



**SAULT STE. MARIE  
AREA PUBLIC SCHOOLS**  
A GREAT PLACE TO LEARN

# **District Board of Education Policies**

Policy Title	Policy Description
<b>1000 Series: Policy Overview, Mission Statement and Definitions</b>	
<a href="#"><u>1101: General Policy Statement</u></a>	The Board will establish, maintain, and amend bylaws and policies.
<a href="#"><u>1201: Mission Statement</u></a>	District Mission Statement
<a href="#"><u>1301: Creation, Amendment, and Posting of Policies</u></a>	Policy Process
<a href="#"><u>1401: Definitions</u></a>	Policy Terminology Guide
<b>2000 Series: Bylaws</b>	
<a href="#"><u>2101: Roles of the Board and Board Members</u></a>	Board duties and responsibilities
<a href="#"><u>2102: School District's Legal Name and Status</u></a>	District's legal name
<a href="#"><u>2103: School District Boundaries</u></a>	Geographic area and Board of Education's address
<a href="#"><u>2201: Board Powers/General Powers</u></a>	Board of Education's duties
<a href="#"><u>2202: Authority to Enter into Contracts</u></a>	Board of Education's process for entering into a contract
<a href="#"><u>2203: Authority to Establish Curriculum</u></a>	Curriculum adoption process
<a href="#"><u>2301: Conflict of Interest</u></a>	Board of Education members remove conflicts of interest to the best of their ability and process for members to report benefits (if received).
<a href="#"><u>2302: Board Code of Ethics</u></a>	Describes what a Board of Education member will and will not do.
<a href="#"><u>2303: Violation of Board Code of Ethics</u></a>	Suspected or alleged violation process for Board of Education Members.
<a href="#"><u>2304: Gifting</u></a>	Board of Education policy regarding the receiving of gifts.

<a href="#"><u>2305: Board Member Reimbursement and Travel Expenses</u></a>	Reimbursement guidelines process
<a href="#"><u>2306: Board Member Compensation</u></a>	Compensation guideline
<a href="#"><u>2401: Board Member Elections</u></a>	How to elect Board Members to office.
<a href="#"><u>2402: Acceptance of Office and Oath of Office</u></a>	Board members must take an Oath, file an acceptance and what happens if the Board Member does not do this.
<a href="#"><u>2403: Board Member Terms of Office</u></a>	Office term of Board Members
<a href="#"><u>2404: Board Member Vacancies and Appointments</u></a>	When a Board office becomes vacant, how to fill vacant position(s) and appointment(s) to vacant position(s).
<a href="#"><u>2405: Board Officers</u></a>	Board Member election process, removal of Board Officers, what happens when there is a vacancy, and assistants to the Secretary and Treasurer.
<a href="#"><u>2406: Board Officers' Duties</u></a>	Explains each Board Officer's duties and succession (President, Vice President, Secretary, and treasurer).
<a href="#"><u>2501: Meetings</u></a>	Meeting Notice process, identifies meeting types, Closed Meeting process, and meeting minutes.
<a href="#"><u>2501A: Electronic Board of Education Meetings</u></a>	Process and rules for electronic meetings.
<a href="#"><u>2502: Board Meeting Agenda</u></a>	Board Meeting Agenda requirements and process.
<a href="#"><u>2503: Voting Requirements</u></a>	Board decisions and actions voting process.
<a href="#"><u>2504: Public Participation at Board Meetings</u></a>	Rules for members of the public when addressing the Board.
<a href="#"><u>2505: Board Committees</u></a>	Guidelines for establishing and conducting standing, advisory, or ad hoc committees.
<a href="#"><u>2506: Organizational Meetings</u></a>	Organizational Meeting requirements

<b>3000 Series: Operations, Finance, and Property</b>	
<u>3101: Insurance</u>	Insurance purchase requirements
<u>3102: Smoking, Tobacco Products, Drugs, and Alcohol</u>	Definition of substances and the district prohibits the sale, possession, distribution, dispensation, or use of these substances on District property and at any District related event.
<u>3103: Copyright Compliance</u>	Using copyrighted material in compliance with copyright laws, removing unauthorized copyright work and consequences of using copyright materials in violation of this policy.
<u>3104: School Cameras and Monitoring</u>	Defines areas where school cameras with no audio are used and where school cameras with audio are used. States video recordings can be used for lawful purposes.
<u>3105: Visitors and Volunteers</u>	Defines the process to follow when visiting a school and how to volunteer at a school.
<u>3106: Booster Clubs, PTO, and Other Support Groups</u>	Defines internal and external support groups and what is allowed or not allowed for each group. Also explains how funds can be used.
<u>3107: Use of Detection Dogs</u>	Protocol for use of a detection dog and what happens if dog alerts on an individual's property.
<u>3108: Service Animals</u>	Defines a Service Animal, process for having a service animal in District facilities, liability for damages, owner's responsibility, reasons for exclusion of service animals (if applicable), and non-service animals.
<u>3109: Curricular Animals</u>	Protocol for having an animal on district grounds for instructional purposes, states the definition of a Therapy Dog, Therapy Dogs rules and expectations, and definition of emotional support animals.
<u>3110: Data Breach Response</u>	Defines response process and notification to individuals affected.
<u>3111: Drones</u>	Explains approval process for Drone use and the requirements for the drone use along with the requirements for the operator of the drone.

<a href="#"><u>3112: Hours and Days of School Operations</u></a>	States the school will create a calendar for each school year.
<a href="#"><u>3113: Social Security Numbers</u></a>	Explains the school will keep social security numbers confidential, who may receive social security cards, and social security numbers will not be shared for any purpose.
<a href="#"><u>3114: Litigation</u></a>	How to initiate a lawsuit.
<a href="#"><u>3115: Nondiscrimination and Retaliation</u></a>	Defines the process if an individual feels they have been discriminated or retaliated against.
<a href="#"><u>3115A: Definitions for 3115 Series</u></a>	Definitions of words used in the Non-Discrimination and Retaliation policies and Anti-Harassment Policy.
<a href="#"><u>3115B: Designation of Coordinators</u></a>	Tells you who the Title IX, 504, and Civil Rights Coordinator/Employment Compliance Officer are.
<a href="#"><u>3115C: Supportive Measures</u></a>	Supportive measures are provided unless an individual denies the support and students with disabilities receive representation (504 or IEP Team member) in the implementation of supportive measures.
<a href="#"><u>3115D: Informal Resolution</u></a>	Parties may elect to solve a complaint through an informal procedure process including but not limited to arbitration, mediation or restorative justice.
<a href="#"><u>3115E: Grievance Procedure and Remedies</u></a>	Outlines the grievance procedure process.
<a href="#"><u>3115F: Complaint Dismissal and Appeals</u></a>	Provides reasons for complaint dismissal and dismissal process.
<a href="#"><u>3115H: Training Requirements and Policy Notice</u></a>	All coordinators or individuals in a key role must be adequately trained.
<a href="#"><u>3116: District Technology and Acceptable Use Policy</u></a>	The District's technology resources (computers and network resources) are monitored and technology protections are in place. The State Assessment technology rules and expectations.
<a href="#"><u>3117: Intellectual Property</u></a>	Explains what the District intellectual property is and employees that create products related to District duties or created during work hours, it is the District's exclusive property.

<a href="#"><u>3118: Title IX Sexual Harassment</u></a>	Provides definitions pertaining to sexual harassment and sexual assault, how to report sexual harassment and the process that occurs once a report is received.
<a href="#"><u>3119: Experimental and Pilot Programs</u></a>	Process for employees to submit a proposal for an experimental or pilot program within the District.
<a href="#"><u>3201: Accounting</u></a>	The District will maintain financial accounting records per Michigan Department of Education requirements and a pupil accounting system. The financial records are audited yearly. The accounting year starts on July 1.
<a href="#"><u>3202: Budgets and Truth in Budget/Taxation Hearings</u></a>	The Board of Education will annually adopt a budget for each fund for the District to support District programs and services. Defines budget adoption process.
<a href="#"><u>3203: Deposits</u></a>	Defines who can make a deposit, where the deposit occurs, and what a deposit is.
<a href="#"><u>3204: Investment of Funds</u></a>	Explains who can make investments, the authority of the Investment Officer, and combining funds for investment.
<a href="#"><u>3205: Disbursement</u></a>	Defines who can draw upon District depository funds, explains what Petty Cash is and the process for Petty Cash, and what specific funds can or cannot be used for.
<a href="#"><u>3206: Property Tax Levies</u></a>	Defines process for property tax levies, what happens when there is a new millage and how to handle Summer tax levy.
<a href="#"><u>3207: School Activities Fund</u></a>	Explains Fiduciary Funds, activity funds, Custodial Funds, Private-Purpose Trust Funds, and Scholarship Funds
<a href="#"><u>3209: Debit/Credit Cards</u></a>	Defines who approves the use of debit/credit cards, authorized purchases, documentation requirements, suspension or termination of credit/debit card use, reward points or rebates related to cards, and purchase review procedures.
<a href="#"><u>3210: Borrowing</u></a>	Process for borrowing and repaying of money with or without interest.

<u>3211: Post-Issuance Tax Compliance</u>	The District must comply with Federal Tax Law, designate a Debt Compliance Officer, have internal written procedures and protocols, complete periodic compliance review, and train debt compliance officer.
<u>3212: Post-Issuance Disclosure Compliance</u>	Explains the District's procedures for ensuring ongoing compliance with post-issuance disclosure obligations under SEC Rule 15c2-12, assigning the Compliance Officer responsibility for monitoring continuing disclosure agreements (CDAs), reviewing offering materials, and ensuring timely and accurate reporting of financial and event-related information.
<u>3213: Electronic Transactions of Funds and Automated Clearing House Arrangements</u>	Provides definitions for electronic transfers and automated clearing house arrangements, ACH arrangements and transactions, internal auditing controls that may be in the electronic general ledger software.
<u>3301: Purchasing and Procurement</u>	Applies to all purchases of materials, supplies and equipment. Purchases acquired through lease financing are governed by this policy, rentals are NOT. Outlines responsibility for purchasing, when competitive bidding is required, the bidding procedure, purchases using State Aid Acts Funds, and purchases using Federal Funds..
<u>3301A: Purchasing and Procurement with Federal Funds</u>	Applies to purchases of property and services with federal funds subject to Uniform Grant Guidance. Explains State law requirements still apply, Procurement methods for purchases, and bid protest.
<u>3302: Acquisition of Real Property</u>	The Board may acquire real property for any purpose and through any means permitted by law. Process for acquiring the real property.
<u>3303: Gifts and Donations</u>	Process for accepting donations and soliciting donations. Donors are solely responsible for any tax consequences relating to a donation.
<u>3304: Use of District Property</u>	Definitions of different groups, general facilities use guidelines that include rental fees and costs, use of district facilities by student groups, use of district facilities by non-student groups, use of specialty facilities by application and agreement, using district personal property.

<u>3305: Sale or Lease of District Property</u>	The District may sell, lease or transfer its property (real or personal). Process for the sell, lease or transfer of property.
<u>3306: Construction Bidding</u>	Process districts follow for the construction of a new school building or an addition to or repair or renovation of an existing building. Explains when competitive bidding is required, the bidding procedure, required or allowable alternates, Michigan Business preference, construction bidding using State Aid Act Funds and construction bidding using Federal Funds.
<u>3307: Construction Administration</u>	Procedures and requirements for District building and site improvements. Includes process for plan review, professional consultants, and payment and performance bonds.
<u>3308: Distribution of Printed Material and Advertising in School</u>	Facilities may advertise or distribute printed information for commercial or promotional purposes (Advertisement) in accordance with this policy. Explains general restrictions on advertisements, student group advertisements, non-student group advertisements, school bus advertisements, and district speech.
<u>3309: Bus Inspections</u>	All district school buses meet or exceed safety standards required by law and are inspected annually.
<u>3401: School Cancellation</u>	School or school related events may be cancelled or released early to protect the health, safety, and welfare of students, employees and others. The superintendent will notify affected persons timely and accurately.
<u>3402: Drills, Plans, and Reports</u>	Information regarding Emergency Drills, Cardiac Emergency Response Plan, Safety and Emergency Plans, and reporting incidents of crime.
<u>3403: Reporting Accidents</u>	Process for students that suffer an injury while at school or participating in a school sponsored activity.
<u>3404: Communicable Diseases</u>	School(s) will keep individual(s) with a communicable disease restricted only to the extent necessary to prevent transmission of the disease and protect the person's health and privacy rights, and protect the health and safety of others. The school(s) will work with the MDHHS.

<a href="#"><u>3405: Bloodborne Pathogens</u></a>	The District will observe universal precautions to prevent contact with blood or other potentially infectious materials.
<a href="#"><u>3406: Integrated Pest Management</u></a>	Notice provided to parents/guardians that they will receive notice of the application of a pesticide, except in an emergency.
<a href="#"><u>3407: Asbestos Management</u></a>	Each building has an asbestos management plan and a copy of the plan in their administrative office.
<a href="#"><u>3408: Firearms and Weapons</u></a>	The District is a weapon free school zone. Violations should be reported to the building principal or designee.
<a href="#"><u>3501: Freedom of Information Act</u></a>	The district has written procedures and guidelines, a written public summary of the procedures and guidelines, and a detailed itemization of fees form in compliance with FOIA.
<a href="#"><u>3502: Record Retention</u></a>	The District will comply with federal and state record retention requirements and with Michigan's general record retention schedules.
<b>4000 Series: District Employment</b>	
<a href="#"><u>4101: Non-Discrimination</u></a>	This Policy prohibits discrimination against employees or applicants for employment based on the following protected classes: race, color, national origin, ethnicity, religion, sex (including pregnancy or related conditions, gender identity, or sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class.
<a href="#"><u>4102: Anti-Harassment</u></a>	Employees will have the opportunity to work in an atmosphere free from unlawful harassment as defined by state, federal, and local laws. The District will follow district procedures for investigating unlawful harassment and follow reporting requirements.
<a href="#"><u>4103: Whistleblowers' Protection</u></a>	An employee shall report a violation or a suspected violation of a federal, state, or local law, regulation, or rule to the employee's supervisor or Compliance Officer. Reports must be made in good faith.

<u>4104: Employment Complaint Procedure for Allegations Implicating Civil Rights</u>	This employment complaint procedure for allegations implicating an employee's civil rights. Explains how to initiate a complaint, the investigation procedures, and reports to State or Federal Administrative Agencies.
<u>4105: Workplace Accommodations for Employees and Applicants Under State and Federal Law</u>	The District complies with the ADA, Section 504, the MPDCRA, PWFA, and other federal, state, and local laws that prohibit discrimination in employment. Workplace accommodations may be requested.
<u>4105A: Pregnancy Workplace Accommodations for Employees and Applicants</u>	The District complies with state and federal law prohibiting pregnancy discrimination.
<u>4106: Family and Medical Leave Act (FMLA)</u>	Information regarding qualifications for FMLA leave, FMLA notice, certification, concurrent leave and substitution of paid leave, intermittent and reduced schedule leave, group health plan benefits, return to work, denial of key employee restorations, failure to return to work, recordkeeping and notice to employees.
<u>4107: Military Leave</u>	In qualifying circumstances, eligible full-time and part-time employees may take leave related to military service and are entitled to reemployment and other rights during and at the conclusion of military leave.
<u>4108: Union Activity and Representation</u>	The District will not interfere or discriminate against any labor organization or its members or an employee's rights under PERMA. An employee may bring another employee or a union representative to an investigatory meeting that may result in discipline.
<u>4109: Break Time for Nursing Mothers</u>	The District will provide reasonable break time for a non-exempt employee to express milk for a nursing child in a space that is shielded from view and free from intrusion. This break is unpaid unless the employee uses paid break time.
<u>4110: Reimbursement</u>	The District may reimburse an employee for actual, necessary, and reasonable expenses incurred in the performance of official or appropriately authorized duties. As a condition to reimbursement, the District may require pre-approval of an expense.

<u>4111: Professional Development</u>	Describes professional learning opportunities for Teachers, Professional Staff, and other employees. Professional learning is required to maintain certifications.
<u>4112: Extracurricular Employees and Volunteers</u>	Persons engaged as volunteers in the District's extracurricular activities are subject to background checks, may be paid at the end of the activity, and volunteer stipends are limited to expenses incurred.
<u>4201: Employee Ethics and Standards</u>	Employees must maintain a standard of behavior that reflects positively on their status as a District representative. Discusses Employee Ethical Conduct, Employee Conflict of Interest, and Student Fraternization.
<u>4202: Children's Protective Services (CPS) Reporting and Student Safety and Welfare</u>	Required reports to CPS, District Administration, and Michigan State Police. Employees oversee Student Safety and Welfare.
<u>4203: Corporal Punishment and Limited Use of Reasonable Force</u>	Corporal Punishment is not allowed. Explanation of limited use of reasonable force.
<u>4204: Confidentiality of Student Information</u>	Employees must maintain and protect the confidentiality of student information and student education records.
<u>4205: Hiring and Background Checks</u>	No unlawful discrimination in the hiring practice. Policy explains advertising and posting of positions, hiring process, and background checks.
<u>4206: Employment Contracts</u>	Specifies who can execute a contract, contract requirements, job specific requirements and collective bargaining agreement information.
<u>4207: Third Party Contracting</u>	The district may contract with a third party contractor.
<u>4208: Applicant and Employee Criminal Arrest, Charge, Conviction</u>	States reporting requirements for crimes and the disciplinary action that can occur.
<u>4209: Prohibition Against Abortion Referrals and Assistance</u>	A district official, board member, or employee may not refer a student for an abortion or assist a student with obtaining an abortion.
<u>4210: Drug and Alcohol Free Workplace: Tobacco Product Restrictions</u>	The district maintains a drug and alcohol free workplace along with striving to maintain a tobacco free workplace. The policy lists employee standards of

	conduct regarding drugs, alcohol, and tobacco. Also states reporting requirements for transportation employees.
<a href="#"><u>4211: Alcohol and Controlled Substances for Transportation Employees subject to the Omnibus Transportation Employee Testing Act</u></a>	This policy states the standards of conduct for transportation employees and the process for alcohol and controlled substances testing.
<a href="#"><u>4212: Employee Assistance Program</u></a>	The district may require employees with substance abuse difficulties to receive confidential assistance.
<a href="#"><u>4213: Anti-Nepotism</u></a>	Decisions motivated by nepotism are prohibited.
<a href="#"><u>4214: Outside Activities and Employment</u></a>	Specifies outside activities and employment rules and expectations for employees along with a standard of conduct. Discusses intellectual property created while performing job duties or during working hours.
<a href="#"><u>4215: District Technology and Acceptable Use Policy</u></a>	Employees will use district technology resources in ways that do not violate federal and state laws. Employees have no expectation of privacy and will minimize personal use of school technology resources.
<a href="#"><u>4216: Personal Communication Devices</u></a>	State when employees can utilize personal electronic devices.
<a href="#"><u>4217: Social Media</u></a>	Regulates employee use of social media to ensure it does not interfere with District operations, violate laws or policies, or compromise student privacy and safety, whether used on or off duty.
<a href="#"><u>4218: Employee Dress and Appearance</u></a>	Requires employees to maintain professional dress and appearance appropriate to their role and work environment, with guidelines tailored to specific job categories and subject to enforcement by the Superintendent or designee.
<a href="#"><u>4219: Attendance</u></a>	Employees must have regular, reliable, and in-person attendance. Must report absences as directed by the employee's supervisor.
<a href="#"><u>4220: Use or Disposal of District Property</u></a>	Employees may not use district property for personal use without permission and may not dispose of district property without approval.

<a href="#"><u>4221: Employee Speech</u></a>	Employees must act within the scope of their respective duties and responsibilities. Discusses speak related to curriculum, instruction, and controversial topics as well as speech on matters of public concern.
<a href="#"><u>4222: Unauthorized Work Stoppage</u></a>	Employees are prohibited from engaging in a strike.
<a href="#"><u>4223: Resignation</u></a>	Superintendent or designee may accept verbal or written resignation and then notify the Board at the next meeting.
<a href="#"><u>4224: Personnel Files and Payroll Information</u></a>	Each employee has a file located in the HR Office and payroll records are maintained. Personnel file content may be released under FOIA (if it meets permissible disclosure).
<a href="#"><u>4228: No Expectation of Privacy</u></a>	Employees have no expectation of privacy with their use of district property and equipment. District reserves the right to search District property, equipment and technology issued to employees.
<a href="#"><u>4301: Definition</u></a>	“Non-Exempt Staff” are employed at-will
<a href="#"><u>4302: Employee Pay, Including Minimum Wage and Overtime</u></a>	Hourly compensation employee and is able to receive overtime compensation. Overtime is pre-approved by the supervisor.
<a href="#"><u>4304: Employee Timekeeping Responsibilities</u></a>	Non-Exempt staff must record all hours worked.
<a href="#"><u>4305: Michigan Paid Medical Leave Act (MPMLA)</u></a>	Non-Exempt Staff may accrue and use paid leave provided by the MPMLA. Policy discusses eligibility, accrual, qualifying circumstances, use of MPMLA Leave, and notice and record keeping.
<a href="#"><u>4306: Assignment and Transfer</u></a>	Non-Exempt staff may be transferred to meet identified District needs.
<a href="#"><u>4307: Performance Evaluation</u></a>	Superintendent or designee will determine the frequency of evaluation for non-exempt not covered by an agreement that addresses evaluation frequency. Evaluation tools that serve the Districts best interest will be chosen.
<a href="#"><u>4308: Reduction and Recall of Non-Exempt Staff</u></a>	Non-Exempt staff may be affected by reduction of staff based on District’s needs. This policy explains the notification process and recall process for a reduction.

<u>4309: Discipline and Termination</u>	States the discipline and termination process for non-exempt employees.
<u>4401: Definition</u>	Explains and defines who qualifies as a professional employee.
<u>4402-R: Placement</u>	Explains how teachers are placed, placement of non-teaching professionals, and vacant positions.
<u>4403: Performance Evaluation</u>	Defines how teachers are evaluated, Non-Teaching Professionals subject to the Teachers' Tenure Act, and Non-Teaching Professionals not subject to the Teachers' Tenure Act.
<u>4405-R: Reduction in Force and Recall</u>	Explains the process for when a reduction in force is implemented and the process for recalls.
<u>4406: Professional Improvement Sabbaticals</u>	Explains the process for requesting leave to pursue professional improvement.
<u>4407: Discipline</u>	Defines the disciplinary process for probationary professional staff, tenured and non-probationary professional staff, and tenured and non-probationary professional staff.
<u>4408: Termination</u>	States the probationary teachers, tenured teachers, and non-teaching professionals termination process.
<u>4409-R Non-Renewal</u>	Probationary teacher non-renewal of contract process.
<u>4501: Definition</u>	Definition and responsibilities of Administrators,
<u>4502: Assignment and Transfer</u>	Superintendent or designee is authorized to assign or transfer an Administrator, Supervisor, or Director to another Administrator, Supervisor, or Director position and realign duties and responsibilities.
<u>4503: Performance Evaluations</u>	Performance evaluations of Administrators are an essential element of providing quality educational services and measuring an employee's competency. This Policy does not alter the Board's authority or ability to terminate an Administrator's employment during the term of an individual employment contract or to non-renew an Administrator's contract at the end of the contract's term.

<u>4505: Reduction and Recall</u>	The Board determines the appropriate level and number of Administrators, Supervisors, and Directors necessary for curricular, fiscal, and other operating conditions. Board may determine that a reduction of administrative and supervisory personnel is warranted.
<u>4506: Discipline</u>	Superintendent or designee may discipline Administrators, Supervisors, or Directors. If governed by a collective bargaining agreement or individual contract, discipline will align with agreement(s). Employee(s) will have a chance to respond to allegation(s) prior to discipline.
<u>4507: Termination</u>	Discharge or permanent discontinue of employment of an Administrator, Supervisor, or Director.
<u>4508: Administrator Non-Renewal</u>	Discontinue of an employment contract at time of contract expiration and explanation of non-renewal process.
<u>4601: General</u>	Superintendent's duties and responsibilities.
<u>4602: Hiring</u>	Superintendent hiring process.
<u>4603: Performance Evaluation</u>	Superintendent's evaluation process.
<u>4604: Absence/Incapacity</u>	If the Superintendent is unable to perform the duties, the board may appoint an acting Superintendent until the superintendent can return or a successor is hired.
<u>4605: Gifts and Donations</u>	States process for accepting gifts or donations on behalf of the District, accepting personal gifts, and gift giving with public funds.
<u>4606: Discipline and Termination</u>	Outlines process for discipline or termination of a superintendent.
<u>4607: Non-Renewal</u>	Superintendent's non-renewal process.
<b>5000 Series: Students, Curriculum, and Academic Matters</b>	

<u>5101: Student Expression</u>	The District will balance student speech and expression rights with its responsibility to provide a safe, orderly environment. Students may not interfere with or disrupt school operations. “Fighting Words” are words that tend to provoke a violent response amounting to a breach of the peace.
<u>5102: Lockers</u>	Lockers are district property, available for student use. There is no expectation of privacy.
<u>5103: Search and Seizure</u>	If there is reasonable suspicion, school officials may search a student and the student’s belongings. Illegal items and dangerous weapons are handed over to law enforcement.
<u>5104: Age of Majority</u>	Policy states rights that students who are at least 18 years of age or legally emancipated may assert by notifying the building principal.
<u>5105: Collaboration with Outside Entities</u>	These Board Policies may override or conflict with rules or policies from external entities the District works with, unless doing so is prohibited by law.
<u>5201: Investigations, Arrests, and Other Law Enforcement Contact</u>	The school district collaborates with law enforcement while safeguarding student rights. It defines who qualifies as a law enforcement officer and sets clear procedures for when officers may question or take students into custody on school grounds. The policy emphasizes parental notification, student privacy, and the requirement for legal documentation when applicable. It also ensures that student records are only shared in accordance with legal guidelines and that school staff retain the authority to investigate student misconduct independently.
<u>5202: Unlawful Discrimination, Harassment, and Retaliation Against Students</u>	The District is committed to investigating all complaints and taking appropriate disciplinary action when necessary. Staff are required to report and, when safe, intervene in incidents of discrimination, while students are encouraged to report concerns without fear of retaliation. Complaints are handled through established grievance procedures, including specific processes for Title IX sexual harassment.
<u>5203: Hazing</u>	Hazing is any intentional or reckless act that endangers a student’s physical or mental health for the purpose of joining or maintaining membership in a group,

	regardless of the student’s consent, and is strictly prohibited and subject to disciplinary action.
<u>5204: Student Appearance and Dress Code</u>	Student appearance, including dress, hairstyle, makeup, or cleanliness, that poses a safety or health risk, violates policy, or disrupts the educational environment may result in disciplinary action, with specific dress code rules set by the Superintendent or designee.
<u>5205: Student Handbooks</u>	Student Handbooks will be regularly updated and consistent with school Board policy.
<u>5206: Student Discipline</u>	The District will provide student discipline, prioritizing a safe, disruption-free learning environment while minimizing out-of-school suspensions and expulsions. It applies to student behavior on school property, at school events, during travel to/from school, and when conduct affects the school environment. There is due process, legal compliance, and the consideration of “Mandatory 7 Factors” (e.g., age, disability status, severity of behavior). It encourages restorative practices for addressing misconduct and defines the roles of administrators, the Superintendent, and the Board in disciplinary actions. Mandatory suspension or expulsion applies in serious cases such as possession of weapons, arson, criminal sexual conduct, and physical assault.
<u>5206A: Student Discipline - Due Process</u>	Outlines the due process protocol.
<u>5206B: Student Discipline - Students with Disabilities</u>	Students with disabilities have the same due process as other students along with the additional procedures and protections in this policy.
<u>5206C: Student Discipline - Reinstatement Following Expulsion</u>	Explains the process for a petition for reinstatement from an expelled student or parent/guardian.
<u>5206D: Student Discipline - Enrollment Following Misconduct at Another Public or Nonpublic School</u>	Process for enrolling in SAPS following misconduct at another public or nonpublic school.
<u>5206E: Student Discipline - Suspension from Class, Subject, or Activity by Teacher</u>	A teacher may suspend a student from a class, subject, or activity for up to one school day for disruptive, unsafe, or insubordinate behavior, and must report the

	incident, ensure supervision, and request a parent-teacher conference to address the issue.
<u>5207: Anti-Bullying Policy</u>	Bullying, including cyberbullying, is strictly prohibited. It includes any behavior that harms, intimidates, or disrupts a student's education or well-being. All incidents must be reported, investigated, and documented. Retaliation and false reports are also banned. The district provides annual training, education, and may form a prevention task force.
<u>5208: Student Acceptable Use and Internet Safety Policy</u>	District technology is a privilege not a right. Failure to comply will result in discipline or loss of technology privileges.
<u>5209: Student Use of Cell Phone and Electronic Communication Devices</u>	No cell phones or other electronic devices during school hours and must be left in locker during school hours. Students are personally and solely reliable for their cell phone and other electronic devices. Inappropriate use of a cell phone or electronic devices may result in disciplinary action.
<u>5210: GPS Tracking Device with Audio Surveillance Capabilities</u>	Parent/Guardian must follow rules and expectations of this policy if a student is to have a GPS tracking device with audio surveillance capabilities during the school day.
<u>5211: Emergency Use of Seclusion and Restraint</u>	Per Michigan Department of Education and State Law, emergency physical restraint is a last resort intervention that may be used only when a student's behavior poses an imminent risk to the safety of others and immediate intervention is required.
<u>5212: Registered Sex Offenders</u>	Process for students who are included on the state's sex offender registry.
<u>5213: Personal Protection Orders Against Students</u>	If a student obtains a personal protection order against another student in the same building, notify the building principal. The District will work collaboratively with both families, the District will not enforce a personal protection order to which the District is not a party.
<u>5301: Compulsory Attendance, Absenteeism, and Truancy</u>	All children of mandatory attendance age (6 to 18 years old) must attend school regularly unless legally exempt, and outlines acceptable reasons for excused absences. Parents must communicate absences, and excessive unexcused

	absences may lead to truancy interventions, including involvement of an attendance officer and possible disciplinary consequences. The policy emphasizes early communication and support to promote consistent student attendance.
<u>5302: Enrollment in Kindergarten</u>	A child may enroll in kindergarten if they turn 5 on or before December 1 of the school year, with early entry allowed upon written parental notice. Pre-kindergarten and preschool programs are available for eligible younger children, including those with disabilities or from disadvantaged backgrounds.
<u>5303: Student Enrollment and Withdrawal</u>	Students may enroll in the District if they meet specific residency, legal, or program-based criteria, and must provide required documentation such as proof of identity and immunizations. Students may be withdrawn upon written notice or a records request from another school.
<u>5304: Nonpublic School Students; Part-Time Attendance</u>	A resident or eligible nonresident student who is home-schooled or attends a nonpublic school may enroll in nonessential elective courses offered by the District, but must meet the same requirements and follow the same rules as full-time students, without guaranteed transportation or access to athletics or extracurricular activities.
<u>5305: Schools-of-Choice</u>	The Board annually decides whether to accept schools-of-choice students from within or near the District's ISD, setting enrollment limits and criteria, while ensuring compliance with state law, prioritizing certain applicants, and using a lottery if needed, with continued enrollment allowed unless the student leaves or is expelled.
<u>5306: Foreign Students</u>	The District allows all resident students to enroll regardless of immigration or visa status, provided they meet Policy 5303 requirements, while ensuring compliance with federal laws and requiring tuition from certain visa holders, such as F-1 students.
<u>5307: Homeless Students</u>	The District ensures equal access to education for homeless students by removing barriers to enrollment, providing comparable services, and designating a liaison to coordinate support in compliance with federal and state law.

<a href="#"><u>5308: Protection of Pupil Rights</u></a>	The District protects student privacy by requiring parental consent or opt-out options for surveys, evaluations, and physical exams involving sensitive information, and provides parents with annual notice of their rights to review materials and refuse participation.
<a href="#"><u>5309: Student Records and Directory Information</u></a>	The District may collect, maintain, use, and disclose student education records and personally identifiable information in accordance with applicable state and federal laws, including FERPA, ensuring privacy rights are upheld while allowing for necessary disclosures to school officials, other educational institutions, and authorized entities under specific legal circumstances.
<a href="#"><u>5401: Parent Involvement in Education</u></a>	outlines the district's commitment to promoting parent involvement in education through access to curriculum, classroom observation, educational records, parental involvement contracts, and protocols for assessments and surveys.
<a href="#"><u>5402: Communication with Parents/Guardians</u></a>	The District will inform parents of student progress, grades, and attendance through report cards, progress reports, parent teacher conferences, and student information system.
<a href="#"><u>5403: Rights of Non-Custodial Parents/Guardians</u></a>	District personnel will treat each parent/guardian, regardless of custody or visitation rights, the same regarding access to student information.
<a href="#"><u>5404: Free Textbooks, Materials, and Charging of Fees and Fines</u></a>	Ensures free access to required educational materials, outlines permissible fees and fines, and provides fee waivers for eligible students while emphasizing that donations and optional purchases are voluntary.
<a href="#"><u>5405: Title I Parent and Family Engagement Involvement</u></a>	Outlines the District's commitment to fostering meaningful parent and family engagement in Title I programs through collaborative compacts, accessible communication, inclusive participation, and annual evaluation to support student academic achievement.
<a href="#"><u>5406: Title I Funds</u></a>	The District will use Title I funds to supplement state and local funds that would be spent on Title I programs.
<a href="#"><u>5407: Instructional Program and Curriculum Development</u></a>	Establishes the District's process for curriculum development, instructional

	planning, and textbook selection, while outlining procedures for parent review and objections to instructional and library materials.
<u>5409: Academic Credits and Graduation</u>	Outlines the District's graduation requirements, credit-earning methods, including personal curriculum, testing out, and work-based learning, as well as procedures for transcript endorsements, accommodations, and transfer credits, all in accordance with state law.
<u>5410: Commencement</u>	The District may conduct a commencement ceremony for eligible students at the end of each year. This ceremony is a right not a privilege.
<u>5411: Student Promotion, Retention, and Placement</u>	Outlines the District's authority over student promotion, retention, placement, and transfers, including intradistrict choice and nontraditional programs, while ensuring compliance with state, federal, and disability laws.
<u>5412: Class Rank</u>	Criteria may be established for determining student class rank, eligibility for honor roll, and other academic recognition.
<u>5413: Senior Recognition</u>	Establish consistent procedures for recognizing student achievement and computing grade point averages and class rankings for high school students to support academic excellence and postsecondary success.
<u>5501: Fundraising</u>	Student fundraising must receive prior approval.
<u>5502: Student Government</u>	Provides students with leadership opportunities and must be supervised by a SAPS staff member.
<u>5503: Bulletin Boards and Other Student Postings</u>	Students and student organizations may post notices in designated school spaces with prior approval, provided the content is appropriate, policy-compliant, clearly identified, and subject to removal at the administrator's discretion.
<u>5504: School Sponsored Publications and Productions</u>	Students may post approved, policy-compliant notices in designated school areas, with clear identification and administrative oversight.
<u>5505: School Attendance on Days of Scheduled Activities</u>	If absent from school for any part of the school day, students cannot participate in an extracurricular activity, practice, competition or performance unless prior

	approval obtained.
<u>5506: Field Trips</u>	Field trips must be pre-approved, educational in nature, supervised by qualified adults, and require parental permission, with students expected to follow all district policies and conduct standards.
<u>5507: Extracurricular Activities</u>	Extracurricular activities, governed by district policies and led by approved advisors, are optional, school-controlled programs that support student engagement beyond academics and require eligibility, appropriate conduct, and adherence to all rules and expectations.
<u>5508: Extracurricular and Athletic Trips</u>	Student transportation to and from these events will be published annually. A student's failure to comply with policy, code of conduct and other applicable rules or behavior expectations while on the trip may result in disciplinary action and exclusion from future trips.
<u>5509: Public Appearance of School Groups</u>	Outlines the conditions under which student groups may participate in public events, requiring principal approval, limiting school-night performances, and prohibiting participation in political or religious events, with potential disciplinary action for misconduct.
<u>5510: Student-Initiated, Non-Curricular Clubs</u>	Governs student-initiated, non-curricular clubs, requiring principal approval, ensuring open membership without discrimination, restricting meetings to non-instructional time, limiting non-school involvement, prohibiting public funding beyond basic facility use, and establishing a multi-level appeals process in compliance with state and federal laws.
<u>5511: Secret Organizations</u>	Secret Organizations are prohibited.
<u>5601: Special Education</u>	Eligible students under the IDEA are entitled to a free appropriate public education through an IEP.
<u>5602: Independent Educational Evaluation</u>	Outlines parents' rights to request an Independent Educational Evaluation (IEE) at district expense when they disagree with a district-conducted evaluation, detailing response timelines, evaluator criteria, and the role of the IEE in the IEP

	process.
<u>5603: Section 504</u>	States the District's commitment to providing a free appropriate public education to students with disabilities under Section 504, ensuring non-discrimination, proper identification, and services in compliance with federal law.
<u>5604: Student Assistance Process</u>	Allows the use of general education assistance teams to support struggling students while requiring immediate referral for evaluation if a disability is suspected under Section 504 or IDEA.
<u>5701: Abuse and Neglect</u>	Outlines the District's legal and ethical obligations to report suspected abuse or neglect of children and vulnerable adults, mandates cooperation with CPS and APS investigations, and ensures confidentiality and compliance with state law and FERPA.
<u>5702: Student Illness and Injury</u>	States procedures for managing student illness or injury, including absence reporting, referral for disability evaluation if needed, guidelines for sending ill students home, emergency medical actions, and compliance with communicable disease reporting requirements.
<u>5703: Medications</u>	Establishes detailed procedures for the safe administration, storage, and documentation of student medications at school, including both district-administered and student self-administered medications, in compliance with medical authorization and parental consent requirements.
<u>5704: Student Insurance</u>	The District encourages parents/guardians to obtain health insurance for their students but does not guarantee student health or safety and may, at its discretion, share third-party insurance information without endorsing or warranting coverage.
<u>5705: Emergency Anaphylaxis</u>	Outlines the District's procedures for maintaining, administering, and reporting the use of emergency epinephrine auto-injectors in response to anaphylaxis, ensuring staff training, parental notification, and compliance with state law.
<u>5706: Opioid Antagonist</u>	Outlines the District's procedures for maintaining, administering, and reporting the use of opioid antagonists in response to suspected opioid overdoses on

	school grounds, in compliance with state law.
<u>5707: School Wellness Policy</u>	Explains the District's commitment to fostering lifelong wellness through nutrition education, physical activity, healthy food standards, community collaboration, and the elimination of lunch shaming, in compliance with state and federal guidelines.
<u>5708: Do Not Resuscitate Orders</u>	States the District's procedures for honoring Do-Not-Resuscitate (DNR) Orders or POST forms for students, including emergency planning, staff notification and training, and compliance with Michigan law.
<u>5709: Lice, Nits, and Bed Bugs</u>	Defines the District's procedures for managing and responding to cases of lice, nits, and bed bugs in a manner that protects student health, ensures proper treatment, maintains confidentiality, and minimizes educational disruption.
<u>5710: Student Suicide Prevention</u>	The District requires immediate reporting of student self-harm concerns, mandates crisis intervention and parent notification, and ensures disability evaluations under federal law.
<u>5711: Toilet Training</u>	The District expects students to be fully toilet trained unless otherwise specified in an IEP or Section 504 Plan, with parents responsible for toileting readiness and supplies, while staff handle accidents respectfully and provide assistance only when required by a student's plan.
<u>5712: Concussion Awareness</u>	The District requires concussion awareness training for staff involved in athletic activities, mandates annual distribution and acknowledgment of educational materials, outlines removal and return-to-play protocols for suspected concussions, and ensures appropriate evaluation and support for students during recovery.
<u>5713: Immunizations and Communicable Diseases</u>	The District requires proof of immunization or authorized exemption for school attendance, may exclude students during disease outbreaks, reports immunization data per legal requirements, and upholds protections for homeless students.
<u>5801: Closed Campus</u>	School campus is closed and students are to stay on campus during school

	hours unless signed out by an authorized adult.
<u>5802: Student Transportation</u>	The District may provide transportation but is not required to do so for students living within 1.5 miles of school, may establish bus stops without supervision responsibility, and may revoke transportation privileges for misconduct, subject to applicable disability rights laws.
<u>5804: Work Permits</u>	Student work permits are issued according to state law.
<u>5805: Student Audio and Video Recording</u>	This Policy regulates student recordings by prohibiting unauthorized audio, video, or photo capture on school property or at events, while allowing limited exceptions for educational accommodations, approved instructional use, and public event recordings, all subject to privacy laws and District rules.
<u>5806: Recording of District Meetings</u>	This Policy prohibits video recording of District meetings and restricts audio recording to specific circumstances, allowing parents/guardians to record IEP or Section 504 meetings only when necessary for understanding, with prior approval required for other meetings, and forbidding secret recordings or surveillance.
<u>5807: Flag Display and Pledge of Allegiance</u>	The District will display the United States of America flag on a flag staff in a visible location at each school and in each classroom where the Pledge of Allegiance is recited. Students will have the opportunity to recite the Pledge of Allegiance each school day.