OTSEGO PUBLIC SCHOOLS BOARD OF EDUCATION BYLAWS AND POLICIES

400 SHERWOOD STREET
OTSEGO, MICHIGAN

CLARK HILL PLC
Adopted, February 2022
Updated, August 2023
Updated, September 2023
Updated, February 2024

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ARTICLE I. BYLAWS

A. GENERAL

Section 1. Name and Legal Status

The legal name of the school district is **Otsego Public Schools** ("the District"). The District is a Michigan general powers school district as provided in the Michigan Revised School Code ("RSC"), MCL §380.1, *et seq.*

Section 2. Authority

The District is governed by the Board of Education ("the Board"). The Board shall have all powers and authority granted to districts by the RSC, state law generally, and, where applicable, federal law.

Section 3. Bylaws

These bylaws set forth the internal rules which govern the operations and business of the Board. To the extent these bylaws may be inconsistent with applicable federal and state law, the applicable federal or state law shall govern.

Section 4. Board Policies

In addition to these bylaws, the Board shall adopt policies to govern the administration of the District.

Section 5. Amendment of Bylaws or Policies

The Board may amend these bylaws or the policies of the Board by a majority vote. Any such amendment shall take effect on the date specified by the Board.

Section 6. Suspension of Bylaws or Policies

Bylaws or policies may be suspended during a Board meeting by a two-thirds vote of the Board members present at such meeting. Unless amended by the Board, the suspended bylaw or policy shall resume full force and effect upon the adjournment of the Board meeting at which the suspension occurs.

Section 7. Superintendent

The Board shall at all times employ a Superintendent in conformity with the RSC. The Superintendent shall enforce Board policies, as well as applicable state and federal law, within the District. The Superintendent shall, as necessary, adopt administrative guidelines for the implementation of Board policies. Administrative guidelines do not require formal approval by

the Board, but shall be provided to the Board at the time or before they become effective. In cases in which the Board has not adopted policies, the Superintendent may act, and shall thereafter notify the Board of such action. References in these bylaws and the Board policies to "the Superintendent" shall also mean the Superintendent's designee except if action solely by the Superintendent is expressly required.

Section 8. District Strategic Plan

The Board shall adopt a comprehensive strategic plan with input from all subgroups, including students, staff, administrators, family members, and community members. Progress toward strategic plan goals will be presented to the Board on an annual basis, and the Board will revise the plan every five to seven years.

B. ORGANIZATION OF THE BOARD

Section 1. Composition of the Board

The Board is composed of seven members, elected or appointed as provided by the RSC and Michigan law. Board members shall be elected on a staggered basis on the November general election date in even-numbered years.

Section 2. Term of Office

Board members are elected for six-year terms. Terms of elected Board members shall commence on January 1 of the year following their election.

Section 3. Board Vacancies

If a Board position becomes vacant, the Board shall appoint a qualified person to fill the position within 30 days after the vacancy occurs. The appointee shall hold office until the next regular school election. Board positions may become vacant for any of the reasons provided by Michigan law. Resignations of Board members are effective without acceptance or approval by the Board.

Section 4. Acceptance and Oath of Office

Elected, re-elected, or appointed Board members shall file an acceptance of office and affidavit of eligibility as required by state law, and, before taking office, shall take the oath of office required by Article XI, Section 1 of the Michigan Constitution of 1963.

Section 5. Board Officers

Members of the Board shall elect by majority vote a President, Vice-President, Secretary, and Treasurer at the Board's annual organizational meeting in January. Officers shall hold office for

one year, or until their successors are elected and take office. Officers are eligible for re-election to their offices.

Section 6. Vacancies in Board Offices (President, Vice-President, Secretary, and Treasurer)

A Board office shall become vacant if the holder of the office ceases to be a Board member, resigns from the Board office, or is removed from the Board office by a majority vote of the Board. A vacancy in a Board office shall be filled by a majority vote of the Board.

Section 7. Compensation and Reimbursement

The Board authorizes compensation for its members for attendance at regular and special Board meetings throughout the year. Board members will receive an annual stipend of $700 to be distributed in December, at the end of the calendar year. Should a Board member resign during the year or take the oath of office after January, then the stipend will be pro-rated to reflect the length of service.

Board members shall be reimbursed for actual and necessary expenses incurred in the discharge of their official duties as authorized by the Board. Board members will not be reimbursed for entertainment expenses or for the purchase of alcoholic beverages. The Board will ordinarily not approve expenditures of District funds for members to attend meetings outside Michigan, and any such attendance must first be approved in advance by the Board. The Board may establish policies for the reimbursement of expenses of Board members.

Section 8. Committees

The Board may create standing or *ad hoc* committees to gather information for and make recommendations to the Board. The President shall appoint the members of committees. Committee meetings attended by more than three Board members must be posted as a public meeting and are subject to the Open Meetings Act. Committee assignments will be reviewed annually by the President following the organizational meeting.

C. FUNCTIONING OF THE BOARD

Section 1. Duties of Board Officers

A. <u>President</u>

The Board President shall preside at all meetings of the Board, and shall conduct meetings in the manner prescribed by these bylaws and state law. The President is the official spokesperson for the Board. The President, in cooperation with the Superintendent, shall prepare agendas for Board meetings. In the absence of the Secretary at a meeting of the Board, the President shall appoint an Acting Secretary, who shall sign the minutes of that meeting. The President shall perform such other duties as

authorized by the Board, or as otherwise required by law and appropriate to the office. The President may consult with the Superintendent and/or legal counsel prior to bringing an issue before the Board.

B. Vice-President

The Vice-President shall preside at Board meetings when the President is not in attendance, and shall have the duties and responsibilities of the President in the absence of the President. The Vice-President shall perform such other duties as authorized by the Board.

C. Secretary

The Secretary shall take and keep the minutes of meetings of the Board in conformity with the Open Meetings Act and other state law, and shall perform all other duties as may be authorized by the Board.

D. Treasurer

The Treasurer, working with the Superintendent or other District staff designated by the Superintendent, shall perform such duties as may be authorized by the Board or state law.

Section 2. Duties and Roles of Individual Board Members

The Board acts as a whole, and only at properly convened and noticed Board meetings. Individual Board members do not possess the powers that reside in the Board, and may not act or purport to act for the Board unless the Board has specifically delegated the authority of an individual member to act. Individual members of the Board may not speak for the Board. A Board member who speaks to or otherwise communicates with the media, the public (including social media), or other officials on District matters shall make clear to the audience that the Board member is expressing only that Board member's views, and that those views do not necessarily reflect the views of the Board as a whole or any other Board member.

A Board member's personal or private use of social media may have unintended, negative consequences to the Board member and/or the District, including possible violations of the Open Meetings Act and issues relating to creation of a public record. Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable District policies, and legal obligations.

Section 3. Confidentiality

Board members will on occasion receive information that is not available to the general public, including information about students or employees, information subject to the attorney-client or another privilege, and information disseminated during a closed session of the Board. An

individual Board member shall not disclose or share confidential information without the authorization of the Board or as may be required by law.

Section 4. Board Ethics

The Board by majority vote shall prescribe a Code of Ethics applicable to the conduct of individual Board members, and each Board member shall be asked to acknowledge and sign the Code of Ethics at the commencement of his or her term. The Code of Ethics is located in the Otsego Public Schools Board of Education Operating Procedures.

Section 5. Conflict of Interest

Board members shall perform their official duties in a manner free from conflict of interest, and shall refrain from actions that create the appearance of a conflict of interest prohibited by law. Board members shall familiarize themselves with and at all times comply with the requirements and prohibitions of state law relative to conflicts of interest.

Section 6. Indemnification

The District shall indemnify the Board and individual Board members to the fullest extent permitted by law. The District will purchase and maintain in effect insurance policies for the indemnification and defense of the Board and individual Board members for legal actions brought against him/her for any act or omission arising out of and in the performance of duties as a Board member.

Section 7. Professional and Consulting Services

The Board shall employ an independent auditor to examine the books and records of the District, to render an opinion on the financial statements of the District prepared at the close of the fiscal year, and to perform such other services as may be requested by the Board. The Board may appoint qualified individuals or firms to provide legal, architectural, insurance and other professional services for the District, and may appoint other consultants as it deems appropriate.

Section 8. Discipline of Board Members

By majority vote, the Board may censure a Board member for violating these bylaws, the policies of the Board, or state or federal law, or otherwise acting in a manner inconsistent with the duties and responsibilities of a Board member. By majority vote, the Board may petition the Governor to remove a Board member from office in accordance with MCL §380.1107.

D. MEETINGS OF THE BOARD

Section 1. Organizational Meeting

The Board shall conduct an organizational meeting annually during the month of January. During the annual organizational meeting, the Board shall elect its officers for the coming year, shall establish a schedule of regular Board meetings for the coming year, and may conduct any other business it elects to address.

Section 2. Regular Meetings

Regular meetings of the Board shall be held in accordance with the schedule established by the Board at its organizational meeting. The schedule of regular meetings may be amended by the Board.

Section 3. Special Meetings

Special meetings of the Board may be called by the President, or by any two members of the Board, upon not less than 24 hours' notice to each Board member. Notice of special meetings must be provided to all Board members, by sending the notice to the Board member using his or her District-provided email account.

Section 4. Emergency Meetings

In the event of a severe and imminent threat to the health, safety, or welfare of the District, its students or employees, the Board President may call an emergency meeting, and the Board may meet and take action without complying with public notice requirements, provided that two-thirds of the members of the Board determine that delay would detrimentally affect the ability of the Board to respond to the threat. Notice to all Board members of an emergency meeting shall be attempted, including by sending the notice to the Board member using his or her District-provided email account.

Section 5. Meetings Open to the Public

All meetings of the Board in which a quorum is present for the purpose of deliberating toward or rendering a decision on public policy shall be open to the public.

Section 6. Open Meetings Act

Meetings of the Board are subject to and shall comply with applicable provisions of Michigan's Open Meetings Act ("OMA"), MCL §15.261, *et seq.* Depending upon its function, a Board committee may be a public body whose meetings are subject to the OMA.

Section 7. Public Notice of Meetings

Public notice of Board organizational, regular and special meetings shall be given as provided in OMA.

Section 8. Closed Sessions of the Board

In accordance with the Open Meetings Act, the Board may meet in closed session for the following purposes upon the affirmative vote, on a roll call vote, of a majority of the Board members voting:

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a Board member, employee, staff member or individual agent of the District, if such person requests a closed hearing.

2. To consider the dismissal, suspension, or disciplining of a student, if the student or the student's parent or guardian requests a closed hearing.

3. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement, if either negotiating party requests a closed session.

In accordance with the Open Meeting Act, the Board may meet in closed session for the following purposes upon the affirmative vote, on a roll call vote, of not less than two-thirds of the members of the Board (*i.e.,* not less than five members of the Board if all seven Board positions are then filled):

1. To consider the purchase or lease of real property, up to the time an option to purchase or lease that property has been obtained.

2. To consult with its attorney(s) regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigation or settlement position of the Board.

3. To consider the specific contents of an application for employment or appointment if the candidate requests that the application remain confidential. Interviews of candidates must take place in an open session.

4. To consider material exempt from disclosure or discussion by state or federal statute (including, without limitation, written opinions of legal counsel).

5. To consider security planning to address existing threats or prevent potential threats to the safety of the students and staff.

Section 9. Minutes of Meetings

A. Open Meetings: Minutes of open meetings of the Board shall be kept, made available, and approved as required by OMA. Minutes shall, at a minimum, include the date, time, and place of the meeting; Board members present and absent; decisions made by the Board; roll call votes; a record of other votes; the purpose(s) of a closed session; and corrections to the minutes of a previous meeting.

B. Closed Sessions: A separate set of minutes of a closed session shall be maintained. Closed session minutes shall be provided to Board members confidentially, shall be retained by the Secretary or the Superintendent, and may be destroyed one year and one day after their approval by the Board.

C. Committee Meetings: Minutes of meetings of committees whose function renders them subject to OMA shall be kept, made available, and approved in the same manner as for open meetings of the Board.

Section 10. Meeting Procedures

A. Location. All meetings of the Board or Board Committees shall be held in District facilities.

B. Agenda. The President, in consultation with the Superintendent, shall prepare and publish a written agenda prior to each regular meeting and each special meeting unless otherwise directed by the Board. Individual Board members may include items on the agenda upon the concurrence of the President. The Board shall adopt or amend the agenda at the start of the meeting.

C. Quorum. A majority of the serving members of the Board shall constitute a quorum. A meeting of the Board may not be called to order in the absence of a quorum.

D. Remote Participation. If a member of the Board is required to miss one or more meetings due to military duty, the Board shall make arrangements, if feasible, to allow such member to participate by conference telephone connection or other electronic voice communication that allows persons participating in the meeting to communicate with each other and persons attending the meeting to hear the comments, including the votes, of the member attending remotely. The notice of a Board meeting at which a member will be participating remotely due to military duty shall include notice of such member's remote participation, and shall provide information about how to contact that member sufficiently in advance of a meeting to provide input on any business that may come before the Board.

E. Procedure for Board Action. The Board shall take action by way of motions duly offered and approved. No motion shall be acted upon until it has been supported by a second member of the Board.

F. Voting. The vote on motions shall be "yes" or "no," and will be taken by roll call vote. Unless otherwise required by law or these bylaws, the affirmative vote of a majority of the serving Board members is required to exercise the Board's authority. Following the vote, the President shall announce that the motion either passed or failed, and, if not a unanimous vote, shall announce the number voting "yes" and the number voting "no." No Board member shall abstain from a vote of the Board absent an identified conflict of interest.

G. Public Attendance at Board Meetings. Any member of the public may attend an open Board meeting. A person shall not be excluded from an open meeting except for a breach of the peace committed at the meeting. Closed sessions of the Board may be attended by members of the Board and any necessary resource persons designated by the board, such as administrators or legal counsel. Members of the public may not attend closed sessions unless specifically authorized by the Board.

H. Public Participation at Open Board Meetings. Members of the public may address the Board at open meetings, subject to guidelines to be published by the Board.

I. Rules of Order. To the extent not addressed by these bylaws or the Board's policies, issues of procedure shall be governed by the current edition of *Robert's Rules of Order.* The President, or Vice-President in the absence of the President, shall decide all procedural issues, but may be overruled by majority vote of the Board.

ARTICLE II. ADMINISTRATION

Section 1. The Superintendent

The Board will at all times employ a Superintendent of Schools, in accordance with state law. The employment shall be evidenced by a written contract, with a term of not more than five years.

The Superintendent is the Chief Executive Officer of the District and the primary advisor to the Board.

The Superintendent shall identify subordinate administrative positions as necessary to administer the District, and shall recommend to the Board the establishment of such positions and candidates to fill such positions.

Section 2. Duties of the Superintendent

The Superintendent is responsible to carry out the policies of the District as expressed in Board Policies. The Superintendent shall develop and implement Administrative Guidelines to give

operational effect to Board Policies. Administrative Guidelines are to be consistent with the Board's Policies.

In a situation in which action must be taken to maintain the orderly operation of the schools, and no Board Policy governs the situation, the Superintendent is authorized to take appropriate action. The Superintendent shall thereafter report the situation and the action taken to the Board, and shall advise the Board whether a formal policy should be adopted.

References to the "Superintendent" in these policies or the Board's bylaws shall be understood to include the Superintendent's designee, unless the policies or their context clearly indicate otherwise.

The Board shall annually review and evaluate the Superintendent's performance and success in meeting the goals established by the Board per state law.

Section 3. Non-renewal or Termination of the Superintendent

If the services of the Superintendent are found to be unsatisfactory to the Board, the Superintendent shall be notified by the Board President and given a reasonable amount of time to provide satisfactory services per a Board approved IDP (Individual Development Plan). If the Superintendent's services continue to be unsatisfactory, the Superintendent should be notified that his or her contract will be non-renewed, in accordance with applicable law (currently ninety (90) days before the expiration of the contract). The contract of the Superintendent may be terminated during its term in accordance with the provisions of the contract and Michigan law.

Section 4. Incapacity of the Superintendent

If the Superintendent becomes incapacitated to the extent that he or she is unable to perform the duties of the office, the Board shall appoint an Acting Superintendent, who will serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract, whichever occurs first. The Superintendent may voluntarily indicate that he or she has become incapacitated. Alternatively, the Board may determine the Superintendent to be incapacitated upon the certification of a physician or mental health professional chosen and compensated by the Board, and may compel the Superintendent to undergo an examination by the physician so chosen. Pending or upon a finding that the Superintendent is incapacitated, the Board may employ an interim superintendent. An incapacitated Superintendent may resume his or her duties upon approval of the Board. The Board may require the Superintendent to demonstrate to its satisfaction that he or she is able to resume the duties of Superintendent.

Section 5. Evaluation of Administrators and Teachers

The Superintendent shall create evaluation protocols for all administrators and teachers that comply with state law, and shall ensure that evaluations are carried out in the manner prescribed by state law.

Section 6. Non-renewal or Termination of Other District Administrators

State law prescribes the manner in which the contracts of administrators below the level of Superintendent may be non-renewed. The Superintendent shall advise the Board of the advisability of non-renewing a District administrator, and shall work with the Board to ensure that any such non-renewal takes place in a timely manner and is consistent with state law.

Section 7. Councils, Cabinets, and Committees

The Superintendent is authorized to establish and appoint the members of permanent or temporary councils, cabinets, or committees deemed necessary or advisable for the proper administration of Board policies and the conduct of District business.

ARTICLE III. CURRICULUM AND INSTRUCTION

Section 1. Curriculum

The Superintendent is responsible for the development, implementation, and ongoing evaluation of the District's curriculum. The curriculum shall:

A) be consistent with the District's mission and any Board Policies establishing guiding principles with respect to student learning and achievement;

B) meet or exceed all requirements of the State of Michigan;

C) be standards-based and based upon legally compliant, research-based learning and achievement standards geared toward the award of a District diploma;

D) include standards-based, legally compliant, research-based learning and achievement standards for students who participate in career and technical education programs; and

E) address the needs of and provide opportunities for students with disabilities consistent with federal and state law.

Section 2. Family Involvement

Parent and family involvement within the schools is necessary to develop shared educational goals and to have a positive effect on student learning for all learners. Educational research has

shown that strong partnerships between home and school lead to higher levels of achievement. Parents and families are encouraged to provide input through district committees, parent-teacher organizations, school improvement teams, and other committees regarding matters of interest to students and families. Parents and families are also encouraged to visit their child's school and participate in school activities.

References to "parent" or "parents" in these policies shall be understood to include a student's legal guardian, unless the policies or their context clearly indicate otherwise.

District teachers and administrators will strive to encourage family involvement through:

Effective Means of Communication, by facilitating open and ongoing communication between home and school; providing information and resources to families regarding safety, proper health, and wellbeing; ensuring accessibility to information about District programs and policies; providing accurate and timely information regarding State and local academic standards and assessments; and engaging families in monitoring student growth and progress reports.

Facilitating Volunteering, by creating volunteer opportunities for parents and families to participate in and contribute to school activities and encouraging family participation in volunteer activities.

Community Collaboration, by integrating programs, activities, and events that support and encourage family involvement and their participation in their child's educational growth and development; and supporting parents and students in the educational process through referrals to community resources or agencies that support the District's mission.

Section 3. Title I Services

The Board elects to augment the educational program of educationally disadvantaged students by the use of federal funds and in accordance with Title I of the Amendments to the Elementary and Secondary School Improvement Act of 1965.

The Superintendent shall prepare and present to the Michigan Department of Education a plan for the delivery of services which meets the requirements of the law. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan.

Section 4. Parental Participation in Title I Programs

Parental involvement is 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 District will:

A. Inform parents of the program, the reasons for their children's participation, and the specific instructional objectives;

B. Support parents to work with their children to attain instructional objectives;

C. Train teachers and other staff involved in Title I programs to work effectively with the parents of participating students;

D. Provide feedback to parents on a regular basis;

E. Provide opportunities for parents to provide input into the design, operation, and evaluation of the program; and

F. Provide opportunities for parents who lack literacy skills or whose native language is not English to provide input.

The Superintendent will develop and implement administrative guidelines that are compliant with Title I. The guidelines shall 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 District.

Section 5. Parents' Right to Know

In accordance with Title I, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the District will provide, the following information on their student and their student's classroom teachers:

A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching

B. Whether the teacher(s) is teaching under any emergency or provisional status in which the state requirements have been waived

C. The undergraduate major of the teacher(s), the area(s) of study, and any certificates for any graduate degrees earned

D. The qualifications of any paraprofessionals providing services to their child(ren)

E. Information on the level of achievement of their child(ren) on the required state academic assessments

F. Timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

Section 6. Special Education

Consistent with federal and state laws and guidelines, the District shall enter into an agreement with the Allegan Area Educational Service Agency (AAESA) to provide comprehensive, free, and appropriate educational services to all eligible disabled persons through age 25.

The Superintendent shall prepare administrative guidelines necessary to ensure effective implementation of special education services.

Section 7. Programs for Gifted and Talented Students

The District may conduct appropriate instructional programs to meet the needs of gifted and talented students in grades K through 12. A "gifted student" is one who, through valid assessment, shows specific academic ability superior to that of children of the same age or grade level within the District; creative ability in a particular area superior to that of his/her peers within the District; or superior leadership ability to that of his/her peers within the District. A "talented student" is one who has a natural aptitude or skill for one or more subjects, or in an extracurricular area.

The Superintendent shall develop administrative guidelines for identification, curriculum development and implementation, and assessment of learning outcomes for gifted and talented students, and the plan will be reviewed by the Board annually.

Section 8. Students with Limited English Proficiency

All students are to be provided a meaningful education and access to the programs provided by the District. Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. Students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

The District will endeavor to assist the student and his/her parents in their access to District programs by sending notices to the parents in a language designed to enable them to understand.

Section 9. Postsecondary (Dual) Enrollment Options

The District recognizes the value to students of participating in courses offered by accredited and degree-granting colleges and universities in Michigan. Eligible postsecondary institutions shall include state universities, community colleges, and independent nonprofit degree-granting colleges or universities located in Michigan and that choose to comply with the Postsecondary Enrollment Options Act.

The District will allow eligible high school students who meet the criteria established in the Superintendent's guidelines to enroll in eligible postsecondary courses while in attendance in the

District. The Superintendent shall allow a student in 9th grade or above, upon written permission of his/her parent, to take approved readiness assessment(s) in order to establish eligibility for postsecondary enrollment. Students will be eligible to receive appropriate credit for completing any of these courses providing they meet all requirements for the type of credit they wish to earn.

The Superintendent shall establish the necessary administrative guidelines to ensure that such courses are in accord with state law and are properly communicated to both the students and their parents. The Superintendent shall also establish guidelines and procedures for the awarding of credit and the proper entry on a student's transcript and other records of his/her participation in a postsecondary program.

Section 10. Homebound Instruction

The District shall provide, pursuant to requirements of state law and the Michigan State Board of Education, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

The District reserves the right to withhold in-person homebound instruction when the instructor's presence in the place of a student's confinement presents a hazard to the health of the instructor; a parent or other adult in authority is not at home with the student during the hours of instruction; or the condition of the student is such as to preclude his/her benefit from such instruction.
The Superintendent shall develop administrative guidelines for implementing this policy, which may include distance-learning options.

Section 11. Career and Technical Education

The District recognizes the importance of career and technical education in meeting the needs of youth, adults, business, industry, and labor of this state, and agrees to coordinate and cooperate with intermediate, state, and federal educational agencies in an effort to support, where appropriate, Career and Technical Education (CTE) in the District.

The Superintendent shall develop administrative guidelines necessary to implement this policy.

Section 12. Guidance and Counseling

A planned program of guidance and counseling is an integral part of the educational program of the District. The Superintendent shall implement an appropriate counseling and guidance program, and shall adopt administrative guidelines with respect to the program.

Section 13. 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 designate qualified administrators and teachers to assist in the selection of textbooks, technology, new secondary courses, and

essential curricular materials to be recommended to the Board. The Superintendent shall develop administrative guidelines necessary to implement this policy.

Section 14. Selection of Media Center Material

District students shall be provided access to a wide variety of educational materials, in various media, to support learning. Following District purchasing protocols, the Superintendent may make or approve purchases for District media centers and may receive recommendations for such purchases from professional staff members, parents, and students.

Section 15. Parental Concerns

The Superintendent shall develop administrative guidelines that provide an opportunity for the presentation and fair consideration of parental inquiries regarding the School District's curriculum, the selection of textbooks, other instructional materials, and media center materials.

Section 16. Wellness

The Superintendent shall prepare and implement administrative guidelines and SMART Goals, in accordance with applicable law, with input from the District's Wellness Committee, that promote students' health, nutrition, well-being, and regular physical activity as part of the learning environment, in accordance with applicable laws, rules, and regulations. The Principal of each school building shall have the authority and responsibility to ensure that each school building complies with this policy.

The District will inform the public annually about the wellness policy, provide a link to the wellness policy online, and will review the wellness policy at least annually. The District will provide information to the public on how they can participate on the wellness committee and assist with the development, implementation, and periodic review and update of this policy.

Section 17. Non-discrimination

The District shall not discriminate on the basis of race, color, national origin, sex, including sexual orientation or sexual identity, age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities, including employment. Sexual harassment is a form of sex discrimination, and shall likewise not be permitted with respect to students or employees. The District shall not retaliate against a person who reports or opposes improper discrimination or retaliation. The District shall fully comply with all applicable federal and state civil rights statutes, including, without limitation, Title IX of the Civil Rights Act of 1964.

The Superintendent shall designate not less than two compliance officers responsible for coordinating the District's compliance with applicable federal and state laws and regulations, and for investigating reports of discrimination or harassment. The Superintendent shall ensure that all required notices under the civil rights or other laws are provided to staff members.

The Superintendent shall develop and implement administrative guidelines to enforce this policy.

Section 18. Field Trips and Other District-Sponsored Trips

The District recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the school. A field trip is any planned journey by one or more students away from District premises under the supervision of a professional staff member and an integral part of a course of study. Other District-sponsored trips are any planned, student-travel activity which are approved as part of the District's total educational program.

The Board of Education shall approve those trips which take students from this District and are planned to keep students out of the District overnight or longer. Approval of the Superintendent is required for all other trips.

Students on all field trips and other District-sponsored trips remain subject to the District's policies and administrative guidelines, including the Student Code of Conduct.

The District does not assume liability for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. While on school property or while using district resources, no one may solicit District students for such trips without written permission from the Superintendent.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips.

Section 19. Student Assessment

The District shall, in compliance with state law and rules of the Michigan Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

The Superintendent shall develop and present to the Board annually a program of testing and assessment that comports with state law and is consistent with the policies of the District, and shall develop administrative guidelines as necessary to implement this policy.

Section 20. Placement and Promotion

The District recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the policy of the District, subject to the Administration's sole discretion, that each student be moved in a continuous pattern of achievement and growth that is in harmony with his/her own development.

The Superintendent shall develop administrative guidelines for the placement and promotion of students consistent with this Policy.

Section 21. Third Grade Reading Requirements

The District shall comply with the requirements of MCL §380.1282f, governing third grade reading proficiency and requirements. The Superintendent shall develop administrative guidelines as necessary to implement this policy and the state statute.

Section 22. Reporting Individual Student Progress

The cooperation of school and home is a vital ingredient to the growth and education of the whole child, and the District recognizes its responsibility to keep parents informed of student welfare and progress in school.

The District shall establish a system of reporting student progress which shall include written reports and/or parent conferences with teachers, and shall require all appropriate staff members to comply with such a system as part of their professional responsibility.

The Superintendent, in conjunction with appropriate staff members, shall develop procedures for reporting student progress to parents.

Section 23. Student Evaluation/Grading

The District is responsible for providing a system of evaluating student achievement that can help the student, teachers, and parents to accurately judge how well the student is achieving the goals of the District's program.

The Superintendent shall develop guidelines for grading containing clear, consistent criteria and standards. The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade. That grade may not be changed without the permission of the Superintendent.

Section 24. Graduation Requirements

The District will acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at graduation ceremonies.

The Superintendent shall develop administrative guidelines containing requirements for graduation consistent with state law and the requirements set by the Board. The guidelines shall also identify the requirements and process to be followed by students wishing to graduate early.

Section 25. Compliance with Michigan Sex Education Statute; Prohibition of Abortion Referral or Assistance

The District shall comply with the requirements of MCL §380.1507, MCL §380.1507a, and MCL §380.1507b, dealing with instruction in sex education and related subjects.

As required under MCL §388.1766, a school official, member of the Board of Education, or a person employed by the District who refers a student for an abortion or assists a student in obtaining an abortion, and who is not the parent or legal guardian of the student, shall be subject to appropriate discipline.

Section 26. Controversial Issues

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, and when age/grade level appropriate, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion, likely to arouse both support and opposition in the community, and not expressly enumerated in a curriculum guide and/or course of study.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

A. is related to the instructional goals of the course of study and is appropriate to the age and level of maturity of the students;
B. does not tend to indoctrinate or persuade students to a particular point of view;
C. encourages fair presentation and open-mindedness;
D. is conducted in a spirit of scholarly inquiry.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and it is not substantially disruptive to the educational setting. Controversial issues may not be initiated by a source

outside the schools unless prior approval has been given by the appropriate building administrator.

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the Superintendent and have been approved by the principal.

The Board recognizes that some deviation from the assigned curriculum guide is necessary in the free exchange of the classroom. However, the Board specifies, for the guidance of the Superintendent and, through administrative directive, the guidance of the staff, that any discussion of controversial issues in the classroom shall be conducted in an unprejudiced and dispassionate manner and shall not disrupt the educational process, fail to match the maturity level of students, be unrelated to the goals of the Board and the appropriate course of study, and tend toward the doctrinaire.

In the discussion of any issue, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

The Superintendent shall develop administrative guidelines for dealing with controversial issues.

ARTICLE IV. STUDENTS

Section 1. Enrollment: Eligible Students

Except as set forth below, enrollment in the District shall be limited to those students who are residents of the District or are required by Michigan or federal law to be admitted to school in the District. The Superintendent shall implement administrative guidelines in accordance with the requirements of this section and Section 2, below.

Section 2. Enrollment: Non-Resident Students

Students who are not residents of the District or otherwise required by law to be admitted to school in the District may enroll in the District under the circumstances described below. Decisions with respect to the enrollment of non-resident students shall be made on a non-discriminatory basis.

Schools of Choice Students: The Board may elect to enroll students in the District under MCL §388.1705 and/or .1705c.

Foreign Exchange Students: The Superintendent will develop and administer a program for the enrollment of foreign exchange students.

Children of Staff Members: A child of a District employee who works on a half-time or greater basis may enroll in the District, in accordance with the provisions of MCL §388.1606(6)(j), under procedures established by the Superintendent.

Homeless Students: The District shall comply with the requirements of federal law, particularly the McKinney-Vento Homeless Assistance Act, with respect to the enrollment of homeless students. The District's Registrar will act as the District's liaison with homeless students and their parents or guardians and to coordinate with state and local officials.

A student who is in Foster Care: If a child who is under probate court jurisdiction and/or is under the care and responsibility of a child welfare agency is placed in foster care, the child will be permitted to enroll in and attend the appropriate grade in the school selected by the department of human services or a child placing agency without regard to whether or not the child is residing in the district.

Section 3. Enrollment: Entrance Age

Unless otherwise provided by law, a child who is a resident or otherwise entitled to attend school in the District may enroll in the District if he or she is less than twenty (20) years on September 1st of the school year of enrollment. A child who is a resident or otherwise entitled to attend school in the District may enroll in kindergarten if the child is at least five (5) years of age on September 1st of the school year of enrollment, or under the early enrollment provisions of MCL §380.1147. Extended age eligibility may apply to certain students qualifying for special education services. The student's birth certificate or other legal documentation of the student's age is required at the time of registration.

Section 4. School Attendance Areas

The Board will periodically establish school attendance areas within the District, and students will ordinarily be required to attend the school in whose attendance area they reside. The

Superintendent may assign a student to a school other than that designated by the attendance area when such assignment is justified by circumstances and is in the best interest of the student. The Superintendent shall establish administrative guidelines for in-district transfers of students.

Section 5. Student Behavior: Governing Principles

In support of providing educational opportunity, the District strives to create a school environment that cultivates the development of knowledgeable, responsible, and caring citizens. To create and maintain such an environment, respect for the rights of others, consideration of their privileges, and cooperative citizenship is expected of all members of the school community. When a student infringes upon others' education, it becomes the duty of the District to discipline this student and restore the conditions that promote learning for all students. In disciplining students and regulating their conduct, the District strives to assure that guidelines and consequences are appropriate and proportionate in nature, consistent with applicable law, constructive, and limited to that reasonably necessary to promote the mission of the District.

Section 6. Student Code of Conduct

The Superintendent shall develop and implement a Student Code of Conduct via building Student Handbooks, which will be made available to all students and their parents. Any changes to the Student Code of Conduct will be approved by the Board of Education.

Section 7. Levels of Discipline

The Board recognizes that exclusion from the educational programs of the District for disciplinary purposes is a serious sanction. The following levels of discipline are permitted in the District.

Where expulsion or suspension periods are noted they reference instructional days and not calendar days.

> Emergency Removal: A student may be removed from any class, subject, or activity for up to one (1) day by the student's teacher for certain conduct as specified in the Student Code of Conduct pursuant to MCL §380.1309. A student so removed will be allowed to attend other classes taught by other teachers during the term of the one (1) day removal.

Suspension: The Superintendent, the Superintendent's designee, or a building administrator may suspend a student for up to ten (10) days (for a single offense). Anything greater than ten (10) days (a long-term suspension) requires a Board of Education hearing. The Board of Education decision is final.

Suspension of 180 days or Less: The Superintendent, the Superintendent's designee, or a building administrator may recommend to the Board of Education an expulsion for a student for not less than 11 days nor more than 180 days. The Board of Education decision is final.

Permanent Expulsion or Expulsion of Greater Than 180 Days: Only the Superintendent or the Superintendent's designee may recommend to the Board of Education to permanently expel a student or expel a student for greater than 180 days. The Board of Education decision is final.

Removal of a Student From School Pending Investigation or Provision of Due Process. When an administrator deems it necessary, the administrator may remove from school a student charged with, suspected of committing, or suspected of being involved in an infraction or incident for a reasonable period of time necessary:

1. to complete the investigation of an alleged infraction or incident, or
2. to defuse a situation that could become worse without such removal, or
3. in unusual circumstances, to permit the student to be accorded due process, as defined in this policy, which shall be accorded as soon as possible thereafter, or
4. for other reason(s) as renders such a removal in the best interests of a particular student, a school, its students, or its staff.

Such a removal shall not constitute disciplinary action, although the infraction or incident may result in disciplinary action. If the infraction or incident that has prompted removal results in discipline, the time during which the student has been removed from school shall be credited to any disciplinary time imposed. During the removal of the student, education will continue.

Section 8. Due Process

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. The due process to be accorded students is as follows:

Students subject to suspensions greater than 10 days (long-term suspension) or expulsions of any length, including permanent expulsion: Except in emergency situations, prior to the implementation of a long-term suspension or an expulsion a student and the student's parent or guardian must be given written notice of the charges against him or her, a summary of the evidence supporting the charges, and the opportunity to be heard and to respond to the charges. When such suspension or expulsion has occurred, notice and opportunity to a Board of Education hearing shall occur as soon as reasonably possible, and within ten school days. The student and the student's parent or guardian must also be provided with a brief description of the student's rights and of the hearing procedure. The Board of Education shall provide the student an opportunity to be heard and shall be responsible for making the suspension or expulsion decision. The Board of Education decision is final.

Section 9. Considerations Prior to Imposition of Discipline

In accordance with state law, and except as specifically provided in this policy, before a student may be suspended, expelled, or permanently expelled, the District administrators making the disciplinary decision shall consider each of the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the violation or behavior committed by the student;
5. whether the violation or behavior committed by the student threatened the safety of any student or staff member;
6. whether restorative practices will be used to address the violation or behavior committed by the student; and
7. whether a lesser intervention would properly address the violation or behavior committed by the student.

The fact that consideration of these factors has occurred shall be documented in the record of the disciplinary decision. The Superintendent shall develop an appropriate checklist to be used to document consideration of these factors.

Whether student misconduct shall result in discipline, and the level of discipline to be imposed, shall be within the discretion of the Superintendent and designees, including administration of

the respective school buildings. In the exercise of this discretion, there is a rebuttable presumption that a suspension, expulsion, or permanent expulsion is not justified unless the administration can demonstrate that it considered each of the factors listed above. The obligation to consider these factors shall not apply to a student being permanently expelled under state law for possessing a firearm in a weapon-free school zone.

The District shall consider using restorative practices as an alternative, or in addition to, suspension or expulsion of a student. The obligation to consider restorative practices shall not apply to a mandatory permanent expulsion for possession of a firearm in a weapon-free school zone. "Restorative practices" means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. The Superintendent shall establish administrative guidelines for the use of restorative practices within the District.

Section 10. Appeal of the Imposition of Discipline

A student may appeal a short-term suspension of 10 days or less to the Superintendent or designee. The Student Code of Conduct shall identify the process to be used for such appeals. The decision of the Superintendent or designee shall be final.

Section 11. Reinstatement Following Expulsion

A student who has received a long-term suspension or has been expelled from school in the District may apply for reinstatement in accordance with the following guidelines:

A. If the student is in grade 5 or below at the time of the expulsion, the parents or legal guardian may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.

B. If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.

C. The Superintendent or designee shall, within ten (10) school days after receiving the request, submit the request together with any other information he or she deems pertinent to the requested reinstatement, to the Board of Education.

D. The Board of Education will convene to review all pertinent information, and make a recommendation for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on consideration of:

1. the extent to which reinstatement would create a risk of harm to students or school personnel;
2. the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
3. the age and maturity of the student;
4. the student's school record before the expulsion incident;
5. the student's attitude concerning the expulsion incident;
6. the student's behavior since the expulsion and the prospects for remediation;
7. if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:

    a. abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
    b. participate in an anger management program or other counseling activities;
    c. cooperate in processing and discussing periodic progress reviews;
    d. meet other conditions deemed appropriate by the committee;
    e. accept the consequences for not fulfilling the agreed-upon conditions.

The Board may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

E. In the event a student who has been expelled from another school district requests admission to this District, the Board shall, in making its decision, rely upon the recommendation of the Superintendent or designee.

F. The Board may:

1. set aside the expulsion and reinstate the student with or without any limiting conditions;

2. reduce the expulsion to a suspension or expulsion of 180 days or less with any conditions the Board deems advisable under the circumstances;

3. affirm the expulsion.

G. The Board shall make its decision no later than the next regular Board meeting. The Board's decision shall be final and not subject to appeal.

Section 12. Student Discrimination and Harassment

The District is committed to maintaining a learning environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. The District shall not discriminate on the basis of race, color, national origin, sex, including sexual orientation or sexual identity, age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities, including employment. Sexual harassment is a form of sex discrimination, and shall likewise not be permitted with respect to students or employees. The District shall not retaliate against a person who reports or opposes improper discrimination or retaliation. The District shall fully comply with all applicable federal and state civil rights statutes, including, without limitation, Title IX of the Civil Rights Act of 1964. Discrimination, retaliation, and harassment are prohibited whether occurring at school, on District property, in a District vehicle, or at any District-related activity or event.

The Superintendent shall designate not less than two compliance officers responsible for coordinating the District's compliance with applicable federal and state laws and regulations, and for investigating reports of discrimination or harassment. The Superintendent shall ensure that all required notices under the civil rights or other laws are provided to staff members.

A student who believes he or she has been or is the victim of discrimination or harassment should immediately report the situation to a teacher, counselor, social worker, the building principal or assistant principal, or the Superintendent. A staff member who observes, has knowledge of, or learns that a student has been or is the victim of discrimination or harassment shall immediately report the situation to the building principal or assistant principal or the Superintendent. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

The Superintendent shall develop and implement administrative guidelines to enforce this policy.

Section 13. Bullying

It is the policy of the District to provide a safe and nurturing environment for all of its students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

Bullying and Cyberbullying are Prohibited

Bullying and cyberbullying of a student, whether by other students, staff, visitors, Board members, parents, guests, contractors, vendors, and volunteers, is prohibited. All students are protected under this policy, and bullying and cyberbullying are prohibited without regard to their subject matter or motivating animus.

Definitions

"Bullying" means any written, verbal, or physical act, or any electronic communication, but not limited to cyberbullying, that is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.

B. Adversely affecting the ability of a pupil to participate in or benefit from the District's or school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.

C. Having an actual and substantial detrimental effect on a student's physical or mental health.

D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.

B. Adversely affecting the ability of a student to participate in or benefit from the District's or school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.

C. Having an actual and substantial detrimental effect on a student's physical or mental health.

D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Since "bullying" also includes "cyberbullying", any reference in this policy to "bullying" shall also be deemed to refer to "cyberbullying."

Bullying and cyberbullying are prohibited at school. "At school" is defined as on school premises, at school-sponsored activities or events, in a school-related vehicle, or using a telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the School District. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in MCL §750.219a.

Bullying and cyberbullying that does not occur "at school," as defined above, but that has an actual and substantial detrimental effect on a student's physical or mental health or causes a substantial disruption to the educational environment, may be subject to disciplinary action in accordance with this policy and applicable law.

Reporting and Investigating Reports of Bullying

Every student is encouraged to promptly report any situation that he or she believes to be bullying behavior directed toward himself/herself or another student to a teacher, a

counselor, a building principal, or an assistant principal. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the building principal. Complaints against the building principal shall be reported to the Superintendent. Complaints against the Superintendent shall be reported to the Board President.

Under state law, a school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official who is responsible for implementing this policy or for remedying the bullying, when acting in that capacity.

Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The building principal or the principal's designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, and up to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, both the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification.

Each school shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parents or guardians and any discipline and referrals.

The Superintendent is responsible for ensuring that the policy is implemented.

Confidentiality

The District will comply with all applicable laws regarding confidentiality of personally identifiable information from education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The principal, or the principal's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publicly disclosed.

Notification

This policy will be annually circulated to parents and students, and shall be posted on the District website.

Reporting

As required by State statute, the Superintendent shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education (MDE) on an annual basis, according to the form and procedures established by MDE.

As required by state statute, the District's procedures with respect to bullying are contained within this policy.

Section 14. Use of Seclusion or Restraint

Pursuant to Public Act 395 of 2016, MCL §380.1307a, the Board directs the Superintendent to adopt as an administrative guideline a local policy, applicable to all District administrators, staff and contractors, that is consistent with the policy issued by the Michigan Department of Education in connection with the requirements of Public Acts 394 through 402 of 2016, MCL

§380.1307, *et seq.*, regarding restrictions on the use of seclusion and restraint in public schools. This policy is to accomplish the following objectives:

A. Promote the care, safety, welfare, and security of the school community and the dignity of each pupil.

B. Encourage the use of proactive, effective, evidence- and research-based strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all pupils.

C. Ensure that seclusion and physical restraint are used only as a last resort in an emergency situation and are subject to diligent assessment, monitoring, documentation, and reporting by trained personnel.

Section 15. Search and Seizure

The Board has charged District administration with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, District administration may search school property (such as student lockers) or the person or property (including vehicles) of a student, in accordance with the following policy.

School Property

Lockers and desks used by students remain at all times the property of the District. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. District administrators may search student lockers and desks at any time and for any reason.

Student Person and Possessions

The privacy of students or his/her belongings may not be violated by an unreasonable search and seizure. No student may be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. Reasonable suspicion shall not be required for the use of canines to search a student's possessions as part of a random drug sweep.

Searches may be conducted by administrators, school resource officer(s), or their designees. Efforts should be made to conduct a search in the presence of the student and at least two staff members. A search prompted by the reasonable belief that health and safety are immediately threatened may be conducted with as much speed and dispatch as may be required to protect persons and property.

Strip searches by district employees, school resource officer(s) or any other person acting on behalf of or as a representative of the District, on or off school premises, are not permitted.

Administrators or designated staff members are authorized to utilize a breath-test instrument for the purpose of determining if a student has consumed illegal substances, marijuana, or alcoholic beverages.

The Superintendent shall prepare administrative guidelines to implement this policy.

Section 16. Interrogation of Students

The District is committed to protecting students from harm that may or may not be directly associated with the school environment, but also recognizes its responsibility to cooperate with law enforcement and Michigan's child protection agency.

Such agencies should be encouraged to investigate alleged violations of the law off school property if at all possible. An investigation by such an agency may take place immediately on school property at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

When police or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students.

Before a student is questioned by police as a witness to or suspect in an alleged violation of law, the building administrator will attempt to contact the student’s parent, and will request to remain in the room during the questioning if the parent is not available.

If the student is the subject of a child abuse/neglect investigation, and the investigating agency indicates that the parent or a family member is believed to be the perpetrator, the building administrator will not contact either parent prior to the interview if so requested by the investigator.

If an authorized law enforcement officer or child protection agency removes a student, the administrator shall promptly also notify the parent and the Superintendent.

No school official may release personally identifiable student information in education records to the police or children's services agency without prior written permission of the parent, a lawfully-issued subpoena, a court order, or as otherwise required by law, unless it is an emergency situation involving the health or safety of the involved student or other students. Directory information may be disclosed upon request.

Section 17. Education Records

The District shall comply with the applicable requirements of the Family Educational Rights and Privacy Act ("FERPA") and Public Act 367 of 2016 (MCL §380.1136). In accordance with FERPA, not later than the 30th day of each school year, the Superintendent shall provide public notice, in writing or electronically, to students and their parents or legal guardians of the District's intent to make available, upon request, certain information known as "directory information."

The Board designates as "directory information" the following information about students:

A. name
B. address
C. school e-mail address
D. telephone number
E. participation in officially recognized activities and sports;
F. height, if member of an athletic team;
G. weight, if a member of an athletic team which requires disclosure to participate;
H. grade level, and date of actual or expected graduation;
I. awards or honors received;
J. photographs;
K. videos of students participating in school activities, events, or programs.

The Board determines that the following information about students shall not be considered "directory information," and shall thus not be disclosed unless otherwise permitted by FERPA.

A. date and place of birth;
B. major field of study;
C. dates of attendance;
D. most recent previous educational agency or institution;
E. Social Security number.

The annual notice from the Superintendent shall inform parents and eligible students that they may refuse to allow the District to disclose such "directory information" upon written or electronic notification to the District using the "opt out" form provided with the notice. If a parent or legal guardian of a student or an eligible student elects to "opt out" of the disclosure of any specific type of directory information, the District will elect not to disclose any directory information for that student.

The District shall provide a copy of the notice and "opt out" form to a parent or legal guardian at any time upon request.

The District shall develop a list of uses for which the District would disclose a student's directory information.

Section 18. Extra-Curricular Activities; Code of Conduct

The Board encourages all students to become involved in extra-curricular, co-curricular, and athletic activities. Such activities supplement the District's curriculum, and provide opportunities for student enrichment. Participation is contingent on following the rules and guidelines governing those activities, and is a privilege, not a right.

The Superintendent shall develop and administer a program of student clubs and other activities, and shall develop guidelines for the maintenance of student activity funds in support of these organizations.

The Superintendent and/or designee shall develop and administer a program of interscholastic athletics.

Extra-Curricular Code of Conduct

The Superintendent may by administrative guideline direct that the provisions of the Athletic Code of Conduct shall also apply to students participating in extra-curricular or co-curricular activities.

Interscholastic Athletics

The Superintendent will publish as an administrative guideline an Athletic Code of Conduct, which will apply to students participating in all athletic (including interscholastic) activities. This Code of Conduct will apply on a 12-month basis to all student participants, and to conduct on and off school property. The Athletic Code of Conduct supplements, but does not supersede or modify, the Student Code of Conduct to be published by the Superintendent and/or designee.

The District's interscholastic athletic program is designed to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

The District adopts those eligibility standards set by the Constitution of the Michigan High School Athletics Association (MHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of the District.

Use of a performance-enhancing substance by a student is a violation that will affect a student's athletic eligibility and extra-curricular participation, as described in the Student Code of Conduct and/or the Athletic Code of Conduct.

To participate in interscholastic athletics an athlete and parent/guardian must, as part of the orientation to a school athletic team, indicate that they have been made aware of the Athletic Code of Conduct, including its provisions banning illicit and performance-enhancing drugs, and/or other substances as defined in the Athletic Code of Conduct, as well as the penalties for violating the Code. A list of performance-enhancing substances will be communicated to student athletes and parents/guardians at least annually.

Section 19. Equal Access for Non-District-Sponsored Activities

Secondary students of the District may also initiate other clubs and activities, which may use District facilities under the following rules. School facilities may not be used by non-District-sponsored student clubs and activities or District-sponsored, extra-curricular clubs

and activities during instructional hours. During non-instructional time, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for non-district-sponsored student clubs and activities to meet on school premises shall be made to the Superintendent or designee, who shall grant permission provided that:

A. The activity has been initiated by students;

B. Attendance at the meeting is voluntary;

C. No agent or employee of the District will promote, lead, or participate in the meeting;

D. The meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school; and

E. Persons not affiliated with the District do not direct, conduct, control, or regularly attend the activity.

A student-initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's race, color, national origin, sex including sexual orientation or sexual identity, age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category. There shall be no discrimination on the basis of the religious, political, philosophical, or other content of the speech at the meeting.

Section 20. Medications

Medications Generally

The Model Policy and Guidelines for Administering Medications to Pupils at School ("the Model Policy"), published by the Michigan Department of Education, as currently in effect and as

subsequently amended, and with the revisions noted below, is adopted as the District's Policy for medications at school.

Pursuant to the Model Policy, "medication" includes prescription, non-prescription, and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes/nose, or medications applied to the skin.

The following provisions of the Model Policy are clarified or revised as follows:

A. As used in the Model Policy, the term "physician" means any health care provider licensed by the State of Michigan to prescribe medication.

B. All documentation provided in connection with this policy, including medication administration logs, shall be retained for three years after the student graduates or otherwise leaves the District, or until the student's 19th birthday, whichever occurs later.

Administration is directed to publish the Model Policy, with the clarifications or revisions identified above, as an administrative guideline, and to amend the guideline to comport with any amendment(s) to the Model Policy.

Administration is authorized to make additional non-substantive wording changes in the Model Policy, and to revise or supplement the forms that accompany the Model Policy, to conform with practices in and the policies and needs of the District.

Epinephrine Auto Injectors (Epi-Pens)

Each school building in the District shall have at least two employees at the school who have been trained in the administration of epinephrine auto-injectors.

Each school building in the District shall possess and maintain at least two epinephrine auto-injectors. The epinephrine auto-injectors shall be stored in a secure location, and in accordance with manufacturer's instructions for the preservation of the medication.

Under state law, a prescriber of medication may issue a prescription for, and a dispensing prescriber or pharmacist may dispense, auto-injectable epinephrine. Administration shall take

the necessary steps to obtain and fill prescriptions for epinephrine auto-injectors in order to ensure that sufficient quantities are distributed to and maintained by individual schools.

An employee of the District who is a licensed registered professional nurse or who is trained in the administration of epinephrine auto-injectors may administer epinephrine auto-injectors to a pupil who has an epinephrine auto-injector prescription on file at the school.

An employee of the District who is a licensed registered professional nurse or an employee of the District who is trained in the administration of epinephrine auto-injectors may administer an epinephrine auto-injectors to any individual who is believed to be having an anaphylactic reaction, regardless of whether that individual has an epinephrine auto-injector prescription on file at the school.

The Superintendent shall issue administrative guidelines to ensure the proper implementation of this policy.

Section 21. Personal Communication Devices

A "personal communication device" is a privately-owned device that is used for audio, video, or text communications. "Personal communication device" includes, but is not limited to, computers, tablets (*e.g.*, iPads and similar devices), electronic readers ("e-readers," *e.g.*, Kindles and similar devices), cell phones (*e.g.*, mobile/cellular telephones, smartphones (*e.g.*, BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (*e.g.*, beepers or pagers), and/or other web-enabled devices of any type.

Except as authorized by a teacher, administrator, or IEP (Individualized Education Plan) team, or by regulations issued by the Superintendent, students are prohibited from using personal communication devices during instructional time, including while off-campus on a field trip, to capture, record, and/or transmit words or sounds (*i.e.*, audio) and/or images (*i.e.*, pictures/video) of any student, staff member, or other person. Students may utilize personal communication devices according to their building's student handbook and/or as directed by a teacher or other staff member for educational purposes. Students may possess personal communication devices on their person during times when their use is not permitted, but the devices must be powered off and kept out of sight in backpacks or purses, or in lockers during such times.

The Superintendent is authorized to develop administrative guidelines to further control student use and possession of personal communication devices.

ARTICLE V. PERSONNEL

Section 1. Administrative, Instructional, and Non-Instructional Staff

The Board shall employ qualified administrators as necessary for the management and operation of the District. The Superintendent shall recommend qualified administrators to the Board for consideration. The Board shall review and approve all administrative positions and contracts on an annual basis.

Board policies apply to all District employees, including those employees covered by a collective bargaining agreement. If a Board policy conflicts with a provision of a current collective bargaining agreement, the collective bargaining agreement shall control that issue only.

Section 2. Non-Discrimination

The District shall not discriminate on the basis of race, color, national origin, sex including sexual orientation or sexual identity, age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities, including employment. Sexual harassment is a form of sex discrimination, and shall likewise not be permitted with respect to students or employees. The District shall not retaliate against a person who reports or opposes improper discrimination or retaliation. The District shall fully comply with all applicable federal and state civil rights statutes, including, without limitation, Title IX of the Civil Rights Act of 1964.

The Board shall designate not less than two compliance officers responsible for coordinating the District's compliance with applicable federal and state laws and regulations, and for investigating reports of discrimination or harassment. The Superintendent shall ensure that all required notices under the civil rights or other laws are provided to staff members.

The Superintendent shall develop and implement administrative guidelines to enforce this policy.

Section 3. Reasonable Accommodation

The District will make reasonable accommodation(s) for applicants/employees with disabilities to allow access to the District's facilities and employment opportunities as required by Michigan's Persons with Disabilities Civil Rights Act ("PWDCRA").

The ultimate decision regarding the "reasonable accommodation" to be implemented rests with the Superintendent or designee.

Section 4. Criminal Background Checks and Unprofessional Conduct Checks

The District shall comply with all applicable laws, rules, and regulations regarding criminal history background checks and unprofessional conduct checks for all District employees and individuals who regularly and continuously work under contract with students, in a school building, or on District premises.

Section 5. Relationships with Students Prohibited

Sexual relationships, dating, and deep emotional attachments between a staff member and a student are prohibited, regardless of the student's age or sex. Staff members are expected to recognize that adolescents may misinterpret comments of a personal nature and should ensure that their relationships with students are conducted at all times, including periods of school vacations or outside of school, in a professional and appropriate manner.

The extension of relationships between staff and students through social media should also be closely and carefully managed and should be limited to class/school specific sites intended to expand school learning opportunities, or provide classroom information to students.

District staff are prohibited from personally providing cell phones, computers, tablets, or other electronic devices to students for purposes of communicating with students on non-school related matters. Staff members should not be alone with a student on school premises or off school premises except in appropriate, school-related circumstances.

Section 6. Family Medical Leave Act

The District shall comply with the requirements of the Family and Medical Leave Act (FMLA), and its corresponding rules and regulations. The District shall use the rolling calendar method of calculating FMLA eligibility. All FMLA leave will be without pay. If the employee has paid leave time available under Board Policy, a collective bargaining agreement or individual contract, the employee will be required to use that paid leave time concurrent with the employee's use of FMLA leave.

Section 7. Paid Medical Leave Act

The District shall comply with the requirements of the Michigan Paid Medical Leave Act (PMLA) and its corresponding rules and regulations. The Superintendent shall develop and implement legally compliant rules and regulations to implement and enforce the PMLA.

Section 8. Leaves of Absence

The Superintendent may grant an employee a leave of absence, with a right to return to a vacant position in the District, if a vacant position is available at the time of the expiration of the leave of absence and the employee is qualified for the position. The leave of absence and duration of the leave is at the Superintendent's sole discretion unless the leave of absence is provided for by law, Board policy, or a negotiated contract. The Superintendent shall develop and implement legally compliant leave of absence rules.

Section 9. Medical Examinations

Subject to any applicable laws, rules, regulations, collective bargaining agreements, or contracts of employment, the Superintendent has the sole discretion to require an employee to submit to a medical/mental health examination, at District expense, to protect the health, safety, and welfare of the students, the employee, or the District staff; in the case of a decline in the employee's

work performance that may be attributed to a medical/mental health condition; or where there is a need for a second medical/mental health opinion in the case of an FMLA or other leave of absence.

The employee to be examined shall sign a release authorizing the medical or mental health professional to submit a copy of the medical report to the Superintendent. A copy of the medical report will be maintained in a separate, confidential medical file of the employee as required by law.

If the employee refuses to submit to the District-mandated medical or mental health professional examination, the employee may be subject to disciplinary action, including termination.

Section 10. Health Insurance Portability and Accountability Act

The District shall comply with all of the requirements of the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA). The Superintendent shall develop and implement administrative guidelines to ensure the District's continued compliance with the requirements of HIPAA.

Section 11. Consolidated Omnibus Budget Reconciliation Act

The District shall comply with all of the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA), as amended, and its corresponding rules and regulations.

Section 12. Omnibus Transportation Employees

The District shall comply with the Omnibus Transportation Employee Testing Act of 1991, as amended. The Superintendent shall develop and implement administrative guidelines to conduct alcohol and drug testing of all employees working in safety transportation positions as required by law.

Section 13. Probationary Teachers

The terms and conditions of employment of a probationary teacher shall be in accordance with state law, rules, and regulations. A probationary teacher shall be employed by the District as an at-will employee such that his or her employment may be terminated at any time for any reason or no reason at all, or non-renewed in accordance with state law. A probationary teacher shall be evaluated in accordance with state law, rules, and regulations.

Section 14. Staffing, Assignment, Layoff, and Recall of Classroom Teachers

Staffing, assignment, layoff and recall of teachers working for the District, as defined under Section 1249 of the Revised School Code, MCL 380.1249, shall be consistent with Section 1248 of the Revised School Code, MCL 380.1248, the Teacher Tenure Act, and other applicable state law. All personnel decisions regarding staffing, assignment, layoff and recall of such teachers, including filling a vacancy, placing a teacher in a classroom, or conducting a staffing or program reduction or any other personnel determination resulting in the elimination of a teaching position, shall be made based on the following factors:

a. Effectiveness as measured under the performance evaluation system prescribed by Section 1249 of the Revised School Code, MCL 380.1249;

b. The teacher's length of service in a grade level or subject area, and recency of such service;

c. The teacher's disciplinary record;

d. Significant, relevant accomplishments and contributions above normal expectations of the teacher's peer group and/or a demonstrated record of exceptional performance;

e. Relevant specialized training (beyond District or state requirements) and the demonstrated integration of that training into instruction in a meaningful way;

f. The teacher's attendance (excluding absences subject to the Family Medical Leave Act or as "reasonable accommodations" pursuant to the Americans with Disabilities Act);

g. The academic needs and interests of District students;

h. Considerations of maintaining consistency of instruction in, and/or not disrupting, a current class or program; and

i. The best interests of the District's educational program; for example, where the disadvantages, drawbacks and/or difficulties that would result from a teacher transferring from one class or program to another would outweigh the advantages or benefits to the overall educational program from such a transfer (e.g., where it would be difficult to fill the vacancy created by such transfer).

Length of service or tenure status may be a consideration in any personnel decisions where the factors listed above are equal. The Superintendent may identify additional job-related tiebreakers related to effectiveness to be utilized before considering length of service or tenure status. The Superintendent shall make personnel decisions based upon the factors above. The decision of the Superintendent shall be final, subject to applicable collective bargaining agreements.

A teacher who has received an end of the year performance review rating of "Ineffective/Needs Support" shall not be given preference that would result in that teacher being retained over another teacher who received an end of the year performance rating that is higher than "Ineffective/Needs Support."

A teacher on an individualized improvement plan (IDP) related to performance issues shall be taken into consideration in evaluating a teacher's effectiveness under the performance evaluation system prescribed by Section 1249 of the Revised School Code.

"Vacancy" shall mean and include any unoccupied position to be filled by the District, after all other positions have been filled by District assignments, voluntary and involuntary transfers, job sharing, and/or recalls, in the manner and to the extent determined by the District as appropriate, and which vacancy is posted in a manner by the District seeking applicants; a "vacancy" shall not include a position which is unfilled due to the leave of absence of a teacher for less than a full school year and

the teacher is expected to return to the position following the leave of absence.

The Board adopts the Administrative Guidelines and procedures therein in further support and implementation of this Policy, entitled "AG 5.14 Staffing, Assignment, Layoff and Recall of Classroom Teachers."

Section 15. Staffing, Assignment, Placement, Layoff, and Recall of All Administrative and Non-Classroom Instructional Staff

Subject to any applicable collective bargaining agreements, individual employment contracts, or applicable laws, rules or regulations, the Superintendent has the sole discretion regarding the staffing, assignment, placement, layoff and recall of all administrators and staff other than teachers, as defined under Section 1249 of the Revised School Code, MCL 380.1249.

Section 16. Performance Evaluations

Teachers and administrators shall be evaluated in accordance with state law using one of the evaluation tools allowable by the Michigan Department of Education. The goal of the evaluation system is to improve teacher and administrator work performance and promote and support professional growth. Those teachers and administrators who are rated less than "effective" shall be addressed in the manner prescribed by law. Evaluations shall be used as a factor in staffing, placement, layoff and recall decisions as required and/or permitted by state law. Evaluators of teachers and administrators shall be provided training in accordance with state law.

Non-administrators and staff, other than probationary and tenured teachers, shall be evaluated in accordance with the evaluation process and procedures developed by the District and approved by the Superintendent, or where applicable, as negotiated in the collective bargaining agreements, or in an individual's employment contract with the District.

Section 17. Performance Based Compensation

The Superintendent shall develop, for Board review and approval, a compensation system that includes a performance bonus as permitted or required by state law and as negotiated in the collective bargaining agreements, or in an individual's employment contract with the District.

Section 18. Discipline, Demotion, and Discharge

District employees whose employment is regulated by the provisions of the Michigan Teachers' Tenure Act, MCL §38.71, *et seq.*, may be disciplined, demoted, or discharged for any reason that is not arbitrary or capricious.

All other District employees are considered at-will employees who may be disciplined or discharged based on the sole discretion of the District. To the extent that this policy conflicts with an individual employment contract or collective bargaining agreement, the employment contract or collective bargaining agreement shall apply.

District employees whose conduct or work performance is inappropriate, unprofessional, involves unethical or immoral behavior, or fails to meet the District's performance expectations, are subject to disciplinary action, up to and including termination from employment, at the District's sole discretion. Except as provided by law, an individual employment contract, or a collective bargaining agreement, all disciplinary decisions of the District are final and not subject to any grievance or arbitration procedure.

For purposes of this policy, discipline includes, but is not limited to: verbal and written warnings/reprimands, suspensions, and dismissal/discharge. Discipline does not include verbal discussions, verbal or written directives, placement on a voluntary or involuntary leave of absence, or periodic performance evaluations.

Section 19. Resignations and Retirements

The Superintendent is authorized to accept resignations and retirements on behalf of the Board. A resignation must be in writing and is effective and irrevocable upon acceptance by the Superintendent.

The resignation or retirement of the Superintendent must be provided to the Board President in writing and is effective and irrevocable upon acceptance by the Board. The Board and the Superintendent may mutually agree upon a date of departure.

Section 20. Professional Development

The District shall provide professional development to staff as required by applicable laws, rules, and regulations and as determined to be in the best interest of the District. The Superintendent must approve all professional development costs and staff attendance at seminars, conferences, and workshops.

Section 21. Gifts to District Personnel

Parents, students, and third parties are discouraged from giving extravagant gifts to District employees. Gifts for staff appreciation, recognition, and retirement may be appropriate. The value of the gift or contribution toward a group gift should be nominal and must be voluntary.

District staff may not accept gifts of any type or value that has the purpose or appearance of influencing a decision or judgment, or that may be considered a conflict of interest, or creates an appearance of impropriety.

Section 22. Professional Appearance by District Staff

District staff are role models for all students and reflect the educational environment of the District. All staff must be physically clean, neat, well-groomed, and dressed professionally in accordance with their job duties and responsibilities.

Section 23. Outside Activities

District employees are prohibited from engaging in activities that interfere with their District work and responsibilities or have an adverse impact on the District, students, other staff members, or the school community. Staff members shall not use school property, District staff, resources, or information to solicit or accept customers for private business or personal gain.

District employees are prohibited from using work time to engage in an outside interest, activity, or association.

Staff members may not receive pay for tutoring or working with students currently assigned to them or their classroom, unless prior authorization has been given by the Superintendent or designee. Staff members may only tutor or work with other students of the District with the permission of the Superintendent or designee. Staff members may not engage in private tutoring during the regular school day.

Staff members shall not use their position with the District to influence parents, students, volunteers, subcontractors, or vendors to expend or contribute monies for goods, services, programs, fundraisers or the like. Staff members shall also not solicit one another.

Section 24. Political Campaigns and Ballot Proposals or Initiatives

Staff members may not campaign for a candidate or ballot proposal on District property, in District buildings, or during work hours. Staff members may not use students outside of school hours to campaign for a specific candidate(s) or ballot proposal or initiative without written permission from the student's parent or guardian. Michigan law prohibits the use in any manner of District resources to advance political activities.

Section 25. Proprietary Information

Staff members are encouraged to prepare scholarly articles, educational publications, manuals, and other written, audio, musical, theatrical, animated, artistic, or digital materials, or the like to be considered for publication or distribution. Any works which reference the District require the prior written approval of the Superintendent.

Staff members who seek a copyright or patent interest in their work are subject to the following rules:

A. Works developed within the scope of the staff member's specific job duties and responsibilities, or developed, created, prepared, or finalized during the staff member's regular work hours or using District resources, data, facilities, technology, equipment, materials, or supplies, are the exclusive property of the District. The District shall retain all rights and privileges pertaining to the ownership of those works.

B. Works developed, created, prepared, or finalized by a staff member outside of their specific job duties and responsibilities, the staff member's regular work hours, and without the use of District resources, data, facilities, technology, equipment, materials or supplies, may belong to the staff member.

Section 26. Confidentiality

Federal and state laws, rules, and regulations protect the confidentiality of student educational records, medical records, social security numbers, and other student and family information. Staff medical and personnel records and information, social security numbers, or financial and business records may also contain confidential information. District employees have a legal duty to keep information confidential as required by applicable laws, rules, and regulations.

ARTICLE VI. FINANCES

Section 1. Fiscal Management

The Board holds a position of public trust and accountability requiring it to be a good steward of funds received by the District, and to manage and operate the District in an efficient and effective manner. The District shall comply with all applicable federal and state laws, rules, and regulations relative to the fiscal management of the District, including, but not limited to, the Uniform Budgeting and Accounting Act, MCL §141.421, *et seq*.

The Superintendent shall develop financial processes, procedures, and internal controls to ensure the proper accounting of all District funds received and expended by the District in accordance with generally accepted accounting principles and applicable law. The Superintendent shall ensure that the Board receives in a timely manner monthly financial statements and reports, quarterly reports, and any other financial reports necessary or requested by the Board.

Section 2. Deposit of School Funds

At the first regular meeting of the fiscal year, the Board shall designate the bank(s) or trust companies in which the funds of the District shall be deposited. Within three (3) business days after funds are received by the Director of Finance or designee, the Director of Finance or

designee shall deposit or cause to be deposited, funds of the District in a bank, credit union, or other eligible financial institution authorized by the Board.

Section 3. Annual Budget and Fund Equity

The Board is legally required to adopt an annual budget prior to July 1 of each year for the upcoming fiscal year. The budget is based on projected student enrollment and includes a statement of anticipated revenues from all sources and anticipated expenditures by the District. The annual budget shall be prepared and published in conformity with GASB 54 (Governmental Accounting Standards Board). The Board shall establish a minimum fund balance goal consistent with applicable law to be reviewed annually.

The Superintendent or designee is responsible for preparation of the proposed annual budget and timely presentation to the Board. The Board shall hold a public hearing on the proposed budget in May/June of each year as required by law. The final adoption of the proposed annual budget shall be made by the Board after completion of the public hearing, but no later than June 30.

On a monthly basis, the Superintendent or designee shall inform the Board of actual or anticipated budget variances and the reason(s) for the budget variances. The Superintendent shall prepare amended budgets for the Board's consideration and adoption based on the budget variances, as necessary.

The Board may establish priorities for the District on a short-term, intermediate, and long-range basis. The Board encourages the Superintendent or designee to develop a rolling, detailed three (3) year forecast of estimated revenues, expenditures, and fund balance, to be reported annually to the Board during its June Board meeting.

Within 30 days after the Board adopts its annual operating budget for the upcoming fiscal year, or adopts a subsequent revision to or amended budget, the District shall make available to the public all of the information required under federal and state law, through a link on its website home page in a form and manner prescribed by the Michigan Department of Education. The Superintendent shall ensure that the District complies with all federal and state reporting requirements.

Section 4. Grant Funds

The Board encourages the solicitation and use of grant funds to enhance the District's educational program, school environment, and opportunities for students. The Superintendent or designee, administrators, and staff are encouraged to identify, evaluate, and apply for grants that will support the District's programs, goals, projects, and priorities. The Superintendent or designee must approve each grant proposal prior to its submission and must review awarded grants prior to acceptance.

The Superintendent or designee is responsible for the efficient and effective administration of grant funds. The financial management and administration of grants must adhere to all applicable federal, state, and local laws, rules, and regulations, any grantor rules, regulations, and

conditions of the grant award, and the District's policies and administrative guidelines, and shall comply with 2 CFR Part 200 regarding allowable costs for the use of federal grant funds.

Section 5. General Purchasing

In order to maintain effective control over the purchase of supplies, materials, and equipment for the District, the purchase of all supplies, materials, and equipment shall comply with all applicable Board policies, as well as all applicable state and federal laws, rules, and regulations.

It is the general policy of the Board that the purchase of all supplies, materials, and equipment be at the lowest possible cost in the best interest of the District and all purchases must be within budget allocations. All procurement processes should use good administrative practices and judgement, and be free of any real or apparent conflict of interest. All procurements are to be conducted in a manner which provides open competition as required by law. The lowest responsible bidder shall generally be awarded the contract; however, the Board reserves the right to accept any bid/proposal that it feels is in the best interest of the District.

If the reasonably anticipated purchase price for the supplies, materials, or equipment exceeds the State of Michigan competitive bidding threshold, as adjusted annually, a procurement process with competitive bids/proposals is required. However, competitive bids/proposals are not required for the purchasing of food unless the food purchased in a single transaction costs $100,000 or more. Board approval is required for purchases over the State of Michigan competitive bidding threshold, as adjusted annually.

Purchases made using competitive bids provided through the State of Michigan programs, other consortiums, or cooperative bids shall satisfy the requirements of this policy, unless applicable state or federal law requires otherwise.

The Board reserves the right to: i) accept or reject any and all bids/proposals, in whole or in part; ii) waive any informalities or irregularities in the procurement process or a bid/proposal; and iii) award the contract to other than the lowest bidder.

Section 6. Purchasing with Federal Funds

In order to maintain effective control over the purchase of supplies, materials, equipment, and services with federal monies or under a federal grant, the District shall follow all applicable federal laws, regulations, and standards, as well as all applicable Board policies and applicable state laws, rules, and regulations.

It is the general policy of the Board that the purchase of all federally funded supplies, materials, equipment, and services be at the lowest possible cost in the best interest of the District and all purchases shall be within budget allocations. All procurement processes shall use good administrative practices and judgment and be free of any real or apparent conflict of interest. All procurements are to be conducted in a manner which provides open competition. The lowest responsible bidder shall generally be awarded the contract; however, the Board reserves the right to accept any bid/proposal that it feels is in the best interest of the District.

When purchasing supplies, materials, or equipment with federal monies or under a federal grant, the procurement processes shall also be in accordance with and follow Section 5 – General Purchasing.

When procuring services with federal monies or under a federal grant, if the reasonably anticipated cost is less than the Simplified Acquisition Threshold (SAT) currently set at
$250,000, then the District shall contact a reasonable number of potential vendors and obtain informal written quotes for the services from at least three (3) vendors, to the extent possible. If the reasonably anticipated cost for services which will be funded by federal monies or under a federal grant is at or over the SAT, competitive bidding shall be used for the procurement of those federally funded services. If it is determined that a formal competitive process for the procurement of services costing less than the SAT is in the best interests of the District, the District may use an appropriate competitive bidding process to obtain bids/proposals for the services.

Procurement of federally funded supplies, materials, equipment, or services through solicitation of a proposal from only one source may be used only when one or more of the following circumstances apply:

- The item can be verified to be only available from a single source;
- The public necessity or emergency will not permit a delay resulting from the competitive bid process;
- A noncompetitive bid/proposal is expressly authorized by the awarding agency; or
- After solicitation of a number of sources, competition is determined inadequate.

The Board reserves the right to: i) accept or reject any and all bids/proposals, in whole or in part; ii) waive any informalities or irregularities in the procurement process or a bid/proposal; and iii) award the contract to other than the lowest bidder.

Section 7. Construction

A. General Guidelines

1. The Superintendent or designee shall develop an efficient system for the construction of new school buildings, and additions to, repair or renovation of, or energy conservation improvements to existing school buildings, and shall develop and implement administrative rules and procedures for District personnel regarding the same, that are in compliance with all applicable laws and this policy. All procurement processes should use good administrative practices and judgement and be free of any real or apparent conflict of interest. All procurements are to be conducted in a manner which provides open competition.

2. Before commencing construction of a new school building, addition to, repair, or renovation of an existing school building, the Board of Education shall obtain competitive bids on all the materials and labor required for the complete construction of a proposed new building, addition to, or repair or renovation of an existing school building.

3. Subsection A(2) of this section does not apply to the following:

   a. Repair work normally performed by District employees;

   b. Construction of a new school building, addition to, repair, or renovation of an existing school building if the total cost for the materials and labor costs less than the State of Michigan Competitive Bidding Threshold; and

   c. Emergency repairs to District buildings. However, such emergencies must arise as a result of circumstances which, if not repaired in a timely manner, could affect the health, safety, and/or welfare of the District's students, staff, or property. All emergency repairs must be reported to the Board after repair and should be ratified by the Board at its next regularly scheduled Board meeting.

B. Bidding Procedures

1. Construction projects where the materials and labor cost less than the State of Michigan Competitive Bidding Threshold may be made without obtaining competitive bids, provided that such procurement shall be made in accordance with District administrative guidelines and applicable law. Projects may not be divided into subunits or separate contracts for the sole purpose of avoiding the State of Michigan Competitive Bidding Threshold or the bidding requirements of this paragraph.

2. Construction projects where the materials and labor cost an amount equal to or greater than the State of Michigan Competitive Bidding Threshold:

   a. The Board shall advertise for bids by placing an advertisement for bids at least once in a newspaper of general circulation in the area where the building or addition is to be constructed or where the repair or renovation of an existing building is to take place and by posting an advertisement for bids for at least two (2) weeks on the website designated by the State of Michigan and maintained for this purpose.

   b. The advertisement for bids shall do all of the following:

      i. Specify the date, time, and location by which all bids must be received by the Board;

ii. State that the Board will not consider or accept a bid received by the Board after the date and time specified for bid submission;

iii. Identify the time, date, and place of a public meeting at which the Board, or its designee, will open and read aloud each bid received by the Board by the date and time specified in advertisement; and

iv. State that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent of the District. The Board shall not accept a bid that does not include this sworn and notarized disclosure statement.

c. The Board shall require each bidder for a contract under this policy to file with the Board a bid bond in an amount not less than 1/20 of the amount of the bid, conditioned to secure the District from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract for performance, if the bid is accepted by the Board.

d. The Board shall not open, consider, or accept a bid that the Board receives after the date and time specified for bid submission in the posting for bids as described in Subsection B(2)(b) of this section.

e. At a public meeting identified in the posting for bids described in Subsection B(2)(b) of this section, the Board, or its designee, shall open and read aloud each bid that the Board received at or before the time and date for bid submission specified in the posting for bids. The Board may reject any or all bids, and if all bids are rejected, shall re-post in the manner required by this Policy.

f. Any procurement which ensues from a competitive bid solicitation shall be awarded, and the purchase shall be approved by the Board of Education.

g. For construction projects funded in whole or in part by federal monies or under a federal grant, the District must follow all applicable federal laws, regulations, and standards, as well as all applicable Board policies and applicable state laws, rules, and regulations.

h. All solicitation documents issued by the District shall reserve in favor of the School District:

i. The right to accept or reject any or all bids, in whole or in part;

ii. The right to waive any irregularities or informalities contained in any response/proposal to a bid solicitation to the extent not prohibited by law; and

iii. The right to accept a bid other than the lowest bid.

Section 8. District Credit Cards

The Board of Education recognizes that bank credit cards offer a convenient, efficient method of purchasing goods and services for the District. The Superintendent or designee shall designate District employees authorized to use District credit cards for official District related purposes only. The Board authorizes a limit of $5,000.00 for each credit card. The Superintendent shall develop administrative guidelines and internal controls regarding the use of District credit cards.

All approved card holders must abide by the administrative guidelines and procedures for the use of credit cards. All purchases using a District card must be made by the individual to whom the card is issued, and a detailed report with the receipt(s) of the purchase must be submitted to the business office by the 10th day of the following month. The card may only be used for the purchase of goods or services for the official business of the District, and may not be used for purchases for personal purposes or cash advances. Under no circumstances shall the card be used to purchase alcohol, personal items or services, or personal entertainment. All invoices/statements must be approved by the Superintendent or designee prior to payment. The balance, including any applicable interest, shall be paid within not more than sixty (60) days of the initial invoice/statement date. Card holders shall immediately surrender their card upon request of the Board or the Superintendent or designee, or upon separation from employment with the District. A lost or stolen card must be immediately reported to the Superintendent or designee.

Any unauthorized use or misuse of the credit card by a District employee may result in disciplinary action, up to and including termination.

Section 9. Investments

Prudent oversight of the District's funds by the Superintendent or designee is required. The Superintendent or designee is responsible for making prudent investment decisions of the District's funds that are not speculative, risky, or subject to extreme volatility. The Superintendent shall develop and implement procedures and internal controls to protect the District's investments. The procedures must comply with the requirements of the Governmental Accounting Standards Board (GASB) and the Michigan Revised School Code.

The financial reports submitted to the Board on a semi-annual basis shall disclose the District's investments with a summary of allocation of assets, credit, investments, and risks to the District's investments in accordance with generally accepted accounting principles.

Investment professionals or advisors utilized by the District shall be approved by the Board in advance of any professional advice or work done on the District's behalf, and must be advised of

the District's investment requirements and restrictions. All investment professionals utilized by the District must meet any required licensing, certification, and bonding requirements under state and federal laws, rules, and regulations and maintain insurance in the type and amount standard in the industry.

Section 10. Risk Management

The Superintendent or designee shall be responsible for developing and maintaining a risk management program for the District. The program shall contain methods and procedures for identifying, reducing, and eliminating risk and, where prudent and feasible, providing for the purchase of insurance.

Section 11. Audit

State law requires an annual audit of all accounts of the District by an independent, certified public accountant selected by the Board. The audit shall be conducted in accordance with generally accepted auditing and accounting standards. The audit shall be presented to the Board at a public meeting prior to being filed with the Michigan Department of Treasury and any other reporting entities required by state and federal law.

The auditor shall conduct single audits of grants as required by state and federal law, or the terms and conditions of the grant.

Section 12. Fixed Assets/Inventory

The Superintendent or designee shall develop and maintain a fixed asset/inventory procedure for equipment and supplies purchased for or on behalf of the District or donated to the District. Equipment is tangible personal property that has a useful life of more than one (1) year and an acquisition cost of $5,000.00 or more when purchased with non-federal funding. All equipment purchased should be properly tagged and inventoried in accordance with the fixed asset/inventory procedure. Equipment or supplies purchased with federal funds greater than
$100.00 should be tagged and inventoried as such and used for the specified purpose only. Disposal of equipment purchased with federal, state, or local grant funds must be done in accordance with applicable federal and state laws, rules, and regulations. The fixed asset schedule shall be updated on a regular basis to reflect purchases and dispositions of assets.

Section 13. Surplus Property

The Superintendent shall identify to the Board at least annually District real and/or personal property that is no longer required for District purposes, and shall recommend procedures to be followed for the sale or disposition of such property. Board approval is required for the process to be used to sell or dispose of the property and the ultimate sale or disposition of the property.

Section 14. Bonded Employees

The Board or designee shall purchase a blanket or surety bond, in an amount prescribed by the Board or designee, for District employees who routinely deal with funds or monies of the District.

Section 15. Electronic Transactions

The District may be a party to an Automated Clearing House (ACH) arrangement. The Superintendent or designee shall be responsible for the District's ACH agreement, including payment approval, accounting, and compliance. All ACH invoices shall be approved prior to payment.

Section 16. Credit Card Holder Data Security

If the District accepts credit card payments, all cardholder data obtained by District employees will be protected while in possession, will not be stored or maintained in any format, and will be destroyed when no longer required.

Section 17. Student Activity Fund Management

All revenues and expenditures of student activity funds shall be properly processed through the internal accounting system of the District. All student activity funds shall be audited annually at the same time as the general fund budget.

Section 18. Fundraising

Any fundraising projects carried on by a school organization shall require the approval of the Superintendent or designee. All school-wide fundraising projects shall require the written approval of the Superintendent or designee. All fundraising projects shall be compatible with the District's purpose, goals, and general community expectations. The use of the name of the District (either directly or through inference/affiliation) or the Board shall not be used in any fundraising efforts or on any materials, notices, or advertising unless the Superintendent's approval is received prior to such use.

Section 19. Vendor Relations

All contacts by vendors shall be through the Superintendent or designee. Vendors shall not contact other District employees, Board members, or administrators directly unless such contact is approved or authorized by the Superintendent or designee.

ARTICLE VII. FACILITIES AND OPERATIONS

Section 1. Toxic Hazard and Asbestos Hazard Emergency Response

The Superintendent shall appoint an administrator or staff person to serve as the Toxic Hazard Preparedness (THP) Officer. The THP Officer shall be responsible for identifying potential sources of toxic hazards, obtaining Safety Data Sheets (SDSs), ensuring that all incoming materials are properly labeled with the identity of the chemical, hazard warning and the source of the chemical, and maintaining a current file of the SDSs for all hazardous materials present on the District's property, among other duties as required by law. The Board will rely on SDSs from material suppliers to meet hazard determination requirements.

In accordance with state and federal law, the District shall have an asbestos management plan for each school building; maintain and update the plan to ensure that it is current with ongoing operations and maintenance; engage in periodic surveillance, inspection, re-inspection, and response action activities; and comply with the EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials. The Superintendent shall be responsible for creating and implementing the asbestos management plan. At least once each school year, the District will notify the parents, teachers, and other staff of the availability of the asbestos management plan. The Superintendent or designee shall be responsible to ensure proper compliance with federal and state laws and the appropriate training and instruction of staff and students.

Section 2. Pest Management

Each school building shall have an integrated pest management program. The pest management program shall be designed to minimize the use of pesticides in the school buildings and on school property and use the least caustic pesticides available. Annual notices to the parents of children attending the school shall be given within 30 days after the start of school and contain the information required by Michigan law. Advance notice of the application of the pesticide shall be given at least 48 hours before the application of the pesticide by posting the notice at the school entrance and using one other method permitted by state law, except in cases of emergency. The integrated pest management program shall be available for review by the parents. The Superintendent shall develop rules and regulations for school buildings to comply with Michigan law.

Section 3. Tobacco Free Environment

Under state law, the District must be tobacco free. Students, employees, volunteers, third party contractors, visitors, and the public shall not smoke, chew, or otherwise use tobacco in any form in school buildings, on school grounds, whether school is in or out of session, or during District-sponsored events whether on or off District premises. Likewise, the use of e-cigarettes and/or vaporizers are prohibited in school buildings, on school grounds, whether school is in or out of session, or during District-sponsored events whether on or off District premises.

Section 4. Alcohol and Drug Free Workplace

All property of the District shall be free of alcohol, illegal drugs, marijuana, and abuse of prescription drugs. Any student, employee, volunteer, third party contractor, visitor, or member of the public who possesses, manufactures, sells, distributes, dispenses, uses, or is under the influence of alcohol, illegal drugs, or is abusing prescription drugs, even with a current, valid prescription, in a school building, on District property, attending a District-related event, or driving a vehicle either owned or under contract with the District, shall be disciplined up to and including termination, or removed/barred from the District premises.

Section 5. Weapons

No person shall possess, store, make, or use a weapon in any setting that is under the control and supervision of the District, including, but not limited to, property leased, owned, or contracted by the District, at a school-sponsored event, or in a District-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons may include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall refer a person who knowingly violates this policy to law enforcement officials, as required by law, and may take any necessary steps to exclude the person from District property and District-sponsored events.

This policy does not prohibit:

A. weapons under the control of law enforcement personnel;

B. item approved by a principal as part of a class or individual project or presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);

C. theatrical props (non-operational) used in appropriate settings;

D. starter pistols used in appropriate sporting events; or

E. instruments or equipment as required by the curriculum or District operations.

Staff members or others shall immediately report possession of dangerous weapons and or/threats of violence by students, staff members, or visitors to internal and external authorities, per the guidelines established in the Crisis Management Plan. Failure to report such information may subject a staff member to disciplinary action, up to and including termination.

Section 6. Bloodborne Pathogens

All District employees must follow the Universal Precautions for Bloodborne Pathogens where there has been an exposure to blood or other potentially infectious disease. Under Universal Precautions for Bloodborne Pathogens, all human blood and certain human bodily fluids are treated as if known to be infectious for HIV, HBV, Hepatitis B, and other bloodborne pathogens.

The Superintendent shall develop and implement an exposure control plan as required by law. A copy of the exposure control plan shall be maintained in each principal's office and in each school health office. Training for employees who are at daily or occasional risk of exposure shall be provided by the District.

Section 7. Communicable Diseases

The District shall work cooperatively with the Allegan County Health Department to enforce and comply with the Michigan Public Health Code relative to the prevention, control, and containment of communicable diseases.

Section 8. Cardiac Emergency Response Plan

Cardiac emergencies may result from sudden cardiac arrest, heart attack, or other causes, and require immediate action. The Superintendent shall develop and implement a written cardiac emergency response plan to provide an appropriate response in the event of a cardiac emergency in school buildings and on the District's premises.

The Superintendent shall conduct an annual review and evaluation of the District's Cardiac Emergency Response Plan, focus on ways to improve the schools response process, and report the evaluation results and Plan improvements to the Board on an annual basis.

Section 9. Health, Safety, and Welfare

The Superintendent shall develop and implement a custodial and maintenance program for the cleanliness, safety, and efficient operation of the District buildings and premises that is legally compliant with all safety, health, and environmental requirements.

The Superintendent shall develop a school crisis response plan to be implemented in case of an emergency. The Superintendent is authorized to close schools in case of inclement weather or other emergencies, at the Superintendent's discretion, when it is unsafe for students to attend school or engage in school activities.

Section 10. Fire and Emergency Safety

The Superintendent shall develop a fire and emergency safety operations plan that complies with state and federal law, rules, and regulations. In developing that plan, the Superintendent shall consult with local public safety agencies with which the District would work in the case of an emergency.

Section 11. Food Service Programs

The District shall provide food service programs, including free and reduced lunch programs, to eligible students in accordance with applicable state and federal laws, rules, and regulations. The Superintendent shall develop administrative guidelines to ensure the District's compliance with food service program requirements.

Section 12. Transportation of Students

If bus transportation is provided by the District, the Superintendent shall develop rules and regulations necessary and appropriate for the transportation of students. The District may provide transportation services for field trips, co-curricular and extra-curricular activities, and a fee may be charged for such transportation. Violation of the District transportation rules and regulations may result in the student's removal from District-provided transportation services.

The District will determine the geographic parameters for student eligibility for bus transportation in accordance with state law, rules, and regulations. The District will not provide transportation for open enrollment students or students admitted to the District through any school of choice program, unless expressly authorized by the Board.

Section 13. Website Accessibility

The District will adhere to the applicable and existing standards for website accessibility so as to render the online content accessible. In the event that current standards, laws, and/or regulations change, the District will conform its policies and procedures to meet these changes. The District will perform periodic accessibility audits of its website.

The District's website shall be compliant with Section 504 of the Rehabilitation Act of 1974 and Title II of the Americans with Disabilities Act (ADA) so that students, prospective students, employees, contracted staff, parents, visitors, District's guests, and members of the public with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as their nondisabled peers with substantially equivalent ease of use, and are not excluded from participation in, denied the benefits of, or are otherwise subjected to discrimination in any of the District's programs, services, and activities that are delivered online, as required by Section 504 and Title II of the ADA.

The District will designate a Website Accessibility Coordinator and a Section 504/ADA Compliance Officer as required by law.

The Superintendent shall develop administrative regulations consistent with applicable law and sufficient to permit the District to comply with its legal obligations.

Section 14. Acceptable Use Policy: Technology and Internet Safety

The District's technology resources may only be used for learning, teaching, and administrative purposes consistent with the District's mission and goals. The use of the District's computer

system and access to the use of the Internet is a privilege, not a right. Users of the District's computer system and the Internet while using District technology have no legitimate expectation of privacy. The District reserves the right to monitor all technology resource activity.

The Superintendent shall develop and implement administrative guidelines, regulations, and user agreements that are consistent with the purposes of the District and its mission and that comply with applicable law, including the Children's Internet Protection Act (CIPA). The District shall use technological measures to block or filter access to portions of the Internet containing visual depictions of materials deemed obscene or pornographic, including child pornography, and other material that may be harmful to minors, and to comply with CIPA.

The District will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with District policies, administrative guidelines, regulations, procedures, and user agreements using District provided technology and Internet.

Section 15. Copyrighted Works

The District shall comply with the federal Copyright Act. The Superintendent will develop and implement administrative guidelines and regulations to implement this policy.

Section 16. Privacy of Social Security Numbers

The District maintains social security numbers of its students, employees, and others in the ordinary course of business. The Superintendent shall implement necessary administrative guidelines, rules, and regulations to protect the confidentiality of the social security numbers and the privacy rights of the individuals as required by applicable laws, rules, and regulations.

Section 17. Flag Policy

The Board of Education of Otsego Public Schools agrees the current American flag shall be displayed on the grounds of every school and in every classroom, conference room, school office, gymnasium, cafeteria, auditorium, stadium, and other rooms frequented by students, staff and guests. The only other flags or banners that may be flown, posted, or affixed to the grounds, stadiums, fencing, walls, doors, ceilings, or any other appurtenances of any public school system building or facility owned or operated by the Board of Education of Otsego Public Schools (including, but not limited to, desks) are as follows:

1. The current Michigan flag.
2. The current school flag.
3. Flags and banners that denote the recognition of achievement and are approved by the Superintendent as to content and location of the flags and banners including, but not limited to academic and extra-curricular achievements.
4. Michigan High School Athletic Association or other similar sport tournament or competition. Flags and banners recognizing the participation of or accomplishment of a school team and/or athlete.

5. Flags of countries representing our Foreign Exchange Students
6. Flags and banners representing student organizations/clubs may be placed in/on the place of their meeting during the time of the meeting or at the discretion of the superintendent.

Section 18. Identification Badge Policy

Otsego Public Schools requires employees to wear an identification ("ID") badge at all times while working. The badge must be worn with name and photo clearly visible. Badges must contain the following information:

- Employee photo.
- Employee name. Full name or first name and first initial of last name are acceptable. Nicknames are not permitted unless it is the name by which the employee is commonly called at work.

Employee badges should not contain titles.
Employees working on district premises not wearing an ID badge may be questioned by the school resource officer or other employee.
The ID badge is the property of the Otsego Public Schools. Badges must be turned into an employee's direct supervisor or to Human Resources ("HR"), upon termination of employment.

Issuance/Replacement
Employee ID badges will be issued by HR during new employee orientation or within the first 30 days of employment.

If a badge is lost or destroyed, a replacement must be obtained from HR after paying a $10 replacement fee to the Business Office. Lost or stolen badges should be reported immediately to the Technology Department. There is no replacement cost for old or worn-out badges.

Section 19. Animals on School Property

Introduction
The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service or therapy animal in accordance with Federal and State law and this policy.

This policy applies to all animals on District property, including service and therapy animals. **This policy is not intended to, and does not, allow students, parents/guardians, staff, or others to bring emotional support dogs onto any District property.**

Definitions
1. "Animal": Includes any living creature that is not a human being.

2. "Service animal": Pursuant to 28 C.F.R. Section 36.104, "means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of

animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."

The Americans with Disabilities Act (ADA) also defines a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (i) of the ADA.

Vaccination, Licensing and/or Veterinary Requirements

Animals, including service and therapy animals, housed on or brought on to District property on a regular basis must meet every veterinary requirement set forth in State law and County regulation/ordinance, including but not limited to rabies vaccination or other inoculations required to be properly licensed.

Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, healthcare, or supervision of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer.

Removing and/or Excluding a Student's Service Animal

If a service animal demonstrates that it is not under the control of the student or its handler, the

Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal demonstrates that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal shall notify the Superintendent when a service animal is removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in AG 18-1 - Section 504/ADA - Complaint and Due Process Procedures.

The procedures set forth in AG 18-2 – Complaint Procedures for Nondiscrimination and Equal Educational Opportunity/Access are not intended to interfere with the rights of a student and their parents or an eligible student to pursue a complaint with the United States Department of Education's Office for Civil Rights.

Eligibility of a Student's Service Animal for Transportation

A student with a disability shall be permitted to access School District transportation with their service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.

When a service animal is going to ride on a school bus or other Board-owned or leased vehicle, the student and their parents, or eligible student, and the handler, if the handler is someone other than the student, shall meet with the Transportation Supervisor to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.

At the discretion of the Transportation Supervisor, an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student.

While the bus/vehicle is in motion, the service animal shall remain positioned on the floor, at the student's feet.

Situations that would cause cessation of transportation privileges for the service animal include:

1. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or

2. the service animal urinates or defecates on the bus.

The student and their parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the Transportation Supervisor.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA-mandated interactive process and employee form.

Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by their service animal.

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

1. the staff member seeking approval to have a non-service animal in their classroom shall:

    a. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;

    b. take precautions deemed necessary to protect the health and safety of students and other staff;

    c. provide that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and

    d. keep the surrounding areas in a clean and sanitary condition at all times;

2. Other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

Use of Therapy Dogs in the District

The District recognizes that specially trained therapy dogs can provide educational and social-emotional, and benefits for District students and may allow such dogs to be used in schools, in accordance with this policy.

A "therapy dog" is a dog that has been individually trained and certified or registered to work with its handler to provide emotional support, well-being, comfort, or companionship to District students. The dog must have a current therapy dog certificate with *West Michigan Therapy Dogs* or equivalent acceptable to the Principal and Superintendent. Therapy dogs are individually trained and certified/registered to provide appropriate interactions with students and others at school. The dog must be well behaved and have a temperament that is suitable for interaction with students and others in a public school.

A "handler" is an adult who is responsible for caring for and supervising the therapy dog, which includes toileting, feeding, grooming, and veterinary care. Students shall not act as handlers.

The District is not obligated to supervise or otherwise care for a therapy dog. Therapy dogs are the personal property of a District employee or volunteer. Therapy dogs are not owned by the District. They are also not emotional support dogs intended to provide comfort to a particular individual.

Therapy Dog Plan

District staff who wish to have therapy dogs made available to students shall submit a plan to the building principal. Introduction of a new therapy dog will be subject to a 90-day probationary period. The therapy dog plan must be resubmitted each year and any time a different therapy dog or handler will be used. The Superintendent or designee will develop an Administrative Guideline to ensure conformity across buildings. The plan shall address all of the following topics:

1. The location for the therapy dog to be kept when the therapy dog is on campus is at the discretion of the building administrator. The building administrator may take into consideration the following conditions:

    a. Direct access to the outdoors to permit the therapy dog to enter and exit the building without using the building's interior hallways;

    b. Free of an intake for the building ventilation system or an independent ventilation system; and

    c. Non-porous surfaces, including carpet-free floors, for easy hair removal, cleaning, and sanitation.

2. The credentials of the proposed therapy dog and the organization that has certified them

including:

a. Proof the proposed therapy dog has received appropriate certification;

b. The credentials of the certification providers;

c. Proof the proposed therapy dog is current on all vaccinations.

3. Plans for interaction between the proposed therapy dog and students, including:

a. The students the therapy dog is intended to serve;

b. The anticipated goals for and intended uses of the therapy dog;

c. Proposed instruction to be provided to students on the appropriate behavior and treatment of the therapy dog;

d. How the staff member will accommodate students who are allergic to the dog or its food, fearful of the dog, or whose parents do not give permission for the student to interact with the dog.

4. Plans for care and supervision of the therapy dog, including:

a. The identity and credentials of the handler;

b. The credentials of the providers of the handler's training;

c. Proposed schedule for the handler to provide necessary care for the therapy dog, including exercise, feeding, watering, toileting, and any necessary cleanup; and

d. Proof of an insurance policy that provides liability coverage for the therapy dog while on District property.

The building principal may reject a proposal for any reason, and shall reject the proposal if:

a. It does not meet the requirements of this policy;

b. The building principal does not consider the benefit to outweigh the risks and costs;

c. The building principal believes that the time required to care for the therapy dog is inconsistent with the assigned duties of the school employee/handler; or

d. The proposal is otherwise inconsistent with the needs of the school.

The principal shall submit any proposal the principal desires to be approved to the Superintendent or their designee for final review. The Superintendent or designee may approve or reject the proposal.

Approval of any therapy dog program may be suspended or ended at any time by the building

principal or Superintendent for reasons including, but not limited to any violation of District policy, the administrator's determination that the dog's presence interferes with the educational process, or the administrator's determination that the handler or dog have behaved in an unprofessional or unsafe manner.

District employees shall not receive any additional pay, stipend, or compensation for providing the therapy dog or for being the handler and/or the owner of the therapy dog. The supervision and care of the approved therapy dog is solely the responsibility of the therapy dog handler when the therapy dog is on District property. The therapy dog handler will assume full responsibility and liability for any damage to District property or injury to District staff, students, or others while the therapy dog is on District property. The therapy dog handler must maintain an insurance policy that provides liability coverage for the therapy dog while on District property.

Appropriate identification as a therapy dog will be kept with the handler at all times when on District property. The therapy dog shall be required to wear a vest, collar, or other article identifying them as a therapy dog and distinguishing them from a service dog. The therapy dog shall be under the control of the handler(s) at all times, and shall be required to be kept on a leash. The therapy dog shall only be allowed in areas authorized by the building principal. If any student or school employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, the handler of the dog will be required to remove the dog to a different location designated by an administrator. Therapy dogs shall not attend field trips.

Animals Regularly or Periodically Housed in Classrooms

1. No animal shall be housed in any school classroom without pre-approval of the building Principal.

    a. A classroom teacher seeking to house an animal in the classroom shall submit such request in writing explaining the educational purpose of having an animal(s) in the classroom setting. A separate form must be provided for each animal to be housed in a classroom. All information sought on such form must be completed fully and accurately, to the best of the employee's knowledge.

    b. The teacher signing this request application is responsible for assuming primary responsibility for the animal and shall be designated as the animal's supervising Teacher.

2. Prior to exposing any student to a live animal in the classroom, the supervising teacher shall provide written notification to all parents, including a copy of Student Permission Form for Exposure to Animals to obtain parental/guardian consent.
    a. Copies of all such completed Student Permission Forms shall be maintained in the classroom by the supervising teacher with a copy provided to and maintained by the building administration.
    b. The supervising teacher shall consult with any parent/guardian with regard to students who are immunocompromised or have allergies, asthma, or other health concerns relating to contact or proximity to animals or their food.

3. The supervising teacher who has been granted permission to house (an) animal(s) in the classroom shall provide formal classroom instruction to students regarding sanitation in the handling of animals and shall require all individuals handling animals to subsequently wash his or her hands thoroughly with soap and water.

4. Any student handling any animal must be directly supervised by the supervising teacher.
   a. Only the supervising teacher or students designated by the supervising teacher, with proper permission as detailed herein, may handle a classroom animal.

   b. Handling of any animals should be age appropriate, considering the disease-related risks of certain animals.

   c. Should any student or employee be injured, including but not limited to animal bites or scratches, associated with the handling of a classroom animal, the supervising teacher is responsible for immediately reporting such event, in writing, to the building principal and assuring the student is directed to the school's office for appropriate medical care.
      i. If appropriate, a District accident/injury report will be completed.
      ii. The school's personnel shall notify the student's parent/guardian.
      iii. If appropriate, personnel shall notify public health officials.
      iv. At no time shall any student be exposed to an inherently dangerous animal or any animal which due to size, nature, or aggression could cause injury to a Student.
5. Animals shall be handled humanely and in a healthy environment. If animals are to be kept in the classroom on days when classes are not in session, the supervising teacher shall be responsible for making arrangements for their care and safety.

6. Animals shall be displayed in enclosed cages or tanks or under otherwise appropriate restraints.
   a. Upon placement in the classroom, the building principal shall inspect the enclosure and ensure that it meets standards for safeguarding the health and welfare of students.

   b. Under no circumstances shall any student be allowed to clean any enclosure, cage, tank/aquarium, or other holding enclosure for any classroom animal or touch or otherwise come into contact with the materials that have been removed from any cleaned enclosure, cage, tank, aquarium, or other holding enclosure.

   c. Under no circumstance shall any student be allowed to touch or come into contact with any animal waste.

7. Animals must be clean and free of intestinal parasites, fleas, ticks and mites.

8. Animals shall not be brought in or obtained from the wild. If sought by the building principal, the supervising teacher shall provide proof of purchase or proof of transfer of the animal in question.

9. Animals maintained in a school classroom shall not have access to or contact with wild animals.

10. Classroom animals shall not be permitted to freely roam about any classroom or other area of the school.

11. No animal shall be allowed in any area of the school where food or drink is prepared or consumed.

12. Food for animals must be stored in air-tight closed containers, preferably hard plastic, with the exception of live food required by specific animals, which will be appropriately and securely stored.
    a. Feeding of classroom animals shall not occur in the presence of any student.

    b. The supervising teacher and the building principal shall, at the time the animal comes into the school setting, confer as to the manner and method of feeding of such animal.

    c. The supervising teacher shall agree with the directive of feeding of the animal or the animal shall not be permitted to be present at school.

13. The supervising teacher shall be responsible for the proper cleaning and disinfection of any area in which the animal is present.
    a. The supervising teacher, building principal, and custodial personnel shall confer, at the time the animal comes into the school setting, regarding any necessary precautions for cleaning and maintenance in the classroom and/or around the animal or addressing animal waste.

    b. The supervising teacher shall be responsible for the disposal of animal waste, using appropriate plastic bags and disposable gloves and sanitary cleansers.

14. Prior to the animal being brought into the classroom, the supervising teacher is responsible for assuring that no special permits, licenses, or other requirements (i.e. health/medical certification or examinations) are necessary to own and house the animal. If a permit, license, or other requirement does exist associated with the animal, it is solely the supervising teacher's responsibility complies with such requirements and to provide the building principal with a copy of documentation assuring compliance. Any animal not in compliance shall not be brought into the school's setting. Any health care records associated with the animal shall be maintained in the classroom and is the responsibility of the supervising teacher.

15. At the commencement of each school year the building principal shall be responsible for cataloging any and all animals that are present in classrooms.
    a. Should a new animal be brought into the school setting, or an existing animal leave the school setting, the supervising teacher is responsible for notifying the building principal.

b. The building principal is responsible for providing a copy of the animal catalog to the Superintendent.

16. No animal shall be transported on any school bus.

Visiting Animals to the Schools

1. As part of an educational program, there may be isolated instances in which an animal is brought into the school's setting. Prior to any such animal coming into the school setting, pre-approval must be obtained from the building principal no less than ten school days' prior to the scheduled event.

2. To seek approval, a written request must be submitted to the principal including the following:
   a. The date and activity in question;
   b. Detail as to the relevance of the animal to the educational program;
   c. The animal(s) requested to be allowed on school property;
   d. Information as to how the health and safety of students, school personnel, and the animal will be addressed; and
   e. Copies of current health records and/or proof of current vaccination, as applicable (as detailed herein).

3. All animals must be housebroken.

4. The animal's owner agrees to hold the District, its employees, and agents harmless for any injury to the animal, including death, and any injury to any individual, including the handler, school staff, or school student.

Prohibited Animals

1. Regardless of the desired educational purpose, the following live animals are prohibited in any school facility, for any time or purpose:
   a. Inherently dangerous animals;
   b. Any venomous or toxin producing animals;
   c. Aggressive or unpredictable animals;
   d. Stray animals or animals with no health or vaccination history;
   e. Mammals at high risk for having or transmitting rabies.

2. The Superintendent or building principal may prohibit any animal from being present upon the school's property on a case by case basis.

3. Animals are not allowed on district property or at district-sponsored events while students are present, unless they have been approved through the channels listed in this policy.

ARTICLE VIII. COMMUNITY RELATIONS

Section 1. General Information

The Board recognizes and affirms the right of citizens to be regularly informed and to be able to obtain information about the objectives, conditions, and achievements of the District.

Section 2. Freedom of Information Act

In accordance with Michigan's Freedom of Information Act (FOIA), MCL §15.231, *et seq.,* the District will make public records, as defined in FOIA, available for inspection or copying. The Administrative Assistant to the Superintendent is designated as the District's FOIA Coordinator. The Coordinator may designate another individual to act on his or her behalf when the Coordinator is unable to do so. The Superintendent will issue procedures and guidelines necessary to implement the Act, including a schedule of costs to be charged in responding to FOIA requests, and shall publish those procedures and guidelines as required by FOIA.

Section 3. Community Input

The District encourages visits to school by parents, other adult community residents, or other educators, so long as those visits do not disrupt or otherwise interfere with the educational process. Any such visit shall be arranged in advance with the building administration. The Superintendent and the building principal or designee have the authority to prohibit entry to a school building of any person, or to expel any person, if there is reason to believe that such person's presence would be detrimental to the educational process or the good order of the school. The Superintendent shall develop administrative guidelines specifying the procedures that permit reasonable attendance by visitors but that protect the educational environment.

The Board welcomes input from community members at Board meetings or at other appropriate times. The Board believes that community involvement in the affairs of the District is essential and valuable, and will endeavor to provide reliable and efficient ways to allow public input into the decision-making process.

Section 4. Complaints

The Superintendent shall issue administrative guidelines identifying procedures for investigating and responding to complaints by members of the public against the District or specific District staff members. A complaint concerning the Superintendent may be made to the Board President.

Section 5. Gifts, Grants, Bequests, and Donations

The District appreciates receiving gifts, grants, bequests, or donations from members of the public, decedents' estates, or corporate entities, as a reflection of public interest in and good will toward the District. The Superintendent is authorized to accept gifts that 1) are appropriate for District use; 2) are free of any restrictions that are contrary to law or inconsistent with Board policy; 3) contain no commercial advertising and 4) do not require excessive costs to install, maintain, or utilize, or a large commitment of District resources. Income derived from gifts and bequests will be credited, if possible, to the fund designated or requested by the donor. If the request of the donor

cannot be fulfilled, the gift or bequest will be deposited in any other fund specified by the Board.

Section 6. Use of District Facilities

The Board may permit the reasonable use of its buildings and grounds by responsible community groups, provided that such use does not interfere with the daily school routine or any school-sponsored activity, is consistent with the educational mission of the district, or unduly jeopardize the condition of District facilities. Rental or use of District facilities may take place only if approved in advance by the Superintendent or designee. The Superintendent shall issue administrative guidelines governing the use or rental of District facilities.

Section 7. School Visitors

The District encourages visits to school by parents, other adult community residents, or other educators, so long as those visits do not disrupt or otherwise interfere with the educational process. Any such visit shall be arranged in advance with the building administration. The Superintendent and the building principal or designee have the authority to prohibit entry to a school building of any person, or to expel any person, if there is reason to believe that such person's presence would be detrimental to the educational process or the good order of the school. The Superintendent shall develop administrative guidelines specifying the procedures that permit reasonable attendance by visitors but that protect the educational environment.

Section 8. District Support Organizations

A District Support Organization is a non-profit entity formed and operating for the purpose of supporting District programs. The District's name shall not be used by a District Support Organization without the written approval of the Superintendent.

Section 9. Advertising, Distribution, or Posting of Information

Advertising for or against a political candidate or campaign is not permitted on District property. Advertising of religious services or religious-related activities is not permitted on District property. Commercial advertising is not permitted on District property without the written consent of the Superintendent. Any advertising or promotion must be aligned with the educational mission of the District. Distribution or posting of information by outside organizations is permitted only with the prior review and authorization of the Superintendent or designee. The Superintendent shall issue and enforce administrative guidelines governing commercial advertising and distribution or posting of information on District property.

Section 10. Volunteers

The Board recognizes and appreciates the value of volunteers. The Superintendent or designees, including building administrators, are responsible for recruiting volunteers, reviewing their capabilities, and placing volunteers. Any volunteer who will work with or have access to students on a regular basis shall be pre-screened using the Internet Criminal History Access Tool (ICHAT) or similar database. District administrators shall not be required to accept a volunteer whose history

or skills are not in accord with District standards and needs. The Superintendent shall issue and enforce guidelines governing use of volunteers.

Section 11. High School Diplomas to Qualified Military Veterans

The Board honors the service provided to our country by veterans of World War II, the Korean Conflict, and the Vietnam Era. The Board is honored to issue high school diplomas to veterans who began their service without completing high school, and who comply with the provisions of MCL §35.341. The Superintendent is authorized to accept applications and documentation from such veterans, and shall make recommendations to the Board as to whether the veterans should be awarded their diploma.