law; an order of a court; at the direction of the Superintendent; pursuant to the Records Retention and Disposal Schedule of Michigan Public Schools (Educational Bulletin #522); or that have administrative or historical value must be printed out or copied to offline or local storage by the user. TRC shall implement a system to suspend the routine for destroying e-mails outlined herein when requested as part of a litigation hold by the Superintendent's Office. This suspension will be in place until TRC is directed otherwise by the Superintendent's Office.

Electronic Calendars and Task items located on the e-mail system will be available for a period of at least two years to comply with the Records Retention and Disposal Schedule for Michigan Public Schools.

E-Mail Archive. E-mail messages may be public records and therefore, the District e-mail system will utilize an archive system that will automatically record and retain user e-mail messages for a period of not less than one year.

School-Based E-Mail Systems. Any school which elects to operate its own e-mail system must ensure that its system complies with the requirements of this Policy and all other applicable Board Policies, guidelines and standards as a condition for continued operation.

4006-AR - Appeals

A School District employee may appeal a decision arising under or relating to the 4000 series Board policies and administrative procedures. Such an appeal must be submitted to the School District's Assistant Superintendent for Employee Services, in writing, no later than 10 calendar days after the employees becomes aware of the grounds for appeal. Such appeals will be investigated and resolved using the process set forth in the applicable collective bargaining agreement.

5000-AR - BUSINESS

The 5000 series of Board Policies requires or permits the Superintendent, or his/her designee, to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on April 20, 2020 and posted them on the School District website. All School District personnel and Students are required to follow these administrative regulations.

The Superintendent designates the District's Assistant Superintendent for Business Services to review the 5000 series of Board Policies and these regulations at least annually. The Assistant Superintendent for Business Services is also expected to recommend to the Superintendent legally compliant revisions and additions to the 5000 series of Board Policies and these administrative regulations.

[5002-AR](#) Budget Planning and Adoption

[5003-AR](#) Purchasing

Procurement Using Federal Grants and Awards

Procurement of Professional Services

[5004-AR](#) Surplus Property

Generally

Disposal of Real Property

Disposal of Personal Property

[5005-AR](#) Investments

[5006-AR](#) Risk Management

[5008-AR](#) Meal Charge / Food Services

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Meal Account Balance

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5002-AR - Budget Planning and Adoption

The Superintendent designates the School District's Assistant Superintendent for Business Services as the administrator with primary responsibility for developing and proposing the District's annual budget and any necessary or prudent budget revisions. The District's Assistant Superintendent for Business Services will also be the District administrator with primary responsibility for preparing and delivering such reports and data as may be required by the State of Michigan, the Board, or the Superintendent.

The Assistant Superintendent for Business Services will develop and present the Superintendent with a proposed annual budget on or before July 1 of each school year. The proposed annual budget will meet all applicable legal requirements and, in addition, will be consistent with Board policy and administrative procedures and best practices, including latest GASB pronouncements. The Assistant Superintendent for Business Services will develop and present to the Superintendent, in a timely fashion, such proposed amendments to the District's annual budget as may be warranted by the District's financial circumstances.

In a timely fashion, the Assistant Superintendent for Business Services will prepare the reports and data that the District is required to file with the State of Michigan and/or post on its website. These reports will be submitted to the Superintendent for review and approval before they are filed or posted. The Assistant Superintendent for Business Services will also prepare and deliver such other reports and data as may be requested by the Board or the Superintendent.

5003-AR - Purchasing

The School District must procure supplies, equipment, and services to carry out its educational mission. The Director of Finance is the School District administrator with primary responsibility for ensuring School District procurement is: consistent with the District's educational mission; as efficient and effective as possible, given the circumstances; and, consistent with all legal requirements and Board policies. The Assistant Superintendent for Business Services may recommend to the Superintendent revisions to these administrative regulations necessary to accomplish these goals.

Procurement Using Federal Grants and Awards The following procedures must be followed with respect to federal grants and awards.

Cash Management. Cash management procedures are governed by [2 CFR 200.305](#). The regulation permits the School District to make payments to vendors by electronic funds transfer, check, warrant, or other means that minimize the time that elapses between the transfer of federal funds to the School.

Disbursements to School District Vendors. Advance payments of federal grants and awards to the School District must be deposited and maintained in insured accounts, whenever possible. Advance payments of federal grants and awards to the School District must be deposited in interest bearing accounts, unless: the School District receives less than \$120,000 in federal awards and grants per year; the best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on federal cash balances; the depository requires an average or minimum balance so high it would not be feasible given federal and non-federal case resources; or, a foreign government or banking system prohibits or precludes interest-bearing account. Interest earned amounts up to \$500 per year may be retained by the School District for administrative expense. Interest earned over \$500 must be returned according to the procedures described in the regulation.

Allowability. The allowability of costs posted against federal grants and awards is governed by the program legislation, pertinent federal agency regulations, including those referenced in [2 CFR 200.302\(b\)\(7\)](#), and the terms and conditions of the grant or award. School District personnel are also expected to comply with the December 2013 OMB Supercircular, entitled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," applicable Michigan law, and applicable School District policies and administrative regulations.

The School District receives various federal grants and awards. The Director overseeing a particular federal grant is responsible for approving all costs posted against such federal grant. Payroll costs will be documented according to the December 2013 OMB Supercircular. When permitted by the grant or award, indirect costs will be charged using the rate approved by Michigan Department of Education.

Conflicts of Interest. Conflicts of interest are governed by [2 CFR 200.318](#). School District Board members, employees, and agents engaged in the selection, award, or administration of contracts paid for, in whole or in part, by federal grants and awards may not have a prohibited conflict of interest. A prohibited conflict of interest exists when a School District Board member, employee, or agent (or any members of his or her immediate family) has a financial interest in or has or would receive a tangible personal benefit from a firm considered for such a contract. A School District Board member who violates this administrative regulation is subject to discipline by the Board of Education or the Governor. A School District employee or agent who violates this administrative regulation is subject to discipline, up to and including discharge. This administrative regulation

does not, and should not be interpreted to, supersede or diminish other laws, Board policies, or administrative procedures concerning prohibited conflicts of interest.

Procurement Procedures. School District procurement procedures are governed by [2 CFR 200.319](#). School District procurement solicitations must: include a clear and accurate description of the technical requirements for the material, product, or service to be procured that does not, in competitive procurements, contain features that unduly restrict competition by prospective vendors; and, identify all requirements prospective vendors must fulfill and all other factors the School District will use in evaluating bids or proposals.

Evaluations of Proposals. Most, but not all, solicitations for supplies, materials and services paid for, in whole or in part, by federal grants and awards involve competitive bidding. [2 CFR 200.320](#), [2 CFR 200.321](#), and/or [2 CFR 200.323\(a\)](#) are applicable to such situations. Among other things, the regulation requires the School District to create a written description of the manner in which the School District will conduct its technical evaluation of proposals by prospective vendors.

Travel. See [2 CFR 200.474](#). The travel costs (i.e., transportation, lodging, subsistence, and related costs) for School District Board members, employees, and agents may not be paid from federal grants and awards unless: they would be reimbursed pursuant to applicable School District policies and procedures; and, the individual's participation is necessary to the federal grant or award.

Construction. As reflected in the Board of Education Policies, the School District will construct new buildings and add to or renovate existing buildings through competitive bidding as required by law. The School District will also purchase materials, equipment, and supplies for School District operations on a competitive basis as required by law.

Procedures.

- Any construction of new buildings or additions or renovations of existing buildings will, to the extent required by law, be based on competitive bidding, typically through an RFP approved by the School District's Assistant Superintendent for Business Services, the School District's Superintendent and the Board of Education.
- All purchases of materials, equipment and supplies will be made through the issuance of a purchase order signed by the School District's Purchasing Supervisor.
- Materials, equipment, and supplies may be purchased cooperatively when it is in the best interest of the School District.
- Prior to issuing a purchase order, competitive pricing is to be pursued, as follows:
 1. *Competitive Bids.* The competitive bidding process will be followed, where required by law. The Director of Finance shall use discretion in deciding whether such purchases are made on the basis of requested quotations, through invitations for bid, or the use of approved cooperative contracts.
 2. *Purchases Not Subject to Competitive Bidding.* In all other instances, the School District shall use measures, considered reasonable under the particular circumstances, intended to secure the highest quality product at the lowest possible price.
- Generally, orders or contracts will be awarded to the lowest, responsible, qualified vendor, considering the following factors: price, quality, conformance to specifications, identified needs, service and maintenance, and vendor reliability.

Procurement of Professional Services Professional services, such as architectural, legal, engineering, consulting, and auditing services, frequently requires familiarity with School District personnel, practices, and facilities. The School District recognizes there are advantages in maintaining continuity in the provision of these services and does not require bidding or annual re-bidding, except in cases where the Superintendent or Board of Education considers it in the School District's best interest. Periodically, the School District may competitively bid such services to ensure that service and pricing are aligned with the School District's best interests and industry norms. The criteria for awarding contracts for professional services will be determined by the Board of Education, following recommendations from the Superintendent, on an *ad hoc* basis.

5004-AR - Surplus Property

Generally The Superintendent, or designee, will develop a process for the periodic review of all real and personal property owned by the School District to determine whether any property is no longer needed for School District purposes. This may be due, in part, to the fact that the property is outdated or broken and beyond repair.

Disposal of Real Property Real property consists of School District land and buildings and fixtures. The Superintendent, or designee, will periodically review the real property owned by the School District to determine whether any such property is believed to be no longer needed for School District purposes. The Superintendent, or his/her designee, will, based on this review, recommend to the Board that it consider disposing of any real property that has been identified as no longer needed for School District purposes. The recommendation may include the estimated value of the property and possible means of disposition. In cases when the Board authorizes the sale or other disposition of real property, the Superintendent may, with concurrence of the Board, establish the asking price and other minimum terms. This information may be disseminated to real estate brokers, agents, and other persons who have indicated an interest in acquiring the property and the property may be listed or advertised for sale.

If the Board resolves to dispose of surplus real property by seeking bids or offers, the Superintendent, or designee, will solicit bids by publishing a notice including the following information and conditions:

- That sealed offers (or bids) are being solicited;
- The date for submission of offers (or bids) with a statement that late offers (bids) will not be considered;
- The type of offers desired - cash, lease, or exchange;
- The amount of an earnest money deposit which must accompany an offer;
- That the property is offered "as is," unless otherwise authorized by the Board;
- That the person seeking to acquire the property will be given an opportunity, at the prospective purchaser's sole expense, to inspect and perform testing customarily required in connection with the purchase of similar property during a period of not more than ninety (90) days (unless otherwise authorized by the Board) and that restoration of the premises and indemnity will be required to be provided by the person or entity seeking to acquire the property;
- That title insurance will be provided by the School District;
- That the offer must be irrevocable for ninety (90) days;
- That a contract to dispose of real property owned by the School District shall not be binding upon the School District unless and until approved by the Board of Education through resolution at a public meeting and executed by the person or persons specifically authorized to do so by the Board; and,
- That the School District reserves the right to accept or reject any and all offers, in whole or in part, and reserves the right to negotiate the terms and conditions of any offer deemed to be in the best interest of the School District. Bids or offers solicited in this fashion will be forwarded to the Board with the recommendation of the Superintendent.

Disposal of Personal Property The Superintendent will periodically prepare a list of the personal property of the School District that is found to be no longer needed for School District purposes. The property shall be classified within broad groupings. After classified, the Superintendent may proceed with the sale or other disposition of the property. The method of sale or disposition shall depend on the nature of the property and other circumstances. All determinations shall be made based upon what is considered to be in the best interest of the School District.

5005-AR - Investments

Operating Procedures The Superintendent designates to the Assistant Superintendent of Business Services the primary responsibility for the investment of School District funds. The Assistant Superintendent of Business Services is responsible for the safety, liquidity, and maximizing the yield/interest earnings of the School District. The Assistant Superintendent of Business Services may not use institutions or make investments prohibited by law and may not authorize investments in derivatives, leveraged investments, or other instruments with significant risk of price volatility. The Assistant Superintendent of Business Services, when considering a particular investment, should consider the following criteria, in the following priority: preservation of principal; School District cash flow needs; yield; and, coordination with other available financial services and School District needs.

Reporting Requirements The Assistant Superintendent of Business Services will make an annual report to the Board concerning the School District's investments. The annual report will include a list of all of the institutions the School District used to make investments during the fiscal year and the types of investments made by each institution.

5006-AR - Risk Management

The School District promotes safety and accident prevention for its students and employees in consultation with its insurer(s). The following on-going measures are designed to further this undertaking: building principals will regularly report to the Superintendent or his/her designee all accidents, injuries, and property loss or damage within their school buildings and perceived risks of future harm, with recommendations to minimize such risks; and, the Assistant Superintendent for Business Services, or his/her designee will arrange for education of students and in-service for employees on matters of school safety and review all School District insurance policies and recommend to the Superintendent areas in which modifications in coverage are warranted.

5008-AR - Meal Charge / Food Services

This administrative regulation gives effect to the Board of Education's Meal Charge/Food Services Policy.

Requests for Reduced-Price or Full-Price Meal Benefits Parents may request reduced-price or full-price meal benefits by submitting the appropriate form found at <http://www.troy.k12.mi.us/departments/food-service>, or by contacting the Food Service Office at 248-823-5089.

Meal Account Balance Payment for school meals is expected at the time of purchase. Parents are expected to regularly monitor their child's meal account balance online, at <http://www.myschoolbucks.com>.

Positive Balances. Any unpaid meal charges or money remaining in a student's meal account balance will be carried over, one time, to the next consecutive school year. The School District will refund balances in excess of \$5.00. The District does not refund balances of \$5.00 or less due to the administrative costs associated with creating a refund.

Insufficient Funds. The School District recognizes that, at times, students may come to school without sufficient funds in their meal account. If so, students may charge up to five (5) lunches.

Notification and Collection

Low Account Balances. The School District will notify the student's household, by email, when a student's meal account balance falls below \$10.00. The notification will include the current account balance. District personnel shall keep records of all such emails sent which will include the date and time of the email and the email address used.

Negative Account Balances. Students eligible for reduced-price or full-price meal who have money to pay for a meal at the time of service shall be provided a reimbursable meal, even if they have incurred a negative account balance. The School District will not use funds students have in-hand to repay a negative balance or other unpaid meal charge debts. Students who qualify for full-price meals will not be denied a reimbursable meal, even if they have incurred a negative meal charge balance from the purchase of additional cafeteria items, such as a la carte items. If students eligible for full-price meals have incurred a negative account balance, they will not be permitted to purchase additional cafeteria items above and beyond the reimbursable meal provided.

The School District expects all delinquent debts will be paid in full on the last day the student will be in attendance for the relevant school year. Before uncollectable/delinquent debt can be reclassified as bad debt, the Food Service Department must make reasonable efforts to collect on the debt and keep detailed records showing the efforts made, as follows:

- Once a student's meal account balance becomes negative for five (5) consecutive days, the Food Service Department will contact the household by email or, if the parent's email address is not known, by telephone to request payment. The Food Service Department will also inform the parent of the School District's reduced-price and full-price meal program. The Food Service Department will inform the parent that the matter will be turned over to the building principal if no payment is received within one week.
- If no payment on a student's negative meal account balance is received within one week, the Food Service Department will contact the building principal. The principal (or his or her designee) will contact the student's parents by email or, if the parent's email address is not known, by telephone, to determine an appropriate solution.

- The District may choose to use the following sample letter, or some variation thereof:

[Date]

[Parents/Guardians' Names and Address]

Dear [Parents/Guardian]:

The goal of the Troy School District lunch program is to provide healthy meals to children during the school day. In order to serve healthy, high-quality meals, we must make sure we are financially secure. You play a key role in this effort, and are responsible for purchases made by your child in our school cafeteria.

As of [date], your child has a negative account balance of \$[X]. We strongly encourage you to pay this amount as soon as possible. Your response to this request is important. Paying back this debt will help keep our food service program strong and ensures all children at our school have access to the healthy food they need to focus in the classroom. We understand that mistakes happen. But meal payments are important to our program, and we must collect your cafeteria debt.

Please contact the Food Service Department at 248-823-5089 if you have any questions. To review the Troy School District Meal Charge/Food Services Policy, please visit <http://www.troy.k12.mi.us/departments/food-service>. We would be happy to work on a repayment plan with you.

You may pay your child's negative account balance at <http://www.myschoolbucks.com> using a debit or credit card or by sending a check payable to Troy Schools Food Services at 4420 Livernois, Troy, MI 48098.

If you think your child may qualify for a free or reduced-price meal, please submit the appropriate form found at <http://www.troy.k12.mi.us/departments/food-service>. Thank you for your quick payment.

Sincerely,

[Person, title]

CC: [Name of teacher, principal, superintendent, as appropriate]

District personnel shall keep records of all such letters sent.

Bad Debt The School District defines bad debt as uncollectable/delinquent debt from inactive student meal accounts that has been determined to be uncollectable by December 31st of the year in which the debt was incurred or, in the event the debt was transferred to the next consecutive school year, December 31st of the next fiscal year. Debt is considered uncollectable/delinquent if: (1) the District has exhausted its collection attempts, as described in the preceding section; and (2) by December 31st of the current or year after the debt was incurred, the student was inactive by June 30th. A student is inactive if s/he was no longer enrolled in the School District or had graduated by June 30th. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, the debt is classified as bad debt. Bad debt shall be classified as an operating loss.

Once classified as bad debt, non-federal funding sources must reimburse the nonprofit school food service account (NSFSA) for the total amount of the bad debt. The funds may come from any non-federal funding, including: the School District's general fund, state or local funding, or school or community organizations such as the PTA. Bad debt also includes losses (whether actual or

estimated) arising from uncollectable accounts, including costs associated with collection efforts or legal costs incurred prior to its classification as bad debt.

Recordkeeping Once uncollectable/delinquent debt charges are converted to bad debt, the School District shall maintain records relating to those charges.

Audits and Reviews. Upon request, the District must make accounts and records regarding its school food service available to the Michigan Department of Education and/or the United States Department of Agriculture, Food and Nutrition Service for audit or review. Such records shall be retained for a period of three years after the date of the final claim for federal reimbursement for the fiscal year in which the charges were incurred. The District may be required to keep such accounts and records for more than three years if the audit or review results in issues that require District correction, up until all such issues are resolved.

Competitive Foods Competitive foods means all food and beverages other than meals reimbursed under programs authorized by the National School Lunch Act and the Child Nutrition Act of 1966, which are available for sale to students on District campuses during the school day. The District is responsible for maintaining records in compliance with the nutrition standards for all competitive foods, as defined under [7 CFR 210.15\(b\)](#). The District is also responsible for ensuring departments or third-party organizations responsible for food service at its schools maintain records documenting compliance with the nutrition requirements for the foods and beverages sold to students. At a minimum, such records must include receipts, nutrition labels and/or product specifications for the competitive food available for sale.

6000-AR - FACILITIES AND OPERATIONS

The 6000 series of Board Policies requires or permits the Superintendent to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on January 1, 2020 and posted them on the School District website. All School District personnel and Students are required to follow these administrative regulations.

The Superintendent designates the School District's Assistant Superintendent for Business Services to review the 6000 series of Board Policies and these regulations at least annually. The Assistant Superintendent for Business Services is also expected to recommend to the Superintendent legally compliant revisions and additions to the 6000 series of Board Policies and these administrative regulations.

[6002-AR](#) Safety and Security

Facilities Inspection and Maintenance Program

School Safety Commission Liaison

[6004-AR](#) School Crisis, Response, and Closure

[6005-AR](#) Hazardous Chemicals and Substances

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Procedures for Storage and Disposal of Chemicals

[6007-AR](#) Integrated Pest Management

[6008-AR](#) Transportation

School District Discretion

Use of School Buses for Non-School Functions

Transportation Fees

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[6011-AR](#) Surveillance of and in School District Buildings and Facilities

6002-AR - Safety and Security

Facilities Inspection and Maintenance Program A comprehensive facilities inspection and maintenance program will assure that School District facilities and grounds are kept safe, clean, and attractive. The Director of Operations will coordinate an inspection program that includes, at a minimum: mechanical systems (heating, ventilation, and air conditioning); electrical (interior and exterior); roofs; windows and doors (interior and exterior); gates and fences; interior surfaces (floors, ceiling, walls); fire equipment; restrooms (accessibility, functionality, and cleanliness); sewers; playground and other school grounds; and, overall cleanliness. As necessary, the Director of Operations will prepare and submit to the Assistant Superintendent for Business Services a report of desirable or necessary repairs and improvements.

School Safety Commission Liaison Pursuant to [Section 1241](#) of the Revised School Code, the Board appoints the Assistant Superintendent for Business Services as the School District's school safety commission liaison. The liaison will work with the statewide School Safety Commission and the Office of School Safety to identify model practices for determining school safety measures.

6004-AR - School Crisis, Response, and Closure

The Superintendent will appoint a District Crisis Committee. The Committee will meet each year to review and consider revisions to the School District's School Crisis Response Plan. The Superintendent authorizes and directs the Principal of each building to appoint a School Crisis Team to respond to coordinate the response to crises that may arise at the building. The principal of each building will notify the Superintendent of the members of the building's crisis team at the beginning of each school year. In addition, the Board will develop and adopt an Emergency Operations Plan pursuant to [MCL 380.1308b](#).

6005-AR - Hazardous Chemicals and Substances

Generally Hazardous chemicals and other substances are present in school buildings and other School District facilities. In order to maintain a safe environment for students, staff and other members of the school community, the following measures will be taken:

Hazard Communication Program The Director of Operations will have primary responsibility for conducting an annual review and making recommendations to the Superintendent for revisions to the School District's Hazard Communication Program. The Program will include, at a minimum: container labeling; safety data sheets; employee information and training; and, the identification of hazardous substances known to be present within the School District.

Procedures for Storage and Disposal of Chemicals The Director of Operations will develop procedures for the storage and disposal of chemicals used within the School District.

6007-AR - Integrated Pest Management

The School District will provide students, staff and members of the school community with a school environment that is free of pests while reducing the use of harmful pesticides. The Director of Operations is designated the Integrated Pest Management manager for the School District. He/she will: review and recommend to the Assistant Superintendent for Business Services revisions to the School District's Integrated Pest Management Plan; develop and implement specific procedures to identify pest problems, review control options and application strategies and select, in each particular instance, the least toxic control method to manage problems; and, educate and train staff on pest identification and safe application strategies.

6008-AR - Transportation

As determined by the School District, school buses will be acquired, operated, secured, and maintained by the School District or its contracted provider for the transportation of eligible children between their home and school of attendance and for school-related trips.

School District Discretion The School District will select bus stops at its discretion. Disabled students will be transported in the manner required by law. The District will determine, on a case-by-case basis and in the Superintendent's discretion, the extent to which students and others (such as chaperones) are eligible for transportation to or from field trips and extra-curricular activities. Non-public student transportation will be provided in accordance with the laws.

Use of School Buses for Non-School Functions School buses will not be loaned or rented to commercial, private, or non-profit organizations, or any other organization, with the following exceptions: the local Parks and Recreation department, if approved by the Superintendent; field trips within District boundaries during normal school hours for District private and parochial schools, as long as the field trip does not conflict with the transportation needs of the K-12 program; and, participation in local disaster plans.

Transportation Fees A fee may be collected for transporting students enrolled in the District's K-12 program providing students are being transported to or from a non-mandatory and non-credit event(s) sponsored by the School District and/or other activities permissible under state law. Fees charged shall cover trip expenses.

Travel Reimbursement District employees will be reimbursed for reasonable expenses incurred for pre-approved District-related travel, but will not be reimbursed for alcoholic beverages. District employees will be reimbursed at the then-prevailing IRS rate for out-of-District mileage incurred on pre-approved District-related travel.

6011-AR - Surveillance of and in School District Buildings and Facilities

The Director of Technology, with the Superintendent's approval, may promote school safety by employing surveillance of and in School District Buildings and Facilities. In the event of routine and on-going recorded electronic surveillance of the general public or students, the Director of Technology will direct the posting of conspicuous notice that surveillance may be taking place. Recorded electronic surveillance will not take place inside bathrooms, locker rooms, or other places where recorded electronic surveillance would compromise reasonable standards of modesty.

Recorded electronic surveillance may be or become subject to a [FOIA](#) request, a subpoena or may be or become an education record within the meaning of [FERPA](#). In such cases, person receiving the FOIA request or subpoena or the building principal (in the case of an education record) will notify the Superintendent and the Director of Technology that it is or may be necessary to save the recorded electronic surveillance consistent with law and Board policy and administrative regulations.

7000-AR - SCHOOL-COMMUNITY RELATIONS

The 7000 series of Board Policies requires or permits the Superintendent to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on April 20, 2020 and posted them on the School District website. All School District personnel and Students are required to follow these administrative regulations.

The Superintendent designates the District's Director of Communications to review the 7000 series of Board Policies and these regulations at least annually. The Director of Communications is also expected to recommend to the Superintendent legally compliant revisions and additions to the 7000 series of Board Policies and these administrative regulations.

[7001-AR](#) Michigan Freedom of Information Act

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7001-AR - Michigan Freedom of Information Act

Introduction This Regulation is published by the School District to inform the public of its rights under the Michigan Freedom of Information Act (FOIA). The regulation and guidelines, below, are not intended to, and should not be read to limit the rights actually created by FOIA. Accordingly, to the extent this regulation or the guidelines are found to be inconsistent with FOIA, or inconsistent with a future amendment to FOIA, the Act governs. The School District retains the right to revise this regulation and the guidelines.

Requesting Public Records Under FOIA, the Superintendent of Schools is the School District's "FOIA Coordinator." Public records may be requested by providing the School District's FOIA Coordinator with a written request that identifies the public records with enough specificity to permit the School District to locate them. For requesters other than indigent persons, the request must also include the requester's complete name, address, and contact information or, if the requester is other than an individual person, such as a company or organization, the request must also include the complete name, address, and contact information of the requester's agent who is an individual person. The written request may be on paper or it may be electronic or digital.

A person may subscribe to public records that are created, issued or disseminated on a regular basis. A subscription is valid for up to six months and may be renewed.

The School District will not accept or respond to a verbal request for public records. However, where a School District employee receives a verbal request and is aware the public records are available on the District website, the School District employee will notify the requestor of the website address.

Response to Request for Public Records The District is required to respond, in writing, to a written request for public records. The District may grant the request, deny the request, or grant the request in part and deny the request in part.

Timeline The District has five (5) business days to respond to a written request for public records. However, if the request was sent by email and delivered to the District's spam or junk mail folder, the request is not considered received until the first day after the District actually becomes aware of the request. The District may extend the time for responding by ten (10) business days if the nature of the request justifies an extension by so notifying the person who made the request, in writing, and within the original five business day response window.

Types of School District Responses

Granting a Request. The District's FOIA Coordinator will grant a request for public records by so notifying the requestor in a timely manner and in writing. The District will also provide notice if some or all of the public records are available on its website and will include a specific website address, if practicable.

Denying a Request. The District's FOIA Coordinator may deny a request if the request is not specific enough to allow the District to locate the public records in question by so certifying that fact to the requestor in writing. The District's FOIA Coordinator may also deny a request if the requested public records are exempt from disclosure under the Act. If only part of a public record is exempt, the FOIA Coordinator will redact the exempt part and, otherwise, grant the request.

Allowable Fees [FOIA](#) allows the District to charge the following fees incurred for processing and responding to FOIA requests, as stated below.

Labor Costs. Generally, FOIA does not permit the District to charge labor costs for searching for, locating, examining, separating, or reproducing public records unless a failure to charge a fee would result in unreasonably high costs to the District because of the nature of the request in the particular instance and the District specifically identifies the nature of these unreasonably high costs. Examples of requests that may cause such unreasonably high costs include, but are not limited to: voluminous requests, requests that require time-consuming searches, significant separation or redaction of exempt documents or information, significant IT personnel time, etc. In cases where labor costs are allowable, they will be charged according to these guidelines.

Searching for, Locating, and Examining Public Records. The District may charge labor costs directly associated with searching for, locating, and examining requested public records in conjunction with receiving and fulfilling a granted request. Except as provided by the Act, the District may not charge labor costs for searching for, locating, and examining public records that are on the School District's website at the time the request is made.

Separating or Deleting Exempt Information. The District may charge labor costs directly associated with separating or deleting information that is exempt from disclosure under the Act, unless the District has previously redacted the public record(s) and the redacted version is still in the District's possession. The District will not charge for separating documents that are available on its website.

Reproducing Information. The District may charge labor costs directly associated with duplicating or publishing public records. This includes the time spent making paper copies, making digital copies, and transferring public records to non-paper physical media or through the internet, if so requested.

Limitations on Labor Costs. Subject to the Itemization of Allowable Fees section of this Guideline, the District may charge no more than the hourly rate and actual fringe benefits of the lowest paid employee capable of performing the particular task for which the District may charge labor costs, even if the District assigns a more highly paid employee to perform the task. The charge for fringe benefits may not exceed 50% of the employee's hourly rate. The District may not charge overtime except at the request or stipulation of the requestor. If the District's FOIA administrator determines that no District employee is capable of separating or deleting exempt information with respect to a particular request, the District may hire contracted labor to perform the task. In such cases, the District will calculate the time spent by the contracted labor in the same manner it calculates the time of its own employees and the charge for the contracted labor will not exceed six times Michigan's minimum wage. In all cases, labor costs will be charged and estimated in increments of fifteen (15) minutes, with all partial time increments rounded down.

Reproduction Costs.

Non-Paper Physical Media. The District may charge the actual and most reasonably economical cost of reproducing public records on non-paper physical media (e.g., computer discs, computer tapes, or other digital or similar media). The District is not required to reproduce public records on non-paper physical media if it does not have the technology necessary to do so.

Paper Copies. The District may charge the actual incremental cost of reproducing paper copies of public records using the most economical means available (e.g., double sided copies, if double sided copies are available and more economical than single sided copies). In no case will the District charge more than 10 cents per sheet. The District will not charge copying costs for copying documents on its website or the on-site inspection of public records unless the requestor requests paper copies.

Mailing. The District may charge the actual cost of mailing requested public records and the least expensive method of confirming delivery. The District may not charge for expedited shipping or insurance unless specifically requested by the requestor.

Waiver, Reduction, or Discount of Allowable Fees. The District may waive or reduce allowable fees if the District determines a waiver or reduction is in the public interest.

Indigence. The District will discount allowable fees by \$20.00 to a requestor who submits an affidavit stating that he or she is indigent and on public assistance or, if not receiving public assistance, stating facts showing inability to pay full allowable fees due to indigence. If the District determines a requestor who submits such an affidavit is not eligible for the discount, the District's written response will inform the requestor of the reason(s) for its determination. The District will not provide an indigence discount to an otherwise eligible requestor if: the requestor has already received discounted copies from the District twice during the calendar year; or, the requestor has been offered or received payment or other remuneration by or from another person.

Protection and Advocacy. The District will discount allowable fees and costs by \$20.00 if the requestor is a non-profit agency designated by the Governor under [Section 931 of the Michigan Mental Health Code, MCL 330.1931](#), and the following additional conditions are met: the request is made on behalf of the agency or its clients; the request is made for reasons wholly consistent with the agency's mission, as described in Section 931; and, the request is accompanied by documentation of its designation, if so requested by the District.

Itemization of Allowable Fees. The District will itemize allowable fees on in a Detailed Itemization of Allowable FOIA Fees form.

Good-Faith Deposit. The District may require a good-faith deposit from a requestor before providing public records if the total allowable fees exceed \$50.00 and the District provides the requestor with an estimate of total allowable fees using the Itemization of Allowable Fees and Costs form. The good-faith deposit may not exceed 50% of the total allowable fees and costs. The District's request for a good-faith deposit will include a reasonable and best efforts estimate of the time frame within which the District will provide public records after receiving the good-faith deposit, along with notice that the good-faith deposit is due within 48 days of when the request was sent or else the request will be considered abandoned. The School District is not required to fulfill abandoned requests. Requests are not considered abandoned if the requester has filed an appeal of the good-faith deposit request within the 48-day timeframe.. The District may charge an increased good-faith deposit of up to 100% of the estimated fee before it begins a full public record search for a person who has previously failed to pay allowable fees in full if: the final allowable fees were not more than 105% of the total estimated fees; the public records provided contained the information sought in the prior request and are still in the District's possession; the public records were provided within the School District's reasonable best efforts estimate for the prior request; ninety (90) days have passed since the District notified the requestor the public records were available for pickup or mailing; the requestor is not able to show proof of prior payment; and, the School District calculates provides a completed Detailed Itemization of Allowable FOIA Fees form that is the basis of the increased good-faith deposit. However, the District may not insist on an increased good-faith deposit if: the requestor shows proof of prior payment; the District is paid in full for the prior request; or, three hundred and sixty-five (365) days have passed since the requestor made the request for which full payment was not remitted.

Reduction of Labor Charges for Untimely Response. The District will reduce otherwise permitted labor charges by 5% per day (to a maximum of 50%) for each day the District's response is untimely if: the late response was willful and intentional; or, the written request conveyed a request for information within the first 250 words or the request included the words, characters or abbreviations for "freedom of information," "information," "FOIA," or a recognizable misspelling of such, or appropriate legal code reference on the front of the envelope or the subject line of the request.

Appeals The requestor may appeal the denial of all or part of a request in two ways: submit an appeal to the District's Superintendent or file a civil action in the circuit court where the District is

located. The requestor may also appeal an allowable fee calculation that violates the [Act](#) or this administrative regulation.

Appeal to Superintendent. An appeal to the Superintendent must include the word "appeal" and identify the reason(s) the Superintendent should reverse the denial or reduce the allowable fee calculation. The Superintendent will respond to the appeal, in writing, within ten (10) business days by reversing the denial or calculation, upholding the denial or calculation, or reversing the denial or calculation, in part, and upholding the denial or calculation, in part. In unusual circumstances, the Superintendent may issue not more than one notice extending his/her time for responding by not more than ten (10) additional business days. If the appeal is based on the District's calculation of fees and the Superintendent upholds the calculation, in whole or in part, the Superintendent must certify and explain the District's calculation.

Civil Action. The requestor may, in addition to appealing to the Superintendent, file a civil action in the circuit court where the District is located. The civil action may be based on the District's failure to timely provide public records or the District's calculation of allowable fees. If the requestor prevails in a case concerning the timely provision of public records, he or she is entitled to reasonable attorneys' fees, costs, and disbursements. If the requestor or the District prevails in part the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. Additionally, if the court determines the District has arbitrarily and capriciously violated the [Act](#) by refusing or delaying the request, the court will order the District to pay a fine of \$1,000.00, which will be deposited in the Department of Treasury's general fund, and, in addition to any actual or compensatory damages, punitive damages to the requestor in the amount of \$1,000.00.

If the requestor prevails in a case concerning the District's calculation of allowable fees by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award the requestor all or an appropriate portion of his or her attorneys' fees, costs, and disbursements. If the court determines the District has arbitrarily and capriciously violated the Act by charging an excessive fee, the court will order the District to pay a fine of \$500.00, which will be deposited in the Department of Treasury's general fund, and, in addition to any actual or compensatory damages, punitive damages to the requestor in the amount of \$500.00. Separately, if the court determines the District willfully and intentionally failed to comply with the [Act](#) or has otherwise acted in bad faith, the court will order the District to pay a civil fine of not less than \$2,500.00 and not more than \$7,500.00 per occurrence, which will be deposited in the Department of Treasury's general fund.

A civil action based on a denial of public records must be filed within one hundred and eighty (180) days after the District's final determination. A civil action based on the District's calculation of allowable fees must be filed within forty-five (45) days of receiving the completed Detailed Itemization of Allowable FOIA Fees form or within forty-five (45) days of the Superintendent's decision concerning an appeal. If the requestor files a civil action based on the District's calculation of allowable fees, the District is not required to continue processing the request until the court resolves the fee dispute.

7002-AR - Community Use of School District Facilities

Generally The School District's buildings, facilities, and property were acquired for educational and related purposes. Therefore, use of buildings, facilities, or property shall be consistent with the School District's mission, educational programs, and extra-curricular purposes. The Superintendent, or designee, may develop and implement additional administrative procedures permitting the use of District buildings, facilities, and property.

Agreements The individual, group, or organization will complete and execute an Agreement for the Use of School District Buildings and Facilities, or its equivalent, developed by the Assistant Superintendent for Business Services that will address, at a minimum: the fee the School District will receive, which will be at least sufficient to cover all marginal costs associated with the use; the liability or other insurance the user will carry and the fact the School District will be named as an additional insured; a release of the School District (including School District agents and employees) for any injuries or damages that occur during the use; and, an agreement to indemnify and hold harmless the School District against such injuries, damages, and actual attorneys' fees and costs arising or relating to related litigation. The Superintendent may waive the requirement for such an agreement for School District-related users.

Fees The School District facilities currently in use for the K-12 instructional program are made available to responsible groups and organizations in the Superintendent's discretion. Groups and organizations requesting the use of District facilities are assessed fees according to the fee table available in the School District's *Facility Use and Rental Rates* guide. The guide also contains the rules and procedures that apply to all facility rentals. The requirements outlined in the guide are hereby incorporated as part of these regulations.

7003-AR - Gifts, Bequests, and Donations

The School District appreciates the generosity of donors who wish to recognize the School District with monetary donations or gifts of property. In order to assure that the School District does not incur a cost as a result of the gift that approaches or exceeds its value, all gifts, bequests, and donations will be submitted to the Superintendent of Schools for approval. As reflected in Board of Education Policy 7003, the Superintendent, or his/her designee, will review an offered gift to assure that the gift: is free of any restriction that is contrary to law or inconsistent with Board policy; is, in the opinion of the Superintendent, fitting and appropriate for District use; does not require excessive installation, alteration or maintenance costs, or otherwise require a large commitment of District resources; and, contains no commercial advertising.

7004-AR - Distribution of Information / Materials

The School District periodically receives requests from various organizations to distribute informational or promotional materials on District property. Such distribution is handled through the Peachjar system/program. In order to minimize intrusions on the time of students and employees that result from such distribution, the following Flyer Approval Guidelines will apply:

The School District is happy to work with our student groups, parent publicity volunteers, PTO/PTAs, enrichment, educational groups and community partners to distribute flyers electronically to our families. All flyers will be reviewed and distribution is at the sole discretion of the school district. These guidelines do not represent an exhaustive list of approval criteria, but serve as a more general framework for distribution. All flyers to be distributed must:

- Support the basic educational mission of the district, directly benefit the students, or be of intrinsic positive value to the students or their parents/guardians.
- Be in PDF format and smaller than 6 MB.
- Contain the name and contact information of the sponsoring entity.
- Be from a non-profit organization or a for-profit organization/business that is donating a portion of the proceeds from the event to a school based or student group (for free distribution.) Certain for-profit business may use the fee-based system to distribute flyers if they meet approval guidelines.

Flyers to be distributed cannot:

- Directly compete with any of our Troy School District programs, including Community Ed/Enrichment or our partner programs with the City of Troy.
- Publicize or promote a particular political party, political organization or political viewpoint.
- Proselytize religious beliefs.
- Advertise events not suitable for children, including tobacco, alcohol or other intoxicants.
- Are lewd, obscene, libelous, or slanderous.
- Incite students to commit unlawful acts, violate school rules, or disrupt the orderly operation of the schools.
- Position the district on any side of a controversial issue.
- Discriminate against, attack or denigrate any group on account of gender, race, age, color, religion, ancestry, national origin, disability or other unlawful consideration. The Troy School District is proud of our culture of diversity and inclusion and will not accept flyers for groups that cause divisiveness or disrespect.

Approval of your flyer does not imply District endorsement of any identified product and/or of services.

The School District does not distribute paper flyers, with rare exceptions for building level information only.

7005-AR - Public Complaints

Citizens who have concerns with District staff, programs, or practices are encouraged to bring their concerns to the person in charge at the closest point of origin. In most cases this will be the building principal. Where the matter is unresolved at that level, the following formal complaint procedure may be utilized:

Complaint Procedure A complaint will: be in writing; be signed by the complaining parties; set forth the specific acts, conditions, or circumstances of concern; identify the relief being requested that is within the authority of the District to grant; and, be submitted to the person in charge at the closest point of origin (typically the building principal)

The building administrator will offer to meet with the complainant to discuss the complaint. Following the meeting, if there has not been a satisfactory resolution, the building administrator will, within five (5) school days after receipt of the complaint, send the written complaint to the Superintendent, together with the outcome at his/her level.

The Superintendent will conduct or coordinate an investigation of the complaint and reach a decision within fifteen (15) school days after receipt of the complaint. The decision of the Superintendent shall be communicated in writing to the parties involved. Should a complaint be submitted with less than fifteen (15) school days remaining within the school year, a reasonable extension of this timeline may be taken, as deemed necessary by the person conducting the investigation.

If the complaint has been investigated by the Superintendent's designee, and has not been resolved to the citizen's satisfaction, the citizen may request, within five (5) school days, that the complaint be referred to the Superintendent.

The parties involved in the complaint will have the opportunity to meet with the Superintendent within fifteen (15) school days after the Superintendent receives the designee's decision.

The Superintendent will make a decision and notify the citizen, in writing, within ten (10) school days after: receiving the complaint and the designee's decision; or, meeting with the parties involved in the complaint. The response of the Superintendent will: deny the allegations contained in the complaint and/or identify corrective measures deemed necessary to resolve the complaint.

7007-AR - District Support Organizations

Except for student-initiated organizations, all district support organizations must be recognized by the Internal Revenue Service as non-profit, 501(c)(3) charitable organizations prior to engaging in any activity. The Board expects all organizations to operate in a manner consistent with public expectations for the School District and reserves the right to prohibit organization activities at its sole discretion or at the sole discretion of the appropriate building principal. All district support organizations are expected to abide by the Board's policies and these administrative regulations.

Approval Except for student-initiated organizations, each district support organization will submit a copy of its bylaws and/or Articles of Incorporation and proof of 501(c)(3) status to the appropriate building principal for review and approval. Each organization will also notify the building principal of any upcoming district support events. Each organization is required to timely inform the building principal in the event the Internal Revenue Service revokes the organization's 501(c)(3) status.

7009-AR - Media Utilization

The School District will: regularly post information on the School District website and/or social media channels; consider School District-wide mailings (including electronic mailing) on issues of importance; schedule public forums for the dissemination of information and to receive feedback from the community; and, work with local and other media outlets to share School District information with the community.

8000-AR - GENERAL ADMINISTRATIVE REGULATIONS

The 8000 series of Board Policies requires or permits the Superintendent to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on April 20, 2020 and posted them on the School District website. All School District personnel and Students are required to follow these administrative regulations.

The Superintendent designates the District's Assistant Superintendent for Business Services to review the 8000 series of Board Policies and these regulations at least annually. The Assistant Superintendent for Business Services is also expected to recommend to the Superintendent legally compliant revisions and additions to the 8000 series of Board Policies and these administrative regulations.

[8001-AR](#) Acceptable Use

Student User Access

Employee Users

[8002-AR](#) Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504)

Procedure

Prohibition Against Retaliation

[8003-AR](#) Web Accessibility

Generally

Website Audit

District Training

Report of Accessibility Concerns/Issues

Formal Discrimination Complaint

[8005-AR](#) Communicable Diseases

Communicable Diseases Known Not to Be Spread by Casual Contact

HIV, ARC, or AIDS

Communicable Diseases Known Not to Be Spread by Casual Contact, Other Than HIV, ARC, or AIDS

Confidentiality

[8006-AR](#) Copyrighted Works

Generally

Single Copying for Teachers' Use

Multiple Copies for Classroom Use

Additional Permitted Use - Spontaneity

[8007-AR](#) Discrimination and Harassment

[8007.1-AR](#) Discrimination and Harassment - Students

Generally

Definitions

Compliance Officer

Informal Complaint Procedure

Formal Complaint Procedure

Filing a Complaint with the Office for Civil Rights

Cooperation with Law Enforcement Agencies

Retaliation

Maintenance of Records

[8007.2-AR](#) Discrimination and Harassment - Employees

Generally

Definitions

Informal Complaint Procedure

Formal Complaint Procedure

Filing a Discrimination or Harassment Complaint with State or Federal Agencies

Cooperation with Law Enforcement Agencies

Retaliation

Maintenance of Records

[8009-AR](#) Digital Communications

Digital Communication Involving Students

Digital Communication Involving Board and Staff Members, Parents, and Others

Personal Digital Social Networking

8001-AR - Acceptable Use

Technology users (collectively, "Users" or, as applicable "Student Users" or "Employee Users") of the School District, at the discretion of the Superintendent or his/her designee, will be granted a login allowing access to the District's technology resources in order to promote personal academic growth, information gathering and communication. Technology resources include but are not limited to computing devices, servers, networking equipment and cabling, telecommunications and audio/video systems, software and access to the Internet and on-line services. The District's goal is to promote educational excellence through collaboration, creativity, critical thinking and communication opportunities made available by technology.

Other than as expressly set forth herein (i.e., specifically related to CIPA compliance), the District makes no specific promises about the technology resources provided by the District. For example, the District makes no commitments about the specific functions of the technology resources or their reliability, availability or ability to meet Student Users' needs. The technology resources are being provided "AS IS." The District will not be responsible for loss of data, service interruptions or for the accuracy or quality of information obtained through District technology resources. The District prohibits unlawful use of technology resources and in no way assumes responsibility for the actions of Student Users that could result in criminal or civil legal recourse.

Student User Access A Student User's access to technology resources shall be considered a privilege with no entitlement or guarantee. Access may be revoked at any time at the discretion of the Superintendent or his/her designee. The District reserves the right to access all information generated by any Student User and review such content at any time it chooses and for any lawful purpose. There is no expectation of privacy with regard to the District's network or any data stored therein or which may be transmitted through the same. All Student Users, by their use of the District's technology, hereby consent to such access and review by the District. The District complies with all state and federal privacy laws.

Student User Obligations. All Student Users who access or use District technology resources are required to protect and care for any systems they are accessing or using, accept full responsibility for all actions performed under their user login, and know and obey District regulations and federal, state, and local laws and ordinances governing the use of technology. All violations will be addressed under the Student Code of Conduct. Student Users are expected to exercise good judgment and discretion in using technology resources and limit use to educational purposes.

Each Student User has the responsibility to use the District's technology resources appropriately by:

- Employing good digital citizenship;
- Using resources only for educational purposes during class time and/or to perform school-related work;
- Respecting all applicable law, including copyright laws and academic integrity;
- Not removing, modifying or destroying technology resources;
- Maintaining personal security by protecting passwords;
- Not attempting to gain unauthorized access to systems or trespassing in other Users' data files or directories;

- Complying with all the terms and conditions of the District's Acceptable Use Policy and Student Code of Conduct; and
- Reporting any violations or misuses of the Internet to an administrator.

The following behaviors are examples of prohibited behavior:

- Use of technology resources to send, receive, or display text, messages or images that could violate the District's non-discrimination and bullying (including cyber bullying) policies which could be considered threatening (i.e., placing a person in fear of imminent harm). Use that is obscene, pornographic, otherwise disruptive of or detracting from the educational mission of the school or that is potentially dangerous to District resources;
- Using another User's password, sharing a User's password with another person. modifying another User's account or invading, trespassing, hacking or otherwise gaining access to accounts, servers, filters, folders, files or other resources to which the User has not been granted specific rights;
- Harassing, insulting, threatening, bullying, stalking, intimidating, disrupting access, remotely controlling or shutting down systems, or other abusive or disruptive behavior;
- User disclosure of personal information about the User or others, including addresses, telephone numbers, credit card information, social security numbers, passwords or other confidential information via e-mail or the Internet;
- Installing, deleting, relocating, renaming, hiding, or modifying any hardware, software, games, applications ("Apps"), files, or network connections, entering system folders or the control panel or engaging in any activities intended to circumvent, avoid, or hide from District security measures or damage District technology;
- Use of technology resources for commercial or for-profit purposes, fundraising, distributing or forwarding chain letters, junk e-mail or advertising; and
- Unauthorized use of electronic devices unless approved by the classroom teacher, school administrator or designee.

District Obligations Regarding Student Use. In compliance with the Children's Internet Protection Act (CIPA), the District has installed filtering software to block or restrict access to Internet sites containing material that is (1) obscene; (2) child pornography; or (3) harmful to minors. The software evaluates websites based on criteria determined by the District. No software can keep up with the constant changes on the Internet. A Student User who accidentally connects to an inappropriate site must immediately disconnect from the site and notify an administrator, teacher or supervisor. Upon request, authorized staff may re-evaluate and unblock blocked sites to allow access.

Internet Acceptable Use Policy. The internet is an important resource for students and will be used as an integrated part of the school curriculum. Parent permission must be granted to allow students to use the internet in a supervised setting. If parents choose to opt out of allowing their child(ren) to use the internet in a supervised setting, they are hereby advised that their child(ren) will NOT be allowed to participate in school activities involving the direct use of the Internet via School District technology resources, including, but not limited to, the following:

- Online activities research projects (math, science and language arts activities, etc.);
- Access to online District Media Center resources;

- Classroom activities in classrooms equipped with Smartboards when Internet-based resources are used;
- Web 2.0 activities; and
- Audio/Video conferencing activities.

To ensure that there is no confusion as to opt out status, technology and Internet services may continue to be provided as described and governed herein unless a written opt out is received **annually** by the student's building principal. Parents who choose to opt out of this Technology Use Policy will be required to attend a meeting with their child(ren)'s principal and/or other relevant school personnel to determine a course of action for times when their child(ren) will not be able to participate due to the parent's choice.

Students will be using a variety of online Web 2.0 websites, programs, and Apps as a resource to enhance their learning experience beyond the classroom. These tools will allow Students to better collaborate, create, research, store and work through our current curriculum. Although these tools are widely used by the educational community which supports their use in K-12 institutions, their Terms of Service state that due to Federal Law any users under the age of 13 must obtain parental permission to use their sites. Parental permission will be requested in such cases, either by District personnel or by the Terms or Service (or similar document) published by the website, program or App in question. Parents will be presumed by the District to have followed any and all required protocols for any internet services, including Web 2.0 services, if their child(ren) participate in said services. Parents who opt their child(ren) out of using any Apps or Web 2.0 websites or programs must observe the same opt out provisions set forth above for opting out of District Internet use.

All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today, but new tools arise every day. The Children's Online Privacy Protection Act (COPPA) requires that websites obtain parental consent before collecting, using or storing "personally identifiable information" (PII) about children under 13 years of age. PII includes data such as first and last name, street address, telephone number or e-mail address. The District does not collect this type of information via the Internet. However, under COPPA, "collecting" includes not only a direct request, such as a registration form, but also enabling children to make PII available online. Examples of how a child could make PII available online include Web 2.0 websites, apps and email. Internet safety lessons in our schools remind students that they should never reveal personal information online. Nonetheless, COPPA requires that web sites and services directed to children disclose their information collection, use and storage practices.

In order to honor our commitment to providing the best education possible, the District will provide Internet access to high-quality learning sites. We increasingly rely on educational resources on the Internet to provide a wide variety of activities that are rich in academic value that cannot be easily replaced. In an effort to increase our students' ability to work collaboratively on writing and research projects, we will be using a variety of free and approved Web 2.0 applications. Providing a 21st Century education that will prepare students to be college and career ready is our highest priority, and the experience using the appropriate software for learning is an important part of that education.

A list of all School District approved Web 2.0 tools, sites and Apps is on the District webpage under Technology. Here are several steps we take to protect students:

- Students are appropriately supervised when using technology services at school.
- Students will continue to abide by the Acceptable Use Policy and the Student Code of Conduct.

- Students under the age of 13 cannot receive email communications from any non-approved addresses outside our district into our student email system. Our students use their school-provided email account to communicate with their teachers/peers and to safely sign up for logins on the approved Web 2.0 websites. For a list of the approved educational websites and Apps, please go to the website referenced above.
- Students are directed to age and subject appropriate sites without deceptive or excessive advertisements.
- Students will be assigned or instructed to login to certain websites allowed through the District Internet filter and approved by the District. These sites and/or Apps must abide by CIPA/COPPA policies.

Disciplinary Action. Use of the Internet and District hardware and software is subject to all rules and regulations set forth in the Student Code of Conduct. Enforcement is the responsibility of the staff. Administration will review all cases referred for disciplinary action. In addition to disciplinary actions listed in the Student Code of Conduct, the administrator may exclude the student from access to the Internet or from using any and all computer equipment throughout the District.

LEVEL I VIOLATIONS	LEVEL II VIOLATIONS	LEVEL III VIOLATIONS
Unauthorized use of electronic communication devices during school day	Harassment/Cyber bullying	Harassment/Cyber bullying (aggravated)
Unauthorized use of personal electronic communication devices during school day	Inappropriate use of Technology Resources	Inappropriate Use of Technology Resources (aggravated)
	Stealing, Possession, or Transfer of Property of Others (Value Under \$100)	Stealing, Possession or Transfer of Property of Others (Value \$100 or more)
	Vandalism (Value Under \$100)	Vandalism (Value Over \$100)
	Academic Misconduct	

Questions regarding this AUP should be addressed to the building principal.

Employee Users An Employee User's access to technology resources shall be considered a privilege with no entitlement or guarantee, and access may be revoked at any time at the discretion of the Superintendent or his/her designee. The District reserves the right to access any information generated by any Employee User and review such content at any time it chooses and for any lawful

purpose. There is no expectation of privacy with regard to the District's network or any data stored therein or which may be transmitted through same. All Employee Users, by their use of the District's technology, hereby consent to such access and review by the District. The District complies with all state and federal privacy laws.

Employee User Obligations. All Employee Users who access or use District technology resources are required to protect and care for any systems they are accessing or using, accept full responsibility for all actions performed under their user login, and know and obey District regulations and federal, state, and local laws and ordinances governing the use of technology. All violations will be addressed under the applicable Collective Bargaining Agreement or individual contractual relationship. Employee Users are expected to exercise good judgment and discretion in using technology systems and limit use to professional or educational purposes.

Each Employee User has the responsibility to use the District's technology resources appropriately by:

- Employing good digital citizenship (i.e., not engage in prohibited activity such as bullying, harassment, etc.);
- Using resources only for educational or professional purposes;
- Respecting all applicable law, including copyright laws and academic integrity;
- Not removing, modifying or destroying technology resources;
- Maintaining personal security by protecting passwords;
- Not attempting to gain unauthorized access to systems or trespassing in other Users' data files, or directories;
- Complying with all the terms and conditions of the District's Acceptable Use and other policies; and
- Reporting any violations or misuses of the Internet to the appropriate administrator.

The following are examples of prohibited behavior:

- Use of technology resources to send, receive, or display text, messages or images that could violate the District's non-discrimination and bullying (including cyber bullying) policies, which could be considered threatening (i.e., placing a person in fear of imminent harm). Use that is obscene, pornographic, otherwise disruptive of or detracting from the educational mission of the school or that is potentially dangerous to District resources;
- Using another User's password, sharing a User's password with another person, modifying another User's account or invading, trespassing, hacking or otherwise gaining access to accounts, servers, filters, folders, files or other resources to which the User has not been granted specific rights;
- Harassing, insulting, threatening, bullying, stalking, intimidating, disrupting access, remotely controlling or shutting down systems or other abusive or disruptive behavior;
- User disclosure of personal information about the User or others, including addresses, telephone numbers, credit card information, social security numbers, passwords or other confidential information via e-mail or the Internet;

- Installing, deleting, relocating, renaming, hiding or modifying any hardware, software, games, applications ("Apps"), files, or network connections, entering system folders or the control panel, or engaging in any activities intended to circumvent, avoid or hide from District security measures or damage District technology;
- Use of technology resources for commercial or for-profit purposes, fundraising, distributing or forwarding chain letters, junk e-mail or advertising; and
- Unauthorized use of electronic devices unless approved by an appropriate administrator, classroom teacher or other appropriate designee.

Disciplinary Action. Use of the Internet and District hardware and software is subject to all rules and regulations of the District. Enforcement is the responsibility of the staff. Administration will review all cases referred for disciplinary action.

Questions regarding this AUP should be addressed to the appropriate Troy School District Deputy/Assistant Superintendent at 248.823.4004.

8002-AR - Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504)

The [ADA](#) and [Section 504](#) prohibit illegal discrimination on the basis of disability. ADA and Section 504 also require the School District to provide a free appropriate public education (FAPE) to eligible students. The manner in which the School District provides FAPE to eligible students and related issues can be found [here](#). This regulation sets forth a procedure for addressing complaints of illegal discrimination arising under the ADA and Section 504.

Procedure

Step 1. A person who believes that he/she has been discriminated against by the School District may discuss the matter informally with the immediate supervisor in the case of an employee, or the building principal, in the case of a student, or, instead, proceed directly to Step 2. (NOTE: If the immediate supervisor or building principal who is the subject of the complaint, the employee or student may instead contact the School District's Section 504 Compliance Officer, identified below.) The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within ten (10) days.

NOTE: The informal complaint procedure is provided as a less formal option for a person who believes s/he has been discriminated against or harassed. This informal procedure is **not** required before filing a formal complaint. Moreover, a student who seeks resolution through the informal process may request, at any time, that the matter be moved to the formal complaint process.

Step 2. If the informal Step 1 process does not resolve the matter, or, if the employee or student chooses not to use the informal procedure, a written complaint may be submitted to the employee's immediate supervisor (to the school's principal if by a student). A complaint may also be filed directly with the applicable School District Section 504 Compliance Officer. The complaint shall include: (1) the employee's or student's name; (2) the facts of the incident or action complained about; (3) the date of the incident or action giving rise to the complaint; (4) the type of discrimination alleged to have occurred; and, (5) the specific relief sought. A Step 2 meeting shall be conducted within ten (10) days following the submission of the written complaint. Within the next ten (10) days, the immediate supervisor or principal shall issue a written disposition, with copies to be given to both the person who alleged the violation and the person who is the subject of the complaint.

Step 3. If the supervisor or principal's reply does not resolve the matter, a written complaint may be submitted to the applicable District Section 504 Compliance Officer within ten (10) days of the Step 2 disposition. A meeting shall be conducted at which both parties shall have the right to present witnesses and offer other evidence. Following the meeting, the Section 504 Compliance Officer shall reply in writing to the complainant and the person who is the subject of the complaint within ten (10) days.

Step 4. If the complainant wishes to appeal the decision of the Section 504 Compliance Officer, he/she may submit a written appeal to the Superintendent of Schools within ten (10) days after receipt of the Section 504 reply. The Superintendent, or his/her designee, shall meet with all parties involved and respond to the complaint, in writing, within ten (10) days of the date of the appeal. Copies shall be provided to both the complainant and the person who is the subject of the complaint.

Prohibition Against Retaliation The District hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Complaint Procedure.

8003-AR - Web Accessibility

Generally With regard to the District website and any District web presence which is developed by, maintained by, or offered through third party vendors and open sources, the District is committed to compliance with Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 so that students, parents, employees, and members of the public are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use. The District further seeks to ensure that those individuals with disabilities are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online. All existing, new, or updated web content produced by the District will conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents, as soon as practicable.

With respect to third-party content, the District, through its Web Accessibility Coordinator, will confirm the accessibility of such content before posting/linking to the District's web presence, to the extent possible.

If third-party content is later identified as not being accessible **after** posting/linking occurs, the District, through its Web Accessibility Coordinator, will endeavor to determine the basis of the issue by contacting the third-party provider and/or requesting information regarding the accessibility of their products. To the extent possible, the District will determine if an alternate way to provide the third-party content exists. If it is ultimately determined that the third-party content cannot be made accessible - either because it represents an undue burden or would require a fundamental alteration - the District shall keep a record of the inaccessible third party content. A determination of undue burden or fundamental alteration will be made by the Superintendent and/or his/her designee after considering all resources available for use in the funding and operation of the service, program, or activity and will be accompanied by a written statement outlining the reasons for such conclusion.

Website Audit The District's Web Accessibility Coordinator will be responsible for reviewing all areas of the District's website and evaluating its accessibility on a semester basis or as close thereto as possible. The contemplated review will be completed, subject to District discretion, utilizing free online resources available to the District, a platform audit resource (if applicable), and/or a third-party vendor resource. The District's Web Accessibility Coordinator will also conduct a manual check of the website as part of the contemplated semester review. The results of all reviews/audits will be documented and evaluated. Identified issues will be remediated within a reasonable period of time under the direction of the Web Accessibility Coordinator.

District Training The District will provide regular training for any staff (e.g. administrators, faculty, support staff, student employees) responsible for posting/distributing information online. The training will be facilitated, in whole or in part, by an individual with sufficient knowledge, skill, and experience to understand and employ the technical standard(s) adopted by the District. The training will include training on the Web Accessibility Policy, the Administrative Regulation, and staff roles and responsibilities to ensure that web design, documents, and multimedia content are accessible. The District will provide periodic updates to staff, as appropriate, should technology standards change in a readily discernable way. The District will also ensure that new staff are timely provided training consistent with the above expectations. With regard to staff who have already been fully trained at least once on the Web Accessibility Policy, the annual-training requirement may be satisfied by disseminating notice that includes the Web Accessibility Policy (e.g., via e-mail with a link to the policy), highlights any Policy updates, and provides the name and contact information of the Web Accessibility Coordinator to serve as a resource for staff with questions about the accessibility of online content.

Report of Accessibility Concerns/Issues In contacting the District's Web Accessibility Coordinator to report any issues or concerns associated with the accessibility of online content, reporting individuals are encouraged to provide the following information:

- Name;
- Contact information (phone or email);
- Type of information that was inaccessible (PDF, video, etc.);
- Specific web page the user was on (URL or page title);
- Date the user was unable to access the information; and
- Any other information the user believes might be helpful to the District in resolving the issue.

Upon report of a concern regarding the accessibility of online content, the Web Accessibility Coordinator will, consistent with District policy, provide the requested information in an alternate format and, as soon as reasonably practical, make the necessary improvements to make the information accessible online.

Formal Discrimination Complaint A student, parent, or member of the public who wishes to submit a formal complaint regarding a violation of Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 related to the accessibility of any District web presence that is developed by, maintained by, or offered through the District, third party vendors, and/or open sources, may utilize the District's established complaint procedures are contained in administrative regulation 8007-AR.

Irrespective of the submission of a formal complaint, once the District has been notified of inaccessible content, the reporting party should be provided with access to the desired information in a prompt manner. In this regard, the Complainant should not have to wait for the investigation of the complaint to be concluded before receiving the information that he/she was unsuccessful in accessing through the District's web presence.

8005-AR - Communicable Diseases

Where a student or staff member has been diagnosed with a communicable disease, the School District administration will consult the most recent County Health Division Reference Chart (CHD COMMUNICABLE DISEASE REFERENCE CHART) to determine and implement exclusion and re-admittance of individuals. Oakland County Health Division staff will be contacted as needed for consultation and clarification.

Communicable Diseases Known Not to Be Spread by Casual Contact Communicable diseases that are known not to be spread by casual contact, within the meaning of this regulation include Hepatitis B, HIV infections, ARC (AIDS Related Complex), AIDS, and other diseases that are transmittable by blood, other body fluids, and other body products, which present potentially serious health problems for those who contract the disease. The following procedure is intended to assure that both the rights of the individual and the school community at large are protected, and that each case will be determined on an individual basis.

HIV, ARC, or AIDS When a District employee reasonably suspects that a student or staff member is infected with HIV, ARC, or AIDS, he/she must notify the Oakland County Health Division, if such action is reasonably thought necessary to: protect the health of the student or staff member; prevent further transmission of the disease; or, diagnose and care for the student or staff member. The District employee shall not provide the Oakland County Health Division with the name of the student or staff member unless such information is determined by the employee making the disclosure to be reasonably necessary to accomplish the above-mentioned purposes.

Request the permission of the affected student's parent or guardian, or the staff member, to inform the Superintendent and other necessary persons of the suspected illness. If such consent cannot be obtained, the employee shall inform the Superintendent of the matter in such a way that the identity of the affected person is not discernible. The Superintendent may then seek a court order permitting the Superintendent to obtain the information and disclose it to Board of Education members and other necessary persons.

Communicable Disease Review Committee. Upon receipt of the consent of the affected student's parent or guardian, or the staff member, or a court order permitting the review process to proceed, the Superintendent shall select a Communicable Disease Review Committee and direct the Committee to meet within five (5) school days. The Committee may be comprised of the following individuals:

- An official representative of the District, designated by the Superintendent, who will chair the Committee.
- The principal of the school of the affected student or staff member.
- A physician who is treating the affected individual.
- A physician appointed by the Superintendent to represent the District.
- A representative of the Oakland County Health Division.
- A parent if the affected individual is a student, the affected individual, and/or his/her representative if the affected individual is a staff person.
- A special education teacher, when the affected student is a special education student.
- Other persons designated by the Superintendent, the Committee, or the court.

Committee Recommendations. The Committee shall make a written recommendation to the Superintendent, based on the affected student or staff member's neurological and physical condition and the expected type of interaction with others in the affected student or staff member's school or employment setting, as to whether the person should be excluded from the school or employment setting and all school sponsored activities, restricted in his/her activities in the school or employment setting, or remain in an unrestricted school or employment setting.

If the Committee recommends that the student or staff member remain in his/her present school or employment setting, but that he/she are restricted from participating in certain activities, or that consideration be given to an alternate setting within the District, the Committee shall further set forth, in writing, the precautionary/sanitary measures, if any, that should be taken to protect the health and welfare of the student or staff member and the school community.

If the Committee recommends that the student or staff member remain in an unrestricted school setting, the Committee must so state in writing, and further state what precautionary/sanitary measures, if any, should be taken to protect the health and welfare of the student or staff member and the school community.

If the Committee recommends that the affected student or staff member be totally excluded from his/her former school or employment setting based upon his/her neurological and physical condition and expected type of interaction with others in that setting, the Committee must so state in writing. The Committee shall also state the conditions under which it would consider the student or employee's return to a restricted or unrestricted school or employment setting.

The Committee shall provide the Superintendent with its written recommendation within ten (10) school days of its meeting, unless the Committee determines that additional time is necessary in order to obtain pertinent medical information regarding the student or staff member's condition and/or that additional diagnostic testing is necessary for a thorough review of the matter.

In the event that the Committee's decision is not unanimous, the dissenting member(s) shall be given the opportunity to attach a written dissenting report to the Committee's recommendation within twenty-four (24) hours of the presentation of the Committee's report to the Superintendent.

Upon the Superintendent's receipt of the Committee's written report, the Superintendent shall, within five (5) school days, make a determination regarding the student or employee's status. The Superintendent's decision will be based upon whether, with reasonable accommodations, the student or staff member can remain in the school or employment setting without posing a health risk to himself/herself or others in the school community. In the event that the Superintendent determines that a student or staff member should be excluded from the school setting, he/she shall so advise the affected person, and, where a student is involved, his/her parent or guardian.

Where the Superintendent determines that a staff member who has been affected with HIV, ARC, or AIDS should be excluded from employment, the Superintendent shall attempt to obtain the affected person's permission or petition the circuit court for an order permitting the District to proceed pursuant to the provisions of the applicable collective bargaining agreement, board policy and/or applicable laws. If the employee in question is certified, the Superintendent shall, pursuant to [Article V, Section 2 of the Michigan Teacher's Tenure Act](#), either obtain the person's consent to be placed on a medical leave, or, if consent cannot be obtained, file tenure charges with the Board of Education seeking to place the person on an involuntary medical leave of absence.

Appeals. If the affected student or staff member disagrees with the determination of the Superintendent, he/she may file a written appeal to the Board of Education within ten (10) school days. The Board shall receive and review all necessary and pertinent materials provided by the Committee and the student or employee and provide an opportunity to both the Superintendent and

student or employee to provide additional pertinent information. In its discretion, the Board may grant the student or employee a hearing.

The Board of Education may affirm, modify, or revise the decision of the Superintendent within ten (10) school days of the receipt of an appeal. The affected student or staff member shall have the right to remain in the school setting during the tendency of any such appeal, unless an appropriate medical professional confirms that there are clearly documented risks to the infected individual or others in the school setting that could pose an immediate health threat.

Where an affected student or staff member is permitted to remain in either a restricted or unrestricted school setting, the Superintendent shall designate a school representative to monitor changes in the student or staff member's medical status on a monthly basis, or more frequently if deemed appropriate. The Superintendent shall seek written permission from the affected person or parent prior to designating the responsible school representative. If the written authorization cannot be obtained, the Superintendent shall seek an order from the court permitting such. The Superintendent, with input from the Committee, shall reassess the status of the student or staff member at not less often than annual intervals.

All time lines set forth herein may be extended where required by the individual circumstances of the case.

Communicable Diseases Known Not to Be Spread by Casual Contact, Other Than HIV, ARC, or AIDS For communicable diseases which are known not to be spread by casual contact, other than HIV, ARC, or AIDS, the identical procedures set forth above will be followed, except that there will be no necessity of court involvement to obtain the infected person's consent to disclosure of his/her identity to the Superintendent and other necessary persons.

If the District employee determines that disclosure of such information is reasonably necessary to: (1) protect the health of the student or staff member; (2) prevent further transmission of the disease; or, (3) diagnose and care for the student or staff member, the District employee may advise his/her supervisor that a student or staff member may have a serious communicable disease known not to be spread by casual contact. The identity of the student or staff member *SHALL NOT BE* disclosed unless written authorization is obtained from the affected student's parent or the staff member, or is otherwise necessary to satisfy the requirements of this section. The supervisor shall immediately inform the Superintendent or his/her designee.

Confidentiality All persons involved in these proceeds and in the education of an affected student shall respect the student's right to privacy, including maintaining student records and information in accordance with the requirements of the [Michigan Public Health Code, MCL 333.5101 et seq.](#) and the [Family Educational Rights and Privacy Act, 20 USC 1232g](#). The privacy rights of affected staff members shall be similarly affected including maintaining employment records and information in accordance with the requirements of the [Michigan Public Health Code, MCL 333.5101 et seq.](#), the [Bullard Plawecki Employee Right to Know Act, MCL 421.501 et seq.](#), any applicable contractual provisions, and Board of Education policy and regulations.

8006-AR - Copyrighted Works

Generally The guidelines, below are intended to assist staff in determining the permitted use of copyrighted materials within the School District. The guidelines apply to materials used within the classroom, as well as in staff members' instructional and research activities. Before beginning or authorizing a reproduction, a School District employee will determine whether the copying is expressly permitted within the guidelines. If copying is not expressly permitted, or if there are any questions, the matter must be brought to the attention of the building principal before any copying is done. Should there be a question about whether a particular use is permitted, staff members are not to proceed without consulting their building principal.

Single Copying for Teachers' Use A single copy may be made of the following by or for a teacher for use in teaching or for research purposes:

- A chapter from a book;
- An article from a periodical or newspaper;
- A short story, short essay, or short poem, whether or not part of a collective work; and/or
- A chart, graph, diagram, cartoon, or picture from a book, periodical, or newspaper.

Multiple Copies for Classroom Use Multiple copies (not to exceed one copy per student in the class) may be made by or for the teacher for classroom use as follows:

- A complete poem if less than 250 words and if printed on not more than two pages;
- An excerpt from a longer poem, containing not more than 250 words;
- A complete article, story or essay of less than 2500 words;
- An excerpt from any prose work of not more than 1000 words or 10% of the work, whichever is less.

(Each of the numerical limits, above, may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

- One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
- Certain "special works" in poetry, prose, or in "poetic prose" which may combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Such "special works" may not be reproduced in their entirety but an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

All copies must include a notice of copyright.

Additional Permitted Use - Spontaneity

- The copying is at the instance and inspiration of the individual teacher, and
- The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely

reply to a request for permission.

Copying, as detailed above, is not intended to serve as a substitute for the purchase of books or periodicals.

8007-AR - Discrimination and Harassment

The Board of Education has adopted a Discrimination and Harassment policy which prohibits illegal harassment and other forms of illegal discrimination within the School District. The Board of Education's policy prohibits illegal harassment and discrimination by, among others, Board members, school district employees, and students. A student or employee who believes that s/he has been the victim of illegal discrimination or harassment may seek resolution of his/her complaint through the applicable Complaint Procedure, which follows.

The School District recognizes its obligation under the law to investigate reported instances of sex-based discrimination and harassment. While it is expected that all instances of sex-based discrimination and harassment will be reported to District administration, consistent with District policy, instances may arise where a person does not report the concern to the District. If the District becomes aware that an allegation of sex-based discrimination or harassment occurring on school grounds has been made to law enforcement, the District will investigate such claims, even if local law enforcement is independently investigating the claim and/or the complainant did not inform the District directly of the concern.

8007.1-AR - Discrimination and Harassment - Students

Generally Any student who believes that s/he has been the victim of illegal discrimination or harassment may seek resolution of his/her complaint through either the informal or formal procedures described below. The Board of Education has designated the individual named below to serve as the District's Title IX Coordinator for matters involving alleged discrimination on the basis of sex. The Board has adopted a Discrimination and Harassment policy, which prohibits illegal harassment and other forms of illegal discrimination within the School District. The Board's policy prohibits illegal harassment and discrimination by, among others, Board members, school district employees, and students.

Definitions

"Discrimination," for purposes of this Administrative Regulation, means an action based in whole or in part on a student's race, color, national origin, religion, sex, marital status, genetic information, or disability. In order to be a subject of redress under this administrative regulation, the action must be found to be so severe or pervasive that it:

- Affects the student's ability to benefit from an educational program or activity;
- Creates an intimidating, threatening, or hostile educational environment;
- Has the effect of substantially or unreasonably interfering with a student's academic performance; or
- Otherwise adversely affects that student's educational opportunities.

"Harassment," for purposes of this administrative regulation, refers to verbal acts, written statements, or other conduct that is threatening, harmful, or humiliating that is sufficiently severe, pervasive, or persistent so that it:

- Affects the student's ability to benefit from an educational program or activity;
- Creates an intimidating, threatening, or hostile educational environment;
- Has the effect of substantially or unreasonably interfering with a student's academic performance; or
- Otherwise adversely affects that student's educational opportunities.

Compliance Officer Any student who believes that s/he has been the victim of illegal discrimination or harassment may seek resolution of his/her complaint through either the informal or formal procedures described below. The Board of Education has designated the individual named below, or designee, to serve as the District's Title IX Coordinator for matters involving alleged discrimination on the basis of sex. He or she also serves as Compliance Officer with respect to all student claims of harassment:

Name: Mr. Jordan Harris

Position: Assistant Superintendent for Employee Services

District 248-823-4023
Phone:

Email: jharris@troy.k12.mi.us

Informal Complaint Procedure The informal complaint procedure is provided as a less formal option for a student who believes s/he has been discriminated against or harassed. This informal procedure is **not** required before filing a formal complaint. Moreover, a student who seeks resolution through the informal process may request, at any time, that the matter be moved to the formal complaint process.

A complaint alleging sexual violence will be addressed only through the formal complaint process. All complaints of illegal discrimination or harassment by a District employee or any other adult member of the District community will also be addressed only through the formal complaint process.

Step 1. A student who believes s/he has been illegally discriminated against or harassed may tell: (1) an employee or building administrator in the school the student attends; (2) the Superintendent or other District-level employee; and/or (3) the Compliance Officer (Title IX Coordinator for claims for sex discrimination).

All informal complaints received by a staff member must be reported to the Compliance Officer within two (2) school days. The Compliance Officer will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution. This reporting requirement applies to **all** complaints made by or on behalf of a student, regardless of where the conduct is alleged to have occurred. Complaints alleging illegal discrimination or harassment based on sex should be similarly processed but directed to the above-named Title IX Coordinator.

Step 2. The District's informal complaint procedure is designed to provide students who believe they are being discriminated against or harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming discrimination or harassment, informal resolution may involve, but not be limited to, one or more of the following:

- Advising the student about how to communicate the unwelcome nature of the behavior to the other person.
- Distributing a copy of the nondiscrimination and/or anti-harassment policies as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- If both parties agree, the Compliance Officer (or Title IX Coordinator) may arrange and facilitate a meeting between the student claiming discrimination or harassment and the other individual to work out a mutual resolution. Such a meeting is **not** to be held in circumstances where sexual violence has been alleged.

Step 3. The Compliance Officer or Title IX Coordinator will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint.

All materials generated as part of the informal complaint process will be retained in a single location under the control of the Compliance Officer (including where acting as a Title IX Coordinator) in accordance with the Board of Education's records retention policy and/or Student Records policy.

Formal Complaint Procedure

Step 1. A student who believes s/he has been subjected to discrimination or harassment may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer/Title IX Coordinator, Superintendent, or another District employee. The employee must report such information to the Compliance Officer/Title IX Coordinator or designee within two (2) school days. This reporting requirement applies to **all** complaints made by or on behalf of a student, regardless of where the conduct is alleged to have occurred.

All formal complaints must include the following information to the extent it is available:

- The name and protected class of the alleged victim and, if different, the name and protected class of the person reporting the allegation;
- The nature of the allegation, a description of the incident(s), and the date(s) and time(s) (if known);
- The name(s) and protected classes of all persons alleged to have committed the alleged harassment, if known, or a description/identifying information available if the name is not known; and
- The name(s) or description/identifying information and protected classes of all known witnesses to the alleged incident.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Step 2. Within two (2) school days of receiving the formal complaint, the person who will conduct the investigation (the Compliance Officer or designee) will initiate a formal investigation to determine whether the Complainant has been subjected to discrimination or harassment. A building principal will not conduct an investigation unless directed to do so by the Compliance Officer.

NOTE: Upon receiving a formal complaint, the person who will be conducting the investigation shall consider whether any action should be taken during the investigatory phase to protect the Complainant from further discrimination or harassment, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the accused person. In making such a determination, the person conducting the investigation should consult the Complainant to assess his/her agreement with the proposed action. If the Complainant is unwilling to consent to the proposed change, the person conducting the investigation may, nevertheless, take whatever actions are deemed appropriate for the protection of all persons, following consultation with the Superintendent.

The person conducting the investigation will inform the individual alleged to have engaged in discrimination or harassment that a complaint has been received. The accused person will be informed about the nature of the allegations and provided with a copy of any relevant Board policy or administrative guidelines. The accused will also be informed of the opportunity to submit a written response to the complaint within five (5) business days. Throughout the course of the

process, the Title IX Coordinator/Compliance Officer shall keep the parties informed of the status of the investigation and the decision-making process.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of discrimination or harassment within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- Interviews with both parties;
- Obtaining and reviewing any written statements of the reporter, the victim (if different from the reporter), the accused student(s), and any known witnesses;
- Interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations; and
- Consideration of any documentation or other information presented by the parties, or any other witness that is reasonably believed to be relevant to the allegations.

Step 3. At the conclusion of the investigation, the Compliance Officer or the designee shall, within fifteen (15) school days of receiving the formal complaint, prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation, the response of School personnel and, if applicable, the date any incident was reported to the police. The report shall provide recommendations based on the evidence. A preponderance of the evidence standard will be followed. The investigating person's recommendations should consider the totality of the circumstances, including the ages and maturity levels of those involved. Disciplinary recommendations, if appropriate, should be reasonably calculated to prevent recurrence of illegal discrimination or harassment. Disciplinary recommendations may range from: counseling to permanent expulsion, in the case of a student; counseling to discharge, in the case of an employee; and, recommendation for censure or a complaint to the Governor in the case of a Board member.

Step 4. Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent will either issue a final decision regarding whether the complaint has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both parties.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

Filing a Complaint with the Office for Civil Rights A Student alleging discrimination on the basis of sex, or harassment, may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

U.S. Department of Education

Office for Civil Rights

Cleveland Office

1350 Euclid Avenue, Suite 325

Cleveland, Ohio 44115

(216) 522-4970

Cooperation with Law Enforcement Agencies In certain instances, an allegation of harassment may also be investigated as a criminal matter. To the extent permitted by law, the District will comply with law enforcement requests for cooperation.

Retaliation Retaliation against a person who files a complaint alleging discrimination or harassment, or participates as a witness in an investigation, is strictly prohibited. Upon a finding that a person has engaged in retaliation, appropriate disciplinary action will be taken.

Maintenance of Records All materials generated as a part of the formal complaint process will be retained in a single location under the control of one of the Compliance Officers (including where acting as a Title IX Coordinator) in accordance with the Board of Education's records retention policy and/or Student Records policy.

8007.2-AR - Discrimination and Harassment - Employees

Generally Any employee who believes that s/he has been the victim of illegal discrimination or harassment may seek resolution of his/her complaint through either the informal or formal procedures described below. The Board of Education has designated the individual named below to serve as the School District's Title IX Coordinator for matters involving alleged discrimination on the basis of sex. He or she also serves as Compliance Officer with respect to all employee claims of harassment:

Definitions

"Discrimination," for purposes of this Administrative Regulation, means an action based in whole or in part on an employee's race, color, national origin, religion, sex, marital status, genetic information, age, height, weight or disability. In order to be a subject of redress under this Regulation, the action must be found, on the basis of membership in a protected class, to:

- Create an intimidating, hostile or offensive environment;
- Substantially or unreasonably interfere with the person's work performance, opportunities, or benefits;
- Otherwise adversely affect the person's employment; and
- Has been brought to the attention of the School District's Title IX Coordinator or to the attention of other School District personnel with authority to address and redress the discrimination.

"Harassment," for purposes of this Administrative Regulation, refers to verbal acts, written statements or other conduct that is threatening, harmful or humiliating and that:

- Creates an intimidating, hostile or offensive environment;
- Substantially or unreasonably interfere with the person's work performance, opportunities, or benefits;
- Otherwise adversely affect the person's employment; and
- Has been brought to the attention of the School District's Title IX Coordinator or to the attention of other School District personnel with authority to address and redress the harassment.

Informal Complaint Procedure The informal complaint procedure is provided as a less formal option for an employee who believes s/he has been discriminated against or harassed. This informal procedure is **not** required before filing a formal complaint. Moreover, an employee who seeks resolution through the informal process may request, at any time, that the matter be moved to the formal complaint process.

A complaint alleging sexual violence will be addressed only through the formal complaint process.

Step 1. An employee who believes s/he has been illegally discriminated against or harassed may make an informal complaint, either orally or in writing, to: (1) the building administrator in the building to which the employee is assigned; (2) the Superintendent or other School District-level employee; and/or (3) the Compliance Officer (Title IX Coordinator for claims of sex discrimination).

All informal complaints received by a staff member must be reported to the Compliance Officer within two (2) school days. The Compliance Officer will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution. This reporting requirement applies to **all** complaints made by or on behalf of an employee, regardless of where the conduct is alleged to have occurred. Complaints alleging illegal discrimination or harassment based on sex should be similarly processed but directed to the above-named Title IX Coordinator.

Step 2. The School District's informal complaint procedure is designed to provide employees who believe they are being discriminated against or harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the employee claiming discrimination or harassment, informal resolution may involve, but not be limited to, one or more of the following:

- Advising the employee about how to communicate the unwelcome nature of the behavior to the other person.
- Distributing a copy of the nondiscrimination and/or anti-harassment policies as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- If both parties agree, the Compliance Officer (or Title IX Coordinator) may arrange and facilitate a meeting between the employee claiming discrimination or harassment and the other individual to work out a mutual resolution. Such a meeting is **not** to be held in circumstances where sexual violence has been alleged.

Step 3. The Compliance Officer or Title IX Coordinator will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint.

All materials generated as part of the informal complaint process will be retained in a single location under the control of the Compliance Officer (including where acting as a Title IX Coordinator) in accordance with the Board of Education's records retention policy.

Formal Complaint Procedure

Step 1. An employee who believes s/he has been subjected to discrimination or harassment may file a formal complaint, either orally or in writing, with the building administrator of the building to which the employee is assigned, the Compliance Officer/Title IX Coordinator, or the Superintendent. The employee with whom a complaint is filed must report such information to the Compliance Officer/Title IX Coordinator or designee within two (2) business days. This reporting requirement applies to **all** complaints made by or on behalf of an employee, regardless of where the conduct is alleged to have occurred.

All formal complaints must include the following information to the extent it is available:

- The name and protected class of the alleged victim and, if different, the name and protected class of the person reporting the allegation;
- The nature of the allegation, a description of the incident(s), and the date(s) and time(s) (if known);
- The name(s) and protected classes of all persons alleged to have committed the alleged harassment, if known, or a description/identifying information available if the name is not

known; and

- The name(s) or description/identifying information and protected classes of all known witnesses to the alleged incident.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Step 2. Within two (2) school days of receiving the formal complaint, the person who will conduct the investigation will initiate a formal investigation to determine whether the Complainant has been subjected to discrimination or harassment.

NOTE: Upon receiving a formal complaint, the person who will be conducting the investigation shall consider whether any action should be taken during the investigatory phase to protect the Complainant from further discrimination or harassment, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the accused person. In making such a determination, the person conducting the investigation should consult the Complainant to assess his/her agreement with the proposed action. If the Complainant is unwilling to consent to the proposed change, the person conducting the investigation may, nevertheless, take whatever actions are deemed appropriate for the protection of all persons, following consultation with the Superintendent.

The person conducting the investigation will inform the individual alleged to have engaged in discrimination or harassment that a complaint has been received. The accused person will be informed about the nature of the allegations and provided with a copy of any relevant Board policy or administrative guidelines. The accused will also be informed of the opportunity to submit a written response to the complaint within five (5) business days. Throughout the course of the process, the Compliance Officer/Title IX Coordinator shall keep the parties informed of the status of the investigation and the decision-making process.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of discrimination or harassment within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- Interviews with both parties;
- Obtaining and reviewing any written statements of the reporter, the victim (if different from the reporter), the accused person, and any known witnesses;
- Interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- Consideration of any documentation or other information presented by the parties, or any other witness that is reasonably believed to be relevant to the allegations.

Step 3. At the conclusion of the investigation, the Coordinator or the designee shall, within fifteen (15) school days of receiving the formal complaint, prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation, the response of School personnel, and, if applicable, the date any incident was reported to the police. The report shall provide recommendations based on the evidence. A preponderance of the evidence standard will be followed. The investigating person's recommendations should consider the totality of the circumstances. Disciplinary recommendations, if appropriate, should be reasonably calculated to prevent recurrence of illegal discrimination or harassment. Disciplinary recommendations may

range from: counseling to discharge, in the case of an employee; and censure to a complaint to the Governor in the case of a Board member.

Step 4. Absent extenuating circumstances, within ten (10) school days of receiving the report of the Coordinator or the designee, the Superintendent will either issue a final decision regarding whether the complaint has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both parties.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

Filing a Discrimination or Harassment Complaint with State or Federal Agencies An employee alleging discrimination on the basis of sex, or harassment, may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

United States Department of Education

Office for Civil Rights

Cleveland Office

1350 Euclid Avenue, Suite 325

Cleveland, Ohio 44115

(216) 522-4970

FAX: (216) 522-2573

TDD: (216) 522-4944

E-mail: OCR.Cleveland@ed.gov

Web: <http://www.ed.gov/ocr>

A complaint may also, or instead, be filed with:

United States Department of Labor

Equal Employment Opportunity Commission

Detroit Field Office

477 Michigan Avenue, Room 865

Detroit, Michigan 48226

or

State of Michigan

Department of Civil Rights

Cadillac Place, Suite 3-600

3054 West Grand Boulevard

Detroit, Michigan 48202

Cooperation with Law Enforcement Agencies In certain instances, an allegation of harassment may also be investigated as a criminal matter. To the extent permitted by law, the School District will comply with law enforcement requests for cooperation.

Retaliation Retaliation against a person who files a complaint alleging discrimination or harassment, or participates as a witness in an investigation, is strictly prohibited. Upon a finding that a person has engaged in retaliation, appropriate disciplinary action will be taken.

Maintenance of Records All materials generated as a part of the formal complaint process will be retained in a single location under the control of one of the Coordinators (including where acting as a Title IX Coordinator) in accordance with the Board of Education's records retention policy.

8009-AR - Digital Communications

Digital communication (including social networking) provides educational and other opportunities for staff and students. There are also potential pitfalls arising from, among other things, the speed, permanence, and perceived anonymity of digital communication. These regulations are intended to help staff and students take advantage of opportunities presented by digital communication in a manner that enhances education, student achievement, and appropriate relationships between staff, students, parents, and the larger community. These regulations are not intended, and should not be interpreted, to limit the legal rights of any person.

Digital Communication Involving Students Digital communication between staff and students should always be professional and of the same content, tone, and demeanor as in-school communications. This applies to direct communication between staff and students and to communication to which students reasonably may be exposed. Unless otherwise protected by law, examples of inappropriate digital communication include, but are not limited to:

- Communication that violates Board Policy, such as: communication that discloses personally identifiable information about students (see Policy [2000.03](#)); communication that violates Board Policy against illegal harassment (see Policy [8000.07](#)); etc.
- Communication that is false or misleading.
- Communication that attributes personal views to others, including the School District.
- Communication that defames, insults, derogates, or embarrasses staff members or students.
- Communication that defames, insults, derogates, or embarrasses Board members, parents or other community members.
- Communication stating or suggesting the desirability of confidentiality vis-à-vis students' parents or other staff members.
- Communication that have as its purpose the development of a romantic or sexual relationship between a staff member and a student, or that reasonably may be interpreted as having that purpose.

The School District encourages staff to use School District equipment and sites for all digital communication with students.

The School District does not have the resources or ability to police digital communication between and among students. However, students may be subject to school-imposed disciplinary sanctions when their digital communication violates the Student Code of Conduct and interferes with the rights of others or is reasonably anticipated to result in the disruption of school or school activities. Separately, the School District reserves the right to report suspected criminal misconduct to police authorities.

Digital Communication Involving Board and Staff Members, Parents, and Others Digital communication between Board and staff members, parents, and other community members or adults should always be professional. This applies to direct communication and to communication to which they reasonably may be exposed. Unless otherwise protected by law, examples of inappropriate communication include, but are not limited to:

- Communication that violates Board Policy, such as: communications that disclose personally identifiable information about students (see Policy 2000.03); communication that violates Board

Policy against illegal harassment (see Policy [800.07](#)); etc.

- Communication that is false or misleading.
- Communication that attributes personal views to others, including the School District.
- Communication that defames, insults, derogates, or embarrasses other staff members or students.
- Communication that defames, insults, derogates, or embarrasses Board members, parents, or community members and is not otherwise protected by law.

Personal Digital Social Networking The School District does not have the inclination, resources, or ability to police the off-duty behavior of staff members. At the same time, staff must be cognizant of the fact they serve as role models for our students. Furthermore, their communications and behavior may affect the reputation of the School District and their colleagues. For these reasons, staff are reminded that off-duty digital communication may result in investigation, disciplinary sanctions, or discharge when those communications, or characterizations or depictions of staff behavior, disrupts the educational environment or adversely affects or undermines their ability to perform their jobs.